

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

19th November 2007

Meeting Number 0712

Minutes of an **Ordinary Meeting** of the Parish Council held at **8:30 p.m. - Monday 19th November 2007** in the Chelveston Village Hall.

Present :- Councillors :

Cllr A.R.Dale	(Chairman)
Cllr M.W.Wooding	(Vice-chairman)
Cllr M.W. Emerson	
Cllr M.L.Foulger	
Cllr G.Harwood MBE	
Cllr M.J.Izzard	
Cllr P.Mommersteeg	

Clerk: Mr. M.H.Hunter

Public: 2 members of the public.

Open Forum

Cllr Dale explained that this was an opportunity to speak on any agenda item for a max of 15 minutes before the meeting started. None.

1 Apologies

- 1.1 Cllr Dale opened the meeting at 8:50 p.m. and asked for any apologies.
- 1.2 The Clerk advised D.Cllr P.Whiting had sent her apologies (prior engagement). The meeting agreed to accept this apology.

2 Declarations of Interest under Section 50 of the LGA 2000

- 2.1 Cllr Foulger declared a prejudicial interest in item 6.2 (recipient of expenses).

3 Notification of Executive Action (SO 83).

The Clerk advised that the Council had been requested by ENC to respond at short notice to an out of parish application (EN/07/01727/FUL in Stanwick parish). Having taken the views of the majority, he responded on behalf of the Council under SO 83.

4 Minutes of Previous Meetings

The minutes of the ordinary Parish Council meeting **0711 – 8th October 2007** had been circulated. The Clerk advised of two changes – in item 4 “Planning and Resources” should read “Policy and Resources” and in item 6.6 payment 2007.37 the cheque 000677 to the “Star & Garter” had been replaced with cheque 000679 issued to “PRMS”

The meeting resolved to:

- 4.1 Approve the minutes of meetings **0711** with the two amendments.

Proposed: Cllr Emerson Seconded: Cllr Wooding Decision: Unanimous

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5 Planning and Licensing Matters

5.1 New applications.

None.

5.2 Update on previous applications.

The Clerk advised that the first floor extension at 4 Duchy Close had been approved by officer delegation. The application for the erection of a stable block and change of use to menage at Manor Farm had been withdrawn and the relocation of Duchy Farm remains outstanding.

The Holywell Farm chicken shed in Stanwick parish had received some objections, including ENC Environmental Services (insufficient information) and the NCC determined application for the AD plant at Westwood (Newton Bromswold parish) had been withdrawn.

5.3 The BCC MWDF Issues & Options consultation.

Cllr Dale advised the meeting that site WSD33 was one of 43 sites put forward in the BCC MWDF Issues & Options consultation. It had been put forward for various uses, with a 150,000 tonne annual capacity. Recent press coverage had revealed it had not been short listed for the BCC "super incinerator" facility.

After debate the meeting agreed to object to the site proceeding to the Preferred Options stage and instructed the Clerk to inform BCC accordingly.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

5.4 The NCC MWDF Preferred Options consultation.

Cllr Dale advised the meeting that site WA8 was one of 16 preferred sites chosen in the NCC MWDF Preferred Options consultation. Although it did not have a stated capacity, it had since been established the same figures had been supplied to both NCC and BCC (i.e. various uses, with a 150,000 tonne annual capacity).

After debate the meeting agreed to object to the site proceeding to the Submission stage and instructed the Clerk to inform NCC accordingly.

Proposed: Cllr Dale Seconded: Cllr Mommersteeg Decision: Unanimous

The meeting also considered the recent questionnaire by Peter Bone MP and agreed to send copies of the consultation responses to him.

5.5 The ENC LDF Three Towns Plan.

Cllr Dale advised that after last month's meeting with the ENC Planning Policy Officer for the plan, the Council had been asked to confirm the site which had the potential for housing development, in keeping with the restricted in-fill category, and that the Council did not want to adopt the Rural North Plan of permitting flexible development beyond the boundary.

The meeting agreed to confirm the site and not to allow development beyond the village boundary and instructed the Clerk to inform ENC accordingly.

Proposed: Cllr Wooding Seconded: Cllr Harwood Decision: Unanimous

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6 Financial Transactions

- 6.1 The following invoices were due for payment – Powergen (St Lt Power Jul – Sept 07) and ENC (elections 2007). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Izzard Seconded: Cllr Mommersteeg Decision: Unanimous

- 6.2 Cllr Foulger had purchased the wreath under the standing arrangement agreed in November 2006 (minute 0612.7) and was claiming for re-imburement. The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

Proposed: Cllr Wooding Seconded: Cllr Mommersteeg Decision: Unanimous

- 6.3 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payments & authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

- 6.4 The bank statements for the months of September & October have been received and reconciled.

Opening Balance for the meeting £2,312.56

Receipts since last meeting

Number	Sender	Description	Method	Amount
2007.39	ENC	Precept (50%)	BACS	£3,750.00
2007.40	NWB	Interest (Jul – Sept 07)	Bank	£15.96
Total Receipts this meeting				<u>£3,765.96</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2007.41	Powergen	St Lt Power (Jul - Sept 07)	000680	£276.43
2007.42	ENC	Election 2007 costs	000681	£1,136.65
2007.43	M.L.Foulger	Remembrance wreath	000682	£16.50
2007.44	M.H.Hunter	Expenses to 0712	000683	£88.49
Total Expenditure this meeting				<u>£1,518.07</u>

Closing Balance for this meeting **£4,560.45**

7 Updates on Projects List

7.1 Highways & footways Issues

The Clerk advised the s136 paperwork was due if the Council wished to use its own contractors instead of the NCC service (4 cuts) for 2008. The grant for 2007 had been applied for. Cllrs Wooding & Foulger commented on the contractor's performance.

The meeting agreed not to use NCC and instructed the Clerk to inform NCC accordingly.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

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The Clerk advised that the winter salting leaflets were now available and distributed them to the Cllrs.

Cllr Foulger (as the Parish Highways Representative) advised no response on the footways report submitted to Atkins, but he would continue to chase.

7.2 **Street Lighting**

No report.

7.3 **Ditches**

No report.

7.4 **E-Government**

The Clerk advised for the 30 day period ending 17th November 2007 of the 1,245 hits, 15.5% came from the US, 3.1% from Europe & 2.6% from other countries.

8 **Budget 2008**

The Clerk outlined the proposed budget for 2008, in line with the requests from the Cllrs. Subject to any new information, such as changes to the Council Tax Base or a new spend requirement, it was likely that the Council would not have to change the present Precept level in January.

Cllr Harwood raised concerns about the Council's low level of reserves and asked what the limits were? The audit guidance is that unrestricted reserves are limited to 50% of Precept.

Cllr Wooding had concerns regarding the funding of the Clerk's salary in the event of a new Clerk being appointed and asked what the effect of increasing the Precept by £2,400 would be? [*Post meeting note – this would raise the Band D charge by £15.*]

9 **Update on the brook between JST and Hall Farm**

The Clerk advised that, following a request from Cllr Harwood, ENC had confirmed they would continue to maintain the brook in part of Water Lane (i.e. acting on behalf of the former council houses) and would carry out strimming, jetting and clearing works shortly.

For the section between JST to Water Lane, this fell to the riparian landowners and the Council would have to decide if it wished to initiate enforcement action, starting with reminder letters.

After debate the meeting agreed to issue letters to the adjoining households and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Harwood

Decision: Unanimous

10 **Update on Local Government**

The Clerk advised the meeting on recent legislation that may impact on local government, such as;

Local Government & Public Involvement in Health - Power of Wellbeing regulations will provide for "tests of criteria for electoral mandate and qualifications of the clerk".

Local Council Accounts and Audit - guidance on borrowing and investments, effectiveness of internal audit and improving governance.

DCLG Community Governance Reviews - latest guidance severely limits the ability of principal authorities to abolish parish councils.

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11 Visits, Training & Courses.

The Clerk advised of the following –

Mon 3rd Dec - SBE training video @ ENC at 19:00 (Clerk).

12 Rights of Way Report

The Clerk advised that NCC ROW would be removing the old brick bridge that was collapsing over the stream at the end of MM1 & MM13 and installing a new wooden bridge. This would take place in Spring.

13 Approval of Chairman's & Clerk's Correspondence Logs

- 13.1 The meeting resolved to approve the Correspondence Logs and the various actions required dealing with each item.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

14 Councillor's Reports

The Clerk advised that the WI had donated a large number of envelopes to the Council.

Cllr Harwood advised the new tenant of the *Star & Garter* would take over from the 8th January 2008.

Cllr Mommersteeg asked about the status of the residential home as Alderwood Homes had now pulled out. The Clerk advised the ENC planning meeting had concluded the C2 (residential institution) class only applied to Alderwood.

Cllr Foulger raised the issue of the state of some of the (NCC Highways owned) metal railings and agreed to bring this to the attention of Atkins.

Date of Next Meeting:

An Ordinary Meeting of the Council would be held on 17th December 2007 in the Chelveston Village Hall. The meeting was delayed from its regular schedule of the 10th December at the request of the Clerk.

The meeting closed at 9:45 p.m.

Issued on 25th November 2007.

Pages 1271 – 1279 signed under seal as true record

Adrian Dale
Chairman of the Parish Council

Mark Hunter
Clerk to the Parish Council

Chelveston-cum-Caldecott Parish Council
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Clerk's Incoming Correspondence Log				
Date of Receipt	Document Number	Correspondent	Description	Action Required
2007				
23/08/2007	I-2007-250-MHH	Carers Federatior	Poster & info on Independent Complaints Advocacy Service for NHS	Circulated
19/09/2007	I-2007-274-MHH	NALH	Hindsight issue 13	Circulated
10/10/2007	I-2007-291-MHH	Powergen	Invoice for St Lt power (Jul-Sept 07)	Actioned
11/10/2007	I-2007-292-MHH	NCC (Mark Chant)	Response to NCC MWDF SCI breach letter	File
08/10/2007	I-2007-293-MHH	Paul & Shelley Briggs	Grant request fo funds for the village bonfire & fireworks night	Actioned
13/10/2007	I-2007-294-MHH	NCC (Mark Chant)	NCC MWDF - Preferred Options consultation	Awaiting
16/10/2007	I-2007-295-MHH	NCC Atkins	Winter Salting leaflets (2007/8)	Actioned
17/10/2007	I-2007-296-MHH	ENC (J.Stanhope)	Reminder of grass-cutting invoice (cheque delayed in postal strike)	File
18/10/2007	I-2007-297-MHH	CPRE (Sue Baylis)	Project Management course	File
18/10/2007	I-2007-298-MHH	Police	Monthly Crime Statistics (September 2007)	File
19/10/2007	I-2007-299-MHH	Northants Waste Partnership	Consultation on waste strategy	File
19/10/2007	I-2007-300-MHH	ENC Planning	Application for 12,000 chicken unit @ Holywell Farm, Stanwick	Actioned
22/10/2007	I-2007-301-MHH	NWB	Bank Statements	File
23/10/2007	I-2007-302-MHH	ENC Planning	Manor Farm application withdrawn	File
24/10/2007	I-2007-303-MHH	423rd ABG, USAF	Invite to Thanksgiving on Weds 21st Nov @ RAF Alconbury	File
26/10/2007	I-2007-304-MHH	ENC	Reports of Committees (November 2007)	File
28/10/2007	I-2007-305-MHH	PPI Forum	Posters for mtgs	File
29/10/2007	I-2007-306-MHH	Northants NHS partnership	Invite to mtg on future of NHS in Northants	File
29/10/2007	I-2007-307-MHH	NCC Atkins (Lara Inglott)	S136 agreement for grass cutting in 2008	Actioned
30/10/2007	I-2007-308-MHH	ENC (Keith Osborne)	Notice of meeting of ENC full Council on 5th Nov 2007	File
01/11/2007	I-2007-309-MHH	ENC (Mick Bowerman)	ENC offer of Code of Conduct training on Mon 3rd Dec	Actioned
01/11/2007	I-2007-310-MHH	NALC	Village viewpoint Winter 2007	File
03/11/2007	I-2007-311-MHH	NCC VSSU	Strategic funding programme 2008-9	Awaiting
03/11/2007	I-2007-312-MHH	EMDA	EMDA News October 2007	File
03/11/2007	I-2007-313-MHH	ENC (Andra Bowyer)	Maps for annotation - LDF 3TP updates	Actioned
05/11/2007	I-2007-314-MHH	NWB	Bank Statements	File
05/11/2007	I-2007-315-MHH	Cllr M.L.Foulger	Invoice for memorial wreath	Actioned
05/11/2007	I-2007-316-MHH	BCC (David Bailey)	Changes to Bedford development plan	File
08/11/2007	I-2007-317-MHH	ENC (Vicki Atkinson)	Invoice for elections (May 2007)	Actioned
09/11/2007	I-2007-318-MHH	NCC (Maureen Jerram)	Leaflets on NCC services for the community	File
09/11/2007	I-2007-319-MHH	Charity Commission	Further information on local charities	File
09/11/2007	I-2007-320-MHH	C&CD	Clerks & Councils Direct issue 54 November 2007	File
10/11/2008	I-2007-321-MHH	ENC Planning	Application granted for ext. at 4 Duchy Close, Chelveston	File
12/11/2007	I-2007-322-MHH	ENC (Mike Bailey)	Anti-litter notices (introduction of the £75 fine)	Actioned
13/11/2007	I-2007-323-MHH	Police	Monthly Crime Statistics (October 2007)	Circulated
14/11/2007	I-2007-324-MHH	CCP	Posters for Inclusive Taster Day & International Women's Day	Awaiting
17/11/2007	I-2007-325-MHH	SLCC	National salary scales for Clerks (2007)	File
17/11/2007	I-2007-326-MHH	NCC Atkins (Lara Inglott)	Grant award confirmation for s136 works for 2007	File
17/11/2007	I-2007-327-MHH	ENC (Mick Bowerman)	Notice of meeting of ENC Standards Board on 21st Nov 2007	Circulated

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2007						
09/10/2007	O-2007-104-MHH	Parish Cllrs	Minutes 0711	Delivered		
09/10/2007	O-2007-105-MHH	ENC Planning	Application response for 4 Duchy Close, Chelveston	Posted	0711.5.1	I-2007-278-MHH
09/10/2007	O-2007-106-MHH	NALC	Confirm Cllr Foulger as voting delegate to AGM	Posted	0711.8	I-2007-277-MHH
11/10/2007	O-2007-107-MHH	ENC (J.Stanhope)	Payment of invoice	Posted	0711.6.1	I-2007-266-MHH
25/10/2007	O-2007-108-MHH	ENC Planning	Application response for Holywell Farm, Stanwick	Posted		I-2007-300-MHH
26/10/2007	O-2007-109-MHH	NCC Atkins	Annual parish highways survey	Posted		I-2007-261-MHH
01/11/2007	O-2007-110-MHH	Atkins (Lara Inglott)	Claim for s136 grant for grass cutting	Posted		
03/11/2007	O-2007-111-MHH	E-On	Information request on land within parish	Posted		
07/11/2007	O-2007-112-MHH	Parish	Agenda for EPA07	Delivered		
13/11/2007	O-2007-113-MHH	Parish Cllrs	Agenda for 0712	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2007/2008

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq.No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2007.39	25/09/2007	I/2007/286/MHH	ENC	Precept (50%)	BACS	C	£3,750.00	£0.00	£3,750.00	£6,062.56	Precept			LGFA 1992 S41
2007.40	28/09/2007	I/2007/301/MHH	NWB	Interest (Jul - Sept 07)	Bank	C	£15.96	£0.00	£15.96	£6,078.52	Interest			
2007.41	19/11/2007	I/2007/291/MHH	Powergen	St Lt Power (Jul - Sept 07)	000680		-£235.26	-£41.17	-£276.43	£5,802.09	St Lighting	0712.6.1	MHH, MWW, GH	PCA 1957 S3
2007.42	19/11/2007	I/2007/317/MHH	ENC	Election costs (May 2007)	000681		-£1,136.65	£0.00	-£1,136.65	£4,665.44	Gen. Admin	0712.6.1	MHH, MWW, GH	LGA 1972 S111
2007.43	19/11/2007	I/2007/315/MHH	M.L.Foulger	Memorial wreath	000682		-£16.50	£0.00	-£16.50	£4,648.94	Gen. Admin	0712.6.2	MHH, MWW, GH	LGA 1972 S111
2007.44	19/11/2007	O/2007/117/MHH	M.H.Hunter	Expenses 0712	000683		-£88.49	£0.00	-£88.49	£4,560.45	Gen. Admin	0712.6.3	MHH, MWW, GH	LGA 1972 S111
Balance C/F							£0.00	£5,433.65	-£873.20	£4,560.45	£4,560.45			

[Database categories are hidden in Column R]

- Statute / SI / Notice
- ACA Audit Commission Act
- C&E Customs & Excise
- HA Highways Act
- LA Litter Act
- LGFA Local Govt Act
- LGFA Local Govt Finance Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheque 000677 not issued

Category	S137	Amount	VAT	Total
Brought Forward		£1,358.87	£0.00	£1,358.87
Precept		£7,500.00	£0.00	£7,500.00
Bank Interest		£27.96	£0.00	£27.96
Misc. Receipts		£0.00	£0.00	£0.00
305th BG memorial donations		£580.00	£0.00	£580.00
VAT refund		£3,924.98	£0.00	£3,924.98
Income		£13,391.81	£0.00	£13,391.81
Clerk's Salary		£0.00	£0.00	£0.00
Gen. Admin		-£2,222.20	-£71.37	-£2,293.57
St Lighting		-£1,049.35	-£183.63	-£1,232.98
St Lighting repairs		£0.00	£0.00	£0.00
St Lighting (new)		£0.00	£0.00	£0.00
Grass Cutting		-£2,838.11	-£496.66	-£3,334.77
Insurance		-£454.70	£0.00	-£454.70
Grants		-£595.00	£0.00	-£595.00
Traffic Calming		£0.00	£0.00	£0.00
Ground Works		£0.00	£0.00	£0.00
Village Hall		£0.00	£0.00	£0.00
305th BG memorial costs		-£798.80	-£121.54	-£920.34
Misc. Expenses		£0.00	£0.00	£0.00
S137	£0.00		£0.00	£0.00
Expenditure	£0.00	-£7,958.16	-£873.20	-£8,831.36
Income + Expenditure	£0.00	£5,433.65	-£873.20	£4,560.45

Audit tables	
Brought Forward	£1,358.87
Precept	£7,500.00
Other income	£4,532.94
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£8,831.36
Balance	£4,560.45
Bank books	#
Assets	£0.00
Borrowing	£0.00

= check bank statements to reconcile with balance

**Chelveston-cum-Caldecott Parish Council
Clerk's Expenses Record**

S&P= Supply + Print

Date	Item	A4 S & P @ 5p	Post pence	DL Env @ 6p	C5 Env @ 7p	A4 Env @ 10p	Copy @ 5p	Phone Calls	Mileage @ 40p/mile	Other
06/10/2007	Orange - ISP broadband									£17.99
08/10/2007	Pre-minutes for Clerk/Chair	5								
09/10/2007	ENC Planning - response to application		34	1						
09/10/2007	NALC - AGM voting delegate		34	1						
11/10/2007	ENC - payment of invoice		34	1						
11/10/2007	Minutes 0711 - 3 P.Cllrs & File	9				3		27		
25/10/2007	ENC Planning - response to application	1	34	1				1		
26/10/2007	NCC Atkins - annual survey	1						2		
27/10/2007	SLCC Conference - Coventry								116	
01/11/2007	NCC/Atkins - s136 grant request	1	34	1				1		
01/11/2007	Clerk's Manual update									£17.00
07/11/2007	Agenda EPA07 - 7 P.Cllrs & File	1						7		
13/11/2007	Agenda 0712 - 7 P.Cllrs & File	4				7		28		
TOTALS		£1.10	£1.70	£0.30	£0.70	£0.00	£3.30	£0.00	£46.40	£34.99

TOTAL VALUE = £88.49