

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

17th December 2007

Meeting Number 0713

Minutes of an **Ordinary Meeting** of the Parish Council held at **7:30 p.m. - Monday 17th December 2007** in the Chelveston Village Hall.

Present: - Councillors: Cllr M.W.Wooding (Chairman of the meeting)
 Cllr M.W. Emerson
 Cllr M.L.Foulger
 Cllr M.J.Izzard
 Cllr P.Mommersteeg

 Clerk: Mr. M.H.Hunter

 Public: 1 member of the public

Open Forum

Cllr Wooding 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 Wooding opened the meeting at 7:30 p.m. and asked for any apologies.
- 1.2 The Clerk advised Cllrs Dale & Harwood had sent their apologies (prior engagements). The meeting agreed to accept these apologies.

2 Declarations of Interest under Section 50 of the LGA 2000

- 2.1 None.

3 Minutes of Previous Meetings

The minutes of the ordinary Parish Council meeting **0712 – 19th November 2007** had been circulated. The Clerk advised of one change - Cllr Harwood had been present at the meeting.

The meeting resolved to:

- 3.1 Approve the minutes of meeting **0712** with the one amendment.

Proposed: Cllr Emerson Seconded: Cllr Izzard Decision: Unanimous

4 Planning and Licensing Matters

- 4.1 **New applications.**

The Clerk advised the outline application for Darsdale Farm (up to 460 dwellings) would be considered at the January meeting, by which time he should have the additional information that he had requested on s106 agreements, regarding possible traffic calming on the Raunds Rd.

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4.2 Update on previous applications.

The Clerk advised that the relocation of Duchy Farm and the Holywell Farm chicken shed in Stanwick parish had been approved by the planning committee.

Biogen (UK) Ltd had held a public consultation in Newton Bromswold Parish ahead of resubmitting a NCC determined application from the AD plant at Westwood.

The NCC & BCC MWDF consultation responses had been submitted, along with the agreed updates to the map for the ENC Three Towns Plan LDF.

5 Financial Transactions

- 5.1 The following invoices were due for payment – ABB (St Lt Maintenance Oct – Dec 07 and replacement for Lamp 11) and SLCC (fees 2008). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Emerson Seconded: Cllr Foulger Decision: Unanimous

- 5.2 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 Izzard Seconded: Cllr Mommersteeg Decision: Unanimous

- 5.3 The bank statements for the month of November had been received and reconciled.

Opening Balance for the meeting	£4,560.45			
Receipts since last meeting				
Number	Sender	Description	Method	Amount
	None			
Total Receipts this meeting				£0.00
Payments to be made this meeting				
Number	Payee	Description	Cheque	Amount
2007.45	ABB	Replacement lamp 11	000684	£719.10
2007.46	SLCC	Fees 2008	000685	£30.00
2007.47	ABB	St Lt Maint (Oct - Dec 07)	000686	£144.03
2007.48	M.H.Hunter	Expenses to 0713	000687	£43.71
Total Expenditure this meeting				£936.84
Closing Balance for this meeting				£3,623.61

6 Updates on Projects List

6.1 Highways & footways Issues

The Clerk advised the s136 paperwork had been submitted to NCC (to use its own contractors instead of the NCC service for 2008). The grant for 2007 had been applied for.

Cllr Foulger (as the Parish Highways Representative) advised he had attended the annual meeting of the Highways Representatives, but had been told there was no funding available for footways, other than for emergency repairs. Cllr Izzard advised that Atkins had started work on two locations in Raunds Rd.

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Cllr Foulger advised he had received a complaint about overhanging fruit from a property in Duchy Close that was making the footpath slippery. He had not yet been able to contact the owners to ask them to cut it back.

6.2 Street Lighting

The Clerk advised that Powergen had sent notification that the unmetered supplies costs were to rise (8.24p/KW). The annual costs would rise from £940 to approx £1,260.

6.3 Ditches

Cllr Izzard updated the meeting on the recent flooding in Raunds Rd. The latest blockage was in the pipe under the boundary wall of *Pretoria Cottages* and would be dug up later in the week by contractors.

6.4 E-Government

The Clerk advised for the 30 day period ending 15th December 2007 of the 1,384 hits, 13.5% came from the US, 4.0% from Europe & 1.3% from other countries.

The Clerk advised that he wished to install the Checkpoint firewall software "Zone Alarm Security Suite" to protect the Council's data. Currently there was existing protection for viruses and spyware. Estimated costs £20-25.

The meeting resolved to approve the purchase & instructed the Clerk to proceed accordingly.

Proposed: Cllr Emerson Seconded: Cllr Izzard Decision: Unanimous

Cllr Dale had recently started a Web-log or "blog" on the Council activities, as a way of communicating with the electorate between the meetings. In order to avoid any inadvertent bias in favour of any one Cllr, the blog was to be open to all the Cllrs to input their work on behalf of the community.

If the Council choose to adopt the technology as an official communication route, then some rules would be needed to ensure it did not expose the Council or Cllrs to any unplanned liability – e.g. the blog would have to be closed during the election period.

Cllr Wooding suggested a decision on whether it should be adopted as an official Council communication should be delayed to the next meeting, when Cllr Dale would be available to explain the benefits more fully.

The meeting resolved to defer this item to the next meeting.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

7 Update on Budget 2008

The Clerk advised that since his report to the last meeting, the increase in power costs would require an increase in the running costs, plus the initial feedback from ENC had indicated the Council Tax Base would fall from 160 to 157, which would in itself increase the household charges. The Clerk distributed the revised figures and advised they would be placed on the Council's web-site after the meeting.

8 Update on the brook between JST and Hall Farm

Cllr Wooding advised that ENC had started clearing their section of the brook in Water Lane and letters had been hand delivered to the 6 riparian landowners, reminding them of their responsibilities and requesting they work together to clear their sections.

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9 CCP - Rural Community Programme (Easter 2008)

Item 9 deferred to January 2008 meeting.

10 Meeting dates for 2008

Cllr Wooding advised the meeting of the dates for 2008 (second Monday of the month) and confirmed the Village Hall had been booked accordingly. The Clerk issued the list of dates and events to the Cllrs.

11 Visits, Training & Courses.

None

12 Rights of Way Report

The Clerk advised that NCC ROW would be repairing a stile on footpath MM2 where it passed through the pony paddock near Water Lane.

Cllr Izzard asked about the progress on replacing the stile on footpath MM6 on the Raunds Rd (opposite Britten Close).

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 Foulger Seconded: Cllr Mommersteeg Decision: Unanimous

14 Councillor's Reports

The Clerk advised that a development group had produced an alternative business plan for NNDC, suggesting "improvements" to speed up the planning process by replacing the 4 District/Borough Councils with a unitary authority or by handing over their planning powers to an upgraded NNDC. Given the groups interest in the land to be developed, this was unlikely to be adopted.

Date of Next Meeting:

An Ordinary Meeting of the Council would be held on 14th January 2008 in the Chelveston Village Hall. The Precept would be set at this meeting.

The meeting closed at 8:25 p.m. and Cllr Wooding wished his fellow Cllrs a Merry Christmas and looked forward to another eventful and active year for the Council.

Issued on 19th December 2007.

Pages 1280 – 1287 signed under seal as true record

Adrian Dale
Chairman of the Parish Council

Mark Hunter
Clerk to the 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 Federation	Poster & info on Independent Complaints Advocacy Service for NHS	Circulated
19/09/2007	I-2007-274-MHH	NALH	Hindsight issue 13	Circulated
14/11/2007	I-2007-324-MHH	CCP	Posters for Inclusive Taster Day & International Women's Day	Awaiting
20/11/2007	I-2007-328-MHH	ABB	Invoice for replacement lamp 11	Actioned
22/11/2007	I-2007-329-MHH	Peter Bone MP	Results of Renewable Energy Park questionnaire	File
22/11/2007	I-2007-330-MHH	Preserve	Newsletter No.5 November 2007	File
22/11/2007	I-2007-331-MHH	Preserve	Act Now leaflet (NCC & BCC MDWF consultation)	File
26/11/2007	I-2007-332-MHH	Northants CLAC	Update issue 4/07 Nov-Dec 2007	Circulated
26/11/2007	I-2007-333-MHH	NACRE	Post Office closures	Circulated
01/12/2007	I-2007-334-MHH	SLCC	Subscription invoice	Actioned
01/12/2007	I-2007-335-MHH	Powergen	Notice of tariff change for unmetered supplies	File
01/12/2007	I-2007-336-MHH	NCC	NCC MWDF Technical Appendix E: Site Assessment Methodology	File
03/12/2007	I-2007-337-MHH	CCP	Rural Community Programme Easter 2008	Awaiting
03/12/2007	I-2007-338-MHH	ABB	Invoice for St Lighting Maintenance (Oct - Dec 07)	Actioned
04/12/2007	I-2007-339-MHH	Biogen (UK) Ltd	Public exhibition in Newton Bromswold for AD plant at Westwood	File
05/12/2007	I-2007-340-MHH	ENC (Robert Austin)	Precept Request form (2008/9)	Awaiting
08/12/2007	I-2007-341-MHH	CGA Consultants	Sustainability apparsiel for BCC MWDF I&O consultation	File
08/12/2007	I-2007-342-MHH	ENC (Lorraine Campion)	Minutes of the June PTC-ENC mtg	Circulated
08/12/2007	I-2007-343-MHH	NWB	Bank Statements	File
08/12/2007	I-2007-344-MHH	PPI Forum	Agenda for meeting on Tues 18th December @ The Abbey Centre	Circulated
08/12/2007	I-2007-345-MHH	ENC Planning	Outline application for Darsdale Farm estate, Raunds	Awaiting
08/12/2007	I-2007-346-MHH	ENC (Darren Hale)	Breifing note on sewage sludge spreading	File
08/12/2007	I-2007-347-MHH	NV Older Person's forum	Agenda for meeting on Weds 12th December @ Saxon Hall, Raunds	File
13/12/2007	I-2007-348-MHH	BCC (Susan Garbutt)	Confirmation of receipt of MWDF response	File
13/12/2007	I-2007-349-MHH	Police	Monthly Crime statistics (November 2007)	Circulated
15/12/2007	I-2007-350-MHH	ENC Planning	Application granted for Duchy Farm relocation	File
15/12/2007	I-2007-351-MHH	ABB	Statement of payments due	File
15/12/2007	I-2007-352-MHH	NCC (Mark Chant)	Confirmation of receipt of MWDF response	File
15/12/2007	I-2007-353-MHH	Bee Bee Developments	Draft alternative proposal for NN JPU Core Spaitial Strategy	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2007						
13/11/2007	O-2007-114-MHH	BCC (Andrew Brown)	Response to MWDF I&O consultation	Posted	0712.5.3	I-2007-276-MHH
07/12/2007	O-2007-115-MHH	NCC (Mark Chant)	Response to MWDF PO consultation	Posted	0712.5.4	I-2007-294-MHH
19/11/2007	O-2007-116-MHH	Parish Cllrs	Minutes EPA07	Delivered		
25/11/2007	O-2007-117-MHH	Parish Cllrs	Minutes 0712	Delivered		
25/11/2007	O-2007-118-MHH	ENC (Vicki Atkinson)	Payment of invoice	Posted	0712.6.1	I-2007-317-MHH
25/11/2007	O-2007-119-MHH	ENC (Andra Bowyer)	LDF plans - site for potential development	Posted	0712.5.5	I-2007-313-MHH
28/11/2007	O-2007-120-MHH	Atkins (Lara Inglott)	S136 LGA 1972 agreement for 2008	Posted	0712.7.1	I-2007-307-MHH
01/12/2007	O-2007-121-MHH	Parish	Parish newsletter - December/January issue	Delivered		
13/12/2007	O-2007-122-MHH	Riperian landlords	State of the brook	Delivered	0712.9	
13/12/2007	O-2007-123-MHH	Parish Cllrs	Agenda 0713	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	C	-£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	C	-£88.49	£0.00	-£88.49	£4,560.45	Gen. Admin	0712.6.3	MHH, MWW, GH	LGA 1972 S111
2007.45	17/12/2007	I/2007/328/MHH	ABB	Replacement lamp 11	000684		-£612.00	-£107.10	-£719.10	£3,841.35	St Light Repairs	0713.5.1	MHH, MLF, PM	PCA 1957 S3
2007.46	17/12/2007	I/2007/334/MHH	SLCC	Fees (2008)	000685		-£30.00	£0.00	-£30.00	£3,811.35	Gen. Admin	0713.5.1	MHH, MLF, PM	LGA 1972 S143
2007.47	17/12/2007	I/2007/338/MHH	ABB	St Lt Maint (Oct-Dec 07)	000686		-£122.58	-£21.45	-£144.03	£3,667.32	St Lighting	0713.5.1	MHH, MLF, PM	PCA 1957 S3
2007.48	17/12/2007	O/2007/124/MHH	M.H.Hunter	Expenses 0713	000687		-£43.71	£0.00	-£43.71	£3,623.61	Gen. Admin	0713.5.2	MHH, MLF, PM	LGA 1972 S111
Balance C/F							£0.00	£4,625.36	-£1,001.75	£3,623.61	£3,623.61			

[Database categories are hidden in Column R]

- Statute / SI / Notice
- ACA Audit Commission Act
- C&E Customs & Excise
- HA Highways Act
- LA Litter Act
- LGA 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		-£2,295.91	-£71.37	-£2,367.28
St Lighting		-£1,171.93	-£205.08	-£1,377.01
St Lighting repairs		-£612.00	-£107.10	-£719.10
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	-£8,766.45	-£1,001.75	-£9,768.20
Income + Expenditure	£0.00	£4,625.36	-£1,001.75	£3,623.61

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	£9,768.20
Balance	£3,623.61
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 @ 6p	Post pence	DL Env @ 6p	C5 Env @ 7p	A4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
06/11/2007	Orange - ISP broadband									£17.99
18/11/2007	Pre-minutes for Clerk/Chair	5								
18/11/2007	Budget sheets - 7 P.Cllrs & File	1					7			
23/11/2007	Minutes EPA07 - 3 P.Cllrs & File	1					3			
24/11/2007	Powergen - payment of invoice		34	1						
25/11/2007	Minutes 0712 - 3 P.Cllrs & File	9					27			
25/11/2007	ENC - payment of invoice		34	1						
25/11/2007	ENC - LDF plan update	1	34	1			1			
26/11/2007	BCC - response to MWDF I&O consultation	3	34	1			3			
28/11/2007	NCC/Atkins - s136 for 2008		34	1			1			
01/12/2007	Parish Newsletter (Dec/Jan) (200)	2								£16.00
07/12/2007	NCC - response to MWDF PO consultation	6	34	1			6			
13/12/2007	Ripearian landowners - state of brook	6		6			2			
13/12/2007	Agenda 0713 - 7 P.Cllrs & File	4					28			
TOTALS		£2.28	£2.04	£0.72	£0.00	£0.00	£4.68	£0.00	£0.00	£33.99

TOTAL VALUE = £43.71