

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

14th April 2008

Meeting Number 0804

Minutes of an **Ordinary Meeting** of the Parish Council held at **7:30 p.m. - Monday 14th April 2008** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (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: One member 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 7:30 p.m. and asked for any apologies. Cllr Wooding (holiday) and D.Cllr Whiting (prior engagement). The meeting agreed to accept these apologies.

2 Declarations of Interest under Section 50 of the LGA 2000.

- 2.1 Cllr Dale declared a prejudicial interest in item 5.3 (as recipient).
2.2 Cllr Foulger declared a personal interest in item 10 (by virtue of office).

3 Minutes of Previous Meetings.

The minutes of the ordinary Parish Council meeting **0803 – 10th March 2008** had been circulated.

The meeting resolved to:

- 3.1 Approve the minutes of meeting **0803** with the no amendments.

Proposed: Cllr Izzard Seconded: Cllr Emerson Decision: Unanimous

4 Planning and Licensing Matters.

4.1 New applications.

None.

4.2 Update on previous applications.

The Clerk advised that the objection against the change in licensing conditions at the *Star & Garter* had been withdrawn. NCC Planning had deferred the Westwood (13th May) and CRE (date tbc) AD plant applications whilst additional information was obtained. The

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Planning Inspectorate had decided the public interest in the CRE generator appeal was sufficient to require it to go to a formal public inquiry. ENC was recommending refusal for the Rushden Golf Course extension due to Highways issues.

5 Financial Transactions.

- 5.1 The following invoices were due for payment – NALH (annual subscription) and NCALC (annual subscription). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Dale 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 payment & authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Mommersteeg Decision: Unanimous

- 5.3 As this was the last meeting of the Council year, the Chairman's allowance (£80) was due. Without precedent to future Chairmen, Cllr Dale waived his allowance.

- 5.4 A grant request has been received from the National Childbirth Trust (no previous grants awarded). The meeting agreed to not to award a grant.

- 5.5 The bank statements for the month of March have been received and reconciled.

Opening Balance for the meeting £3,509.31

Receipts since last meeting

Number	Sender	Description	Method	Amount
2007.61	NCC	C.Cllr Empowerment grant (lamp 11)	BACS	£612.00
Total Receipts this meeting				<u>£612.00</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2008.01	NALH	Annual Subscription	000695	£5.00
2008.02	NCALC	Annual Subscription	000696	£105.00
2008.03	M.H.Hunter	Expense to 0804	000697	£64.99
Total Expenditure this meeting				<u>£174.99</u>

Closing Balance for this meeting £3,946.32

6 Updates on Projects List.

6.1 **Highways & footways Issues.**

Cllr Dale expressed his disappointment that no response had been received from NCC Highways regarding either the footway report or his subsequent letter to the Director of Customer Service. He intended to continue to pursue the matter, hopefully to get a response in time for the APA.

6.2 **Street Lighting.**

The Clerk advised that that the two faulty lights (Lamp 14 – permanently on & Lamp 21 – missing lamp cover) had been reported and repaired.

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6.3 Ditches.

The Clerk advised that as requested by Cllr Emerson, he had notified NCC of the blocked road drains on Disbrowe Court, which had caused flooding at *Blacksmiths Cottage*. He had subsequently checked with NCC to see if a bond was still held for Hartswood Developments Ltd.

6.4 E-Government.

The Clerk advised for the 30 day period ending 13th April 2008 of the 1,747 hits, 7.44% came from the US, 2.00% from Europe & 2.66% from other countries.

7 Update on Quality Parish Scheme.

Cllr Dale announced that the Council had been successful in its recent QPS submission and was now the 549th QPS Council in England & Wales, the 7th in Northamptonshire and the first Quality Parish Council in the district (Thrapston TC is already the first Quality Town Council in the district).

The Council's web-site and letterhead would be amended to include the QPC logo. A letter of congratulations had been received from the Chief Executive of ENC.

8 Arrangements for the annual audit of accounts ending 31st March 2008.

The Clerk (as RFO) went through the draft accounts. Cllr Harwood asked about the amount of reserves (approx £1,200) and the Clerk confirmed this was less than in previous years and well below the permitted 1.5x Precept limit.

The timeline for this year's audit would be;

Internal Audit and completion of sections 1 & 4 between 13th May and 6th June 2008.

Display public notice from 2nd June 2008.

Council to adopt section 1 & complete section 2 of Annual Return by 9th June 2008.

Accounts available for public inspection from 16th June to 11th July 2008.

Completed accounts to External Auditor by 18th July 2008.

Cllr Dale advised the Council was required to review the effectiveness of the internal audit and referred to the review undertaken by the Clerk and Cllr Foulger (as IFV) issued with the agenda. The Council needed to be satisfied that the review was appropriate to the likely risks.

The meeting agreed to adopt the review and authorised the Chairman and Clerk/RFO to sign on behalf of the Council.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

Cllr Dale advised the Council need to appoint an independent Internal Auditor. The Clerk confirmed that Mr Hill had indicated he was available.

The meeting agreed to appoint Mr Hill as the Independent Internal Auditor and authorised the Clerk to agree his remuneration.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

9 Debate on traffic calming.

Cllr Dale reminded the meeting that traffic calming had been a big feature of last year's APA, but the Council did not have funds available to proceed in-year. The works carried out in the past were reviewed. Cllr Emerson felt that red road surfaces were most effective, whilst Cllr Izzard favoured chicanes and square humps. Cllr Mommersteeg commented on a 7.5t

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weight limit for the Caldecott Rd (C59) and the former traffic island at the jct with the B645 (removed due to reduced visibility). Cllr Emerson suggested NCC Highways be asked what other anti-speeding innovations were available.

Cllr Dale suggested problem areas were Raunds Rd (B663), Foot Lane jct with Higham Rd (B645), Caldecott Rd (C59) from jct with B645 and Water Lane/Sawyers Crescent as a rat run between the B645 and B663. Cllr Harwood felt the Council should decide the priority of the different speeding locations, so as to concentrate efforts on the highest one.

Cllrs Dale and Izzard suggested making Sawyers Crescent one way (Raunds Rd to Water Lane direction), so as to reduce both the rat-running and associated speeding. The views of the residents would need to be considered. Also considered was a peak hour right turn prohibition (Raunds Rd into Sawyers Crescent), but the traffic flow on the B663 is unlikely to support this.

10 Report on the parish charities - Part 1: The James & Thomas Sawyer Charity (No.240194).

Cllr Dale reminded the meeting that the Council had asked the Clerk to look into the parish charities (0709.13). Following information provided by the Charity Commission and the Charity Secretaries/Clerks, the Clerk was now able to report back on the first of these.

A PowerPoint presentation followed on the history of the charity, the current trustees and the work of the modern charity.

Cllr Foulger answered questions on the charity and agreed to convey the Council's surprise on the accumulated reserves back to the other trustees. The presentation (without the finances) would be added to the Council's website.

11 Arrangements for the Annual Parish Assembly.

Cllr Dale reminded the meeting the APA needed to be held before the 1st June 2008. One option was to hold it before the Annual Meeting of the Council on the 12th May 2008.

Topics: draft accounts, update from PRESERVE, plus updates on traffic calming & footways.

12 Update on Dog Control Orders.

Cllr Dale advised the meeting that ENC were minded to introduce two dog control orders district-wide on all land which is open to the air and to which the public are entitled to have access ("removal of dog faeces" and "putting and keeping a dog on a lead when directed to do so by an authorised officer"). Trained staff could impose fixed penalty notices (£75) for failing to comply. If the Council wished to introduce any of the other three orders ("not keeping a dog on a lead", "permitting a dog to enter land from which dogs are excluded" or "taking more than the specified number of dogs on a lead") then Council would have to cover costs of signage.

The meeting resolved not to apply for the other dog control orders and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

13 Visits, Training & Courses.

Tues 15th Apr: CPRE *Northants Planning & Landscapes* at Cranford Hall @ 18:00 (£28).

Weds 16th Apr: Green Space Toolkit for communities at NACRE @ 18:30.

Sat 19th Apr: ENC Chairman's Charity Ball at Wadenhoe House @ 19:00 (£35).

Thurs 17th Jul: Northants Emergency Planning at WBC @ 18:30.

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14 Rights of Way Report.

The Clerk (as PPW) advised that the ROW team had been transferred to the MGWSP partnership and had been relocated to the Brixworth depot. With regard to the stile, due to be delivered to the landowner to replace the one on footpath MM6 by the Raunds Rd, this was still awaiting delivery. It was now back on the ROW officer's "to do" list. Cllr Izzard reported some work appeared to have been carried out.

15 Approval of Chairman's & Clerk's Correspondence Logs.

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

Proposed: Cllr Foulger Seconded: Cllr Harwood Decision: Unanimous

16 Councillor's Reports.

The Clerk advised that Cllr Foulger had provided him with an 1807 copy of the 1801 inclosure map, which in turn had been passed on to him by (then) Cllr Knight, who had been a member of the Council till 1972. Information from this was now being copied to the history pages of the web site.

The meeting resolved that the Public and Press should be excluded from the meeting under s100A of the Local Government Act 1972 from item 17 as they involve the likely disclosure of exempt information as defined in paragraphs 3 & 5 of Schedule 12A of the Act.

17 Play/Recreation Area.

The Clerk notified the meeting of the responses to the pre-application enquiry to both the ENC Development control and Planning Policy teams.

Cllr Dale asked about the provision of allotments. The Clerk confirmed the original ones beside the Raunds Rd had been sold and the land developed back in the 1950's.

Date of Next Meeting:

The Annual Parish Assembly would be held on 12th May 2008 in the Chelveston Village Hall, to be followed by the Annual Meeting of the Council.

The meeting closed at 9:10 p.m.

Issued on 16th April 2008.

Pages 1316 – 1324 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
2008				
11/03/2008	I/2008/070/MHH	NCC (Mark Chant)	MWDF - Control & Management DPD discussion paper	Awaiting
19/03/2008	I/2008/076/MHH	Police	Monthly Crime Report - February 2008	Circulated
22/03/2008	I/2008/082/MHH	EMDA	EMDA News Spring 2008	Circulated
02/04/2008	I/2008/085/MHH	Allianz Insurance plc	Insurance renewal forms & policy update, employers certificate	Awaiting
03/04/2008	I/2008/086/MHH	ENC (Claire Preddy)	Dog Control Orders	Awaiting
03/04/2008	I/2008/087/MHH	BDO Stoy Hayward	Annual Return form for year ending 31st March 2008	Awaiting
11/04/2008	I/2008/093/MHH	ENC	Repors of Committees (April 2008)	Circulated
12/04/2008	I/2008/094/MHH	MENCAP (Phil Hetherington)	Grant request	Awaiting
14/04/2008	I/2008/095/MHH	ENC (David Oliver)	Congratulations letter from ENC on gaining QPS	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2008						
10/03/2008	O/2008/024/MHH	Parish Cllrs	Minutes 0803	Delivered		
10/03/2008	O/2008/025/MHH	ENC Licensing	Response to <i>Star & Garter</i> change of times	Posted	0803.5.2	
12/03/2008	O/2008/026/MHH	ENC Planning	Response to Golf Club application	Posted	0803.5.1	I/2008/047/MHH
13/03/2008	O/2008/027/MHH	ABB	Payment of invoice	Posted	0803.6.1	I/2008/065/MHH
25/03/2008	O/2008/028/MHH	Planning Inspectorate	Response to CRE generator appeal	Posted	0803.5.3	I/2008/051/MHH
24/03/2008	O/2008/029/MHH	Mrs P.Ellis	Chaser for Charitable Objectives information	Posted	0709.13	
24/03/2008	O/2008/030/MHH	Atkins (Maggie Andrews)	Thank you letter for B663 ditch problem	Posted		
29/03/2008	O/2008/031/MHH	Mrs P.Ellis	Thank letter for response	Posted	0709.13	I/2008/083/MHH
05/04/2008	O/2008/032/MHH	Parish	Newsletter - Apr/May 2008 issue	Delivered		
06/04/2008	O/2008/033/MHH	Parish Cllrs	Review of the effectiveness of the internal audit	Delivered		I/2008/078/MHH
07/04/2008	O/2008/034/MHH	Parish Cllrs	Agenda 0804	Delivered		

**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
06/03/2008	Orange - ISP broadband									£17.99
10/03/2008	Pre-minutes for Clerk	5								
10/03/2008	ENC Licensing - <i>Star & Garter</i> response	1	34	1			1			
12/03/2008	ENC Planning - Golf Club response	1	34	1			1			
13/03/2008	ABB - payment of invoice		34	1						
13/03/2008	Minutes 0803 - 3 P.Cllrs & File	9					27			
14/03/2008	QPS interview at NCALC with Cllr Dale								34	
15/03/2008	A4 Ring binder									£1.49
24/03/2008	Mrs P.Ellis - information chaser	1	34	1			1			
24/03/2008	Atkins - thank you letter	1	34	1			1			
25/03/2008	Planning Inspectorate - CRE Gen appeal	6	68		1		6			
29/03/2008	Mrs P.Ellis - thank you letter	1	34	1			1			
05/04/2008	Apr/May Newsletter (215)	2								£21.50
08/04/2008	Review of internal Audit	2					14			
09/04/2008	Agenda 0804 - 7 P.Cllrs & File	5					35			
TOTALS		£2.04	£2.72	£0.36	£0.07	£0.00	£5.22	£0.00	£13.60	£40.98

TOTAL VALUE = £64.99