

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of the Annual Meeting of the Parish Council

12th May 2008

Meeting Number 0805

Minutes of the **Annual Meeting** of the Parish Council held at 9:10 p.m. - **Monday 12th May 2008** 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

Clerk: Mr. M.H.Hunter

Public: 1 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.

Cllr Dale opened the meeting at 9:10 p.m. and asked for any apologies. Cllr Mommersteeg (holiday) and D.Cllr Whiting (prior engagement). The meeting agreed to accept these apologies.

2 Election of Chairman

Cllr Harwood proposed Cllr Dale, seconded Cllr Wooding. No other nominations and carried unanimous.

Cllr Dale thanked the other Cllrs for their support and signed his declaration of office.

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

Cllr Harwood advised that he would not be able to take part in the planning application when determined by ENC, as he was previously considered to have pre-determined it.

4 Election of Vice-chairman

Cllr Harwood proposed Cllr Wooding, seconded Cllr Izzard. No other nominations and carried unanimous.

5 Election of IFV

Cllr Wooding proposed Cllr Foulger, seconded Cllr Emerson. No other nominations and carried unanimous.

6 Minutes of Previous Meetings.

The minutes of the ordinary Parish Council meeting **0804 – 14th April 2008** had been circulated. Cllr Harwood advised an error on page 1317 item 4.2, "formal public hearing" should read "formal public inquiry". Cllr Foulger advised an error on page 1317 item 5.5, "Clerk's salary" should read "Expenses to 0804".

Chelveston-cum-Caldecott Parish Council

Northamptonshire

The meeting resolved to:

Approve the minutes of meeting **0804** with the above amendments.

Proposed: Cllr Harwood Seconded: Cllr Izzard Decision: Unanimous

7 Planning and Licensing Matters.

7.1 New applications.

EN/08/00/451/FUL - change of use of redundant MOD buildings for electricity generation and switching room; construction and use of ancillary plant and equipment at the CRE Park, Chelveston.

The Clerk advised of an Executive action under SO83, in that he had needed the Council's consent to formally request ENC Planning to delay early determination of this application, as contrary being to procedure. The Council noted the action.

Cllr Dale explained the plans. The application would be determined on 14th May with the case officer recommending granting. It was agreed that Cllr Dale would speak at the ENC committee meeting.

The meeting resolved to object to the application and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

7.2 Update on previous applications.

NCC would decide Westwood on 13th May with officer's recommendation to grant.

CRE AD plant would not be determined by NCC before 1st July, whilst additional information was obtained.

The Planning Inspectorate formal public inquiry was due 22nd July, though CRE had indicated they would withdraw if the second generator application was successful.

ENC had granted the Rushden Golf Course extension following withdrawal of the Highways objections.

BCC MWDF I&O phase was to have further consultation for 8 new sites, inc a Biogen AD plant at the Twinwoods Technology Park.

8 Financial Transactions.

- 8.1 The following invoices were due for payment – ENC (Grass cutting Aug 07 – Mar 08) and Allianz Insurance (annual premium). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 8.2 A grant request has been received from Mencap (no previous grants awarded). The meeting agreed not to award a grant. The Clerk suggested the Council should produce a policy on grant awards, so as to reduce the number of unsuccessful requests to Council.

Cllr Harwood considered this appropriate and proposed it to the meeting, which agreed and instructed the Clerk to act accordingly.

Proposed: Cllr Harwood Seconded: Cllr Emerson Decision: Unanimous

Chelveston-cum-Caldecott Parish Council

Northamptonshire

- 8.3 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 Wooding Seconded: Cllr Foulger Decision: Unanimous

- 8.4 The bank statements for the month of April have been received and reconciled.

Opening Balance for the meeting	£3,946.32
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Receipts since last meeting

Number	Sender	Description	Method	Amount
2007.62	NWB	Interest (Jan – Mar 08)	Bank	£27.51
2008.04	ENC	Precept (50%)	BACS	£4,475.00
Total Receipts this meeting				£4,502.51

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2008.05	ENC	Grass cutting (Aug 07 – Mar 08)	000699	£1,626.11
2008.06	Allianz	Annual Premium	000700	£475.33
2008.07	M.H.Hunter	Expenses to 0805	000701	£26.77
Total Expenditure this meeting				£2,128.21

Closing Balance for this meeting	£6,320.62
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9 Updates on Projects List.

9.1 Highways & footways Issues.

The Clerk advised that a temporary 20 mph speed limit on the B645 (Kimbolton Rd) would be in place from 19th May for two days to protect roadworks.

The Clerk advised the NCC Causality Reduction Unit (CRU) had agreed to add the B663 (Raunds Rd) to phase 4 of the temporary vehicle activated sign project. This would most likely happen toward the end of 2008. However, the request for barriers on the B645 (Kimbolton Rd) by *Blacksmith's Cottage* was unlikely to be funded as only one incident in the last three years.

9.2 Street Lighting.

Cllr Izzard reported that the lamp 21 opposite *Pretoria Cottages* was on permanently.

9.3 Ditches.

No report

9.4 E-Government.

The Clerk advised for the 30 day period ending 11th May 2008 of the 1,654 hits, 8.01% came from the US, 1.99% from Europe & 3.77% from other countries. A web page on fly tipping has been added, along with the QPC page.

10 Issues raised from the APA.

Deferred to next meeting.

Chelveston-cum-Caldecott Parish Council

Northamptonshire

11 Proposal to redistribute roles and responsibilities amongst the Councillors.

Cllr Dale reminded the Council the Clerk had provided background information on this with the agenda. The proposal sought to include all Cllrs having a defined role and avoiding any one Cllr being overloaded. As Cllr Mommersteeg was absent at this meeting, it was suggested that the actual distribution of roles take place at the June meeting, but Cllrs needed to consider what roles and how the allocation process should work.

The meeting agreed to the proposal and instructed the Clerk list the available roles for the next meeting.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

12 Review of financial risk assessments and risk management

Cllr Dale reminded the Council the Clerk had provided background information on this with the agenda. The proposal sought to provide reassurance to the Council that it had considered its financial risks and was managing them. This would get increasingly important as the precept rose over the years.

The meeting resolved to adopt the financial risk assessments and instructed the Clerk to implement the management actions accordingly.

Proposed: Cllr Foulger Seconded: Cllr Harwood Decision: Unanimous

13 Debate on landscaping and planting around the 305th BG memorial.

Cllr Dale reminded the meeting that the grassed area around the memorial was maintained by the neighbours. Following some planting of small shrubs beside the path on the RHS, some criticisms had been made and Cllr Wooding had asked for the planting and landscaping to be debated.

It was agreed to defer this to next meeting and invite Mary Murphy to attend.

14 Request for date change to August and September 2008 meetings.

Cllr Dale asked if the August and September dates could move back to the third Monday of the month, due to work commitments. The Clerk commented that a regular date aided members to plan accordingly, but that he had also been guilty of moving dates in the past.

Cllr Izzard pointed out that the August meeting only happened if there was urgent business.

The meeting resolved to change the date of the September meeting to 15th and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Harwood Decision: Unanimous

15 Visits, Training & Courses.

Tues – Thurs 20 - 22nd May: NALC Annual Conference at the Winter Gardens, Eastbourne £248.06 per delegate.

Mon 9th Jun: Annual ENC – PTC cluster meeting on improving communications at Hargrave Village Hall @ 19:30. Cllr Harwood was attending as an ENC ward Cllr. Cllr Emerson volunteered to attend on behalf of the Parish Council.

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

Chelveston-cum-Caldecott Parish Council

Northamptonshire

16 Rights of Way Report.

The Clerk (as PPW) advised that footpath M16 (Caldecott to centre of the former MOD land) was overgrown between the site perimeter gate and the vehicle gate. The landowner would be contacted.

Cllr Izzard asked about the width of gaps where stiles have been removed to allow easier access for the less-abled. The Clerk would check with ROW.

17 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 Dale

Seconded: Cllr Wooding

Decision: Unanimous

18 Councillor's Reports.

Cllr Harwood confirmed that Margaret Andrews had been transferred from Atkins to MGWSP and advised that Louise Cahill (ENC Community Safety Team) would be sending over some information for the next parish newsletter.

Date of Next Meeting:

The next ordinary meeting of the Council would be held on 9th June 2008 in the Chelveston Village Hall.

The meeting closed at 9:59 p.m.

Issued on 17th May 2008.

Pages 1327 – 1335 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
Northamptonshire

Clerk's Incoming Correspondence Log				
Date of Receipt	Document Number	Correspondent	Description	Action Required
2008				
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	Actioned
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	Reports of Committees (April 2008)	Circulated
12/04/2008	I/2008/094/MHH	MENCAP (Phil Hetherington)	Grant request	File
14/04/2008	I/2008/095/MHH	ENC (David Oliver)	Congratulations letter from ENC on gaining QPS	File
16/04/2008	I/2008/096/MHH	BDO Stoy Hayward	Details of internet access	Audit File
16/04/2008	I/2008/097/MHH	ENC (Keith Osborne)	Invite to ENC Council meeting on 21st April 2008	Circulated
19/04/2008	I/2008/098/MHH	ENC (David Oliver)	Invite to 36th Annual mtg of ENC and Chairman's do afterwards	Actioned
21/04/2008	I/2008/099/MHH	NALC	NALC conference 2008 at Eastbourne	File
21/04/2008	I/2008/100/MHH	Police	Northamptonshire North Newsletter issue 5 April 2008	Circulated
21/04/2008	I/2008/101/MHH	Police	Monthly Crime Statistics	Circulated
21/04/2008	I/2008/102/MHH	NCC (Phil Watson)	Addition consultation reports for NCC/08/00003/WAS	Actioned
21/04/2008	I/2008/103/MHH	ENC Planning	Application for generator plant at CRE Park, Chelveston	Actioned
21/04/2008	I/2008/104/MHH	NCC ROW (Richard Hall)	ROW Improvement Plan 2007-2011	ROW File
23/04/2008	I/2008/105/MHH	WeedWise	Confirmation of Weedwise retaining vegetation control contract	File
24/04/2008	I/2008/106/MHH	ENC	Payment Advice for Precept (50%)	File
25/04/2008	I/2008/107/MHH	ENC (Jane Stanhope)	Invoice for grass cutting (Aug 07 - Mar 08)	Actioned
25/04/2008	I/2008/108/MHH	NCC CRU (Steve Barber)	Response to B645 safety barrier request	File
30/04/2008	I/2008/109/MHH	Planning Inspectorate	Public Inquiry to be held on Tues 22nd July 2008 @ ENC	File
01/05/2008	I/2008/110/MHH	NCC (Mark Chant)	MWDF CMD discussion paper response acknowledgement	File
01/05/2008	I/2008/111/MHH	BCC (Andrew Marsh)	MWDF - new waste sites	File
01/05/2008	I/2008/112/MHH	ENC (Keith Osborne)	Agenda for 36th Annual mtg of ENC on 7th May 2008	Circulated
02/05/2008	I/2008/113/MHH	NCC (James Griffin)	Notification of Westwood AD plant committee mtg on 13th May 2008	File
02/05/2008	I/2008/114/MHH	ENC (Keith Osborne)	Still require another PC member of the Standards Board	Circulated
03/05/2008	I/2008/115/MHH	NCC CRU (Steve Barber)	B663 added to VAS phase 4 scheme	File
03/05/2008	I/2008/116/MHH	BBC (Susan Garbutt)	Bedford LDF - Issues & Options for allocations	File
07/05/2008	I/2008/117/MHH	ENC Planning	Notice of CRE gen application committee hearing on Weds 14th May	Actioned
08/05/2008	I/2008/118/MHH	NCC (Terry Chapman)	Confirmation of advance signage for works on C59/U30331 jct	File
08/05/2008	I/2008/119/MHH	NCC (G.Thorp)	Temporary 20 mph speed limit on Kimbolton Rd (B645) for works	File
09/05/2008	I/2008/120/MHH	C&CD	Clerks & Councils Direct Issue 57 May 2008	Circulated
10/05/2009	I/2008/121/MHH	NWB	Bank Statements	File

Chelveston-cum-Caldecott Parish Council
Northamptonshire

Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2008						
16/04/2008	O/2008/035/MHH	Parish Cllrs	Minutes 0804	Delivered		
15/04/2008	O/2008/036/MHH	NALH	Payment of invoice	Posted	0804.5.1	I/2008/069/MHH
15/04/2008	O/2008/037/MHH	NCALC	Payment of invoice	Posted	0804.5.1	I/2008/084/MHH
24/04/2008	O/2008/038/MHH	ENC (David Oliver)	Acceptance to 36th Annual mtg of ENC & Chairman's do	Posted		I/2008/098/MHH
25/04/2008	O/2008/039/MHH	NCC (Mark Chant)	MWDF: Control & Management of Development response	Posted	0803.5.4	I/2008/070/MHH
05/05/2008	O/2008/040/MHH	Parish	Agenda APA07	Delivered		
28/04/2008	O/2008/041/MHH	NCC CRU (Steve Barber)	Casulty Reduction works on C59	Posted		I/2008/108/MHH
29/04/2008	O/2008/042/MHH	Parish Cllrs	Financial risk assessment & risk management sheet	Delivered		
12/05/2008	O/2008/043/MHH	NCC (Phil Watson)	Response to consultation reports for NCC/08/00003/WAS	Posted		I/2008/102/MHH
12/05/2008	O/2008/044/MHH	ENC Planning	Response to CRE generator application 2	Posted		I/2008/103/MHH
08/05/2008	O/2008/045/MHH	Parish Cllrs	Agenda 0805	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
06/04/2008	Orange - ISP broadband									£17.99
13/04/2008	Pre-minutes for Clerk	5								
15/04/2008	NALH - payment of invoice		34	1			1			
15/04/2008	NCALC - payment of invoice		34	1			1			
18/04/2008	Minutes 0804 - 3 P.Cllrs & File	9					27			
24/04/2008	ENC - 36th ENC Annual mtg acceptance		34	1						
27/04/2008	NCC - MWDF C&MD DPD response	2	34	1			2			
28/04/2008	NCC - CRU works on C59	1	34	1			1			
05/05/2008	Agenda APA08 - 7 P.Cllrs & File	1					7			
08/05/2008	Agenda 0805 - 7 P.Cllrs & File	7					49			
TOTALS		£1.50	£1.70	£0.30	£0.00	£0.00	£5.28	£0.00	£0.00	£17.99

TOTAL VALUE = £26.77