

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

9th June

Meeting Number 0806

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 9th June 2008** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.L.Foulger
Cllr P.M.Mommersteeg
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 7:30 p.m. and asked for any apologies. Cllrs Emerson & Harwood (attending another meeting) and D.Cllr Whiting (prior engagement). The meeting agreed to accept these apologies. It was noted that Cllr Wooding had not sent apologies.

[Post-meeting note: Cllr Wooding was unable to attend due to a family emergency just prior to the meeting].

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

None.

3 Minutes of Previous Meeting.

The minutes of the Annual Parish Council meeting **0805 – 12th May 2008** had been circulated.

The meeting resolved to:

Approve the minutes of meeting **0805** with the no amendments.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

4 Planning and Licensing Matters.

4.1 New applications.

EN/08/00568/REM - Approval of reserved matters pursuant to EN/06/01615/OUT for the erection of a two storey detached dwelling house at Hall Farm, 14 Water Lane, Chelveston.

Cllr Dale explained the plans. The Clerk advised that 2 *St Johns Cottages* had no objections and no response from 21 & 22 Hillside. It was agreed to request ENC require that the external appearance should be as submitted.

The meeting resolved not to object to the application and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Izzard Seconded: Cllr Foulger Decision: Unanimous

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EN/08/00635/QRV - Proposal by BT to remove the public phone box next to the *Star & Garter* PH, Chelveston.

Cllr Dale explained the proposal. There has been a notice on the box since May and Consultation is open till 13th July. Additionally it had been highlighted in the June/July parish Newsletter.

The meeting resolved reluctantly not to object to the proposal and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

4.2 Update on previous applications.

NCC had granted the Westwood AD plant on 13th May and ENC had refused the CRE second generator application on 4th June.

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

The Planning Inspectorate formal public inquiry on the CRE first generator application was due 22nd July.

The Rural North, Oundle and Thrapston Plan (RNOTP) was undergoing the Independent Public Examination, with the Pre-Examination meeting due on 26th June at ENC. This Council had raised issues on polices 16 and 17, as matters decided for the RNOTP were likely to flow across to the Raunds Area Plan and Three Towns Plan.

5 Financial Transactions.

5.1 The following invoices were due for payment – none.

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 The bank statements for the month of May have been received, but reconciliation has identified a 5p overpayment to ENC. This has been referred back to NWB.

Opening Balance for the meeting £6,320.62

Receipts since last meeting

Number	Sender	Description	Method	Amount
		None		£Nil
Total Receipts this meeting				<u>£Nil</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2008.08	M.H.Hunter	Expenses to 0806	000702	£51.65
Total Expenditure this meeting				<u>£51.65</u>

Closing Balance for this meeting £6,268.97

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6 Updates on Projects List.

6.1 Highways & footways Issues.

The Clerk advised that NCC Highways would be carrying out surface dressing on the B645 (Kimbolton Rd) in summer (June – Aug).

Cllr Dale had previously notified the Clerk of the high length of grass on Water Lane, affecting views of the ford and the B645 splays, but NCC had not yet responded to the query as to when the next cut was due.

Cllr Dale wanted to know when the area technician was next due to make his monthly visit and requested the Clerk ask NCC accordingly.

6.2 Street Lighting.

The Clerk confirmed that the lamp 21 (opposite *Pretoria Cottages*) and lamp 6 (jct of Sawyers Crescent and Water Lane) had been repaired.

Cllr Mommersteeg reported that lamp 34 (near Duchy Farm cottages) was out and the adjacent trees were covering it.

6.3 Ditches.

No report.

6.4 E-Government.

The Clerk advised for the 30 day period ending 8th June 2008 of the 1,999 hits, 8.02% came from the US, 1.93% from Europe & 3.61% from other countries.

Due to the growing size of the website (50+ pages), the history pages had now been set up as a separate sub-site. A web page on the Eady family has been added.

7 Issues raised from the APA.

Cllr Dale reminded the meeting that this had been deferred from the Annual meeting. Items raised at the APA included traffic calming, a rise in criminal activities and footway condition.

The police had now patrolled Chelveston on three occasions and would undertake speed monitoring if targeted information was provided, so as to make best use of their resources.

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

Cllr Dale reminded the meeting that this had been deferred from the last meeting.

Issue 1 – state of grass cutting on the LHS (when facing the memorial). Cllr Dale had agreed to undertake the grass cutting & strimming on this area until the end of the season when it will be reviewed.

Issue 2 – planting in the corner on the RHS. It was agreed that this is acceptable.

Issue 3 – the gas valve hut on the LHS. It was agreed to plant a laurel bush in the gap between the valve hut and the fence, so as to hide the rough ground behind it. Cllr Izzard offered to source a suitable bush.

Issue 4 – box hedge on the pathway on the RHS leading to *Chapel Cottage*. It was agreed this detracted from the layout of the memorial as it was unbalanced (compared to the LHS) and led the eye away from the memorial. Cllr Dale agreed to speak to the neighbours.

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9 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. All Cllrs had been asked to indicate the roles they would prefer. On the basis of preferences expressed, the roles would be allocated as follows;

Cllr Foulger: Parish Highways representative.
Cllr Harwood: No additional parish role due to taking on additional roles at ENC.
Cllr Izzard: Parish Path Warden.
Cllr Mommersteeg: Village Hall Committee Trustee.

It was agreed to offer Cllr Emerson the Community Safety role and Cllr Wooding the Tree warden role.

[Post-meeting note: Both Cllrs have accepted the roles offered]

The meeting agreed to the above Cllrs taking on the roles and instructed the Clerk to advise the relevant outside parties accordingly.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

10 Adoption of grants policy.

Cllr Dale reminded the meeting that the Cllrs had asked the Clerk to formulate a grants policy and this had been included with the minutes.

The meeting agreed to adopt the grants policy and instructed the Clerk to act accordingly.

Proposed: Cllr Foulger Seconded: Cllr Mommersteeg Decision: Unanimous

11 Approval of the Statement of Accounts and the Annual Governance Statement for the accounts ending 31st March 2008.

The Clerk advised the Independent Internal Auditor had recently had a cataract operation and was therefore unable to drive for a few days. The audit was now scheduled to take place on Thursday 12th June. It was requested that the Council delegate authority to the Chairman and Clerk to sign section 1 (Statement of Accounts) on behalf of the Council once the internal auditor had confirmed he was satisfied.

The meeting resolved to authorise the Chairman and Clerk to sign the Statement of Accounts once the Auditor had confirmed he was satisfied.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

Cllr Dale took the meeting through section 2 (Annual Governance Statement).

The meeting resolved to authorise the Chairman and Clerk to sign the Annual Governance Statement.

Proposed: Cllr Foulger Seconded: Cllr Izzard Decision: Unanimous

The Clerk confirmed the statutory notices had been displayed.

12 Visits, Training & Courses.

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 and Cllr Emerson was attending on behalf of the Parish Council.

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

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13 Rights of Way Report.

The Clerk (as PPW) advised that ROW had been asked about the width of gaps where stiles have been removed to allow easier access for the less-abled and a reply was awaited.

Cllr Izzard asked if there had been any further news on Footpath Y20 to Yelden. The Clerk would enquire of BCC ROW for the next meeting.

14 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 Foulger

Decision: Unanimous

15 Councillor's Reports.

The Clerk advised that both the special edition newsletter covering the Annual Report and the regular June/July newsletter had been delivered to the residents.

Date of Next Meeting:

The next ordinary meeting of the Council would be held on 14th July 2008 in the Chelveston Village Hall.

The meeting closed at 8:38 p.m.

Issued on 12th June 2008.

Pages 1336 – 1344 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				
03/04/2008	I/2008/087/MHH	BDO Stoy Hayward	Annual Return form for year ending 31st March 2008	Awaiting
09/05/2008	I/2008/120/MHH	C&CD	<i>Clerks & Councils Direct</i> Issue 57 May 2008	Circulated
14/05/2008	I/2008/122/MHH	ENC Planning	Application for two storey detached dwelling at Hall Farm, Water Lane	Actioned
15/05/2008	I/2008/123/MHH	ENC (Barbara Wiggins)	ENC Chairman Cllr Dudley Hughes would like inviting to events	File
17/05/2008	I/2008/124/MHH	NCC (Chris Whittington)	Temporary 20 mph speed limit order on Kimbolton Rd (B645)	File
17/05/2008	I/2008/125/MHH	ENC (Jane Stanhope)	Chaser for grass cutting payment	File
17/05/2008	I/2008/126/MHH	ENC Planning	Application to remove the phone box from outside the <i>Star & Garter</i>	Actioned
17/05/2008	I/2008/127/MHH	423rd ABG, USAF	Invite to Chairman to RAF Molesworth Hanger Dance 2008	File
17/05/2008	I/2008/128/MHH	NCC ROW (Richard Hall)	Parish Path Wardens - the way forward	ROW File
21/05/2008	I/2008/129/MHH	Police	Monthly Crime Statistics	Circulated
21/05/2008	I/2008/130/MHH	NN JPU (Andrew Longley)	NN JPU planning updates database update	Actioned
21/05/2008	I/2008/131/MHH	ENC Planning	Addition information for EN/08/0041/FUL (CRE Gen App No.2)	Actioned
21/05/2008	I/2008/132/MHH	ENC	ENC Chairman invite to Civic Service @ Woodford on 8th June	Actioned
27/05/2008	I/2008/133/MHH	NCC (John Raisin)	Changes to NCC invoice & payment systems	File
29/05/2008	I/2008/134/MHH	ENC Planning	Notification of planning mtg on 4th June to hear (NCC) CRE AD plant	File
29/05/2008	I/2008/135/MHH	ENC Planning	Notification of planning mtg on 4th June to determine CRE gen app 2	Actioned
29/05/2008	I/2008/136/MHH	NCC (Maureen Jerram)	Invite to LINK stakeholder mtg on 5th or 6th June	File
29/05/2008	I/2008/137/MHH	New Horizons (Julia Baulch)	Request for information	Awaiting
03/06/2008	I/2008/138/MHH	NCALC	Update issue 3/08 (May-June 2008)	Circulated
03/06/2008	I/2008/139/MHH	ENC (Su Davies)	Funding schemes update list	File
07/06/2008	I/2008/140/MHH	NWB	Bank Statements	File
07/06/2008	I/2008/141/MHH	NACRE	Village Viewpoint Summer 2008	Circulated
09/06/2008	I/2008/142/MHH	NCC Highways	Surface dressing B645 (Kimbolton Rd) in June- Aug	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						
15/05/2008	O/2008/046/MHH	Parish Cllrs	Minutes AP08	Delivered		
17/05/2008	O/2008/047/MHH	Parish Cllrs	Minutes 0805	Delivered		
12/05/2008	O/2008/048/MHH	ENC Planning	Supplementary response to CRE generator application 2	Posted	0805.7.1	I/2008/103/MHH
13/05/2008	O/2008/049/MHH	ENC Planning	Covering letter for responses to CRE generator apps	Posted	0805.7.1	I/2008/103/MHH
17/05/2008	O/2008/050/MHH	ENC (Jane Stanhope)	Payment of invoice	Posted	0805.8.4	I/2008/107/MHH
21/05/2008	O/2008/051/MHH	Parish Cllrs	Grants policy	Delivered	0805.8.2	
23/05/2008	O/2008/052/MHH	Allianz Insurance plc	Payment of invoice	Posted	0805.8.4	I/2008/085/MHH
26/05/2008	O/2008/053/MHH	Parish	Annual Report newsletter	Delivered		
27/05/2008	O/2008/054/MHH	ENC (Barbara Wiggins)	Reply to ENC - PTC mtg on 9th June @ Hargrave	e-mail	0805.15	
28/05/2008	O/2008/055/MHH	ENC Planning	Supplementary response to CRE generator application 2	Delivered	0805.7.1	I/2008/131/MHH
29/05/2008	O/2008/056/MHH	ENC Planning	Response to BT application to remove the phone box	e-mail		I/2008/126/MHH
01/06/2008	O/2008/057/MHH	Parish Cllrs	Agenda 0806	Delivered		
12/06/2008	O/2008/058/MHH	Parish Cllrs	Minutes 0806	Delivered		
07/06/2008	O/2008/059/MHH	Parish	June/July Newsletter	Delivered		
07/06/2008	O/2008/060/MHH	NWB	Query on overpayment (cheque 0006990)	Posted		I/2008/140/MHH

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2008/2009

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq.No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2008.00	01/04/2007		Opening Balance	Brought Forward	Bt Fwd		£4,148.82	£0.00	£4,148.82	£4,148.82				
2008.01	14/04/2008	I/2008/069/MHH	NALH	Subscription renewal	000695	C	-£5.00	£0.00	-£5.00	£4,143.82	Subscriptions	0804.5.1	MHH, MLF, PM	LGA 1972 S143
2008.02	14/04/2008	I/2008/084/MHH	NCALC	Subscriptions renewal	000696	C	-£105.00	£0.00	-£105.00	£4,038.82	Subscriptions	0804.5.1	MHH, MLF, PM	PCA 1957 S3
2008.03	14/04/2008	O/2008/035/MHH	M.H.Hunter	Expenses 0804	000697	C	-£64.99	£0.00	-£64.99	£3,973.83	Gen. Admin	0804.5.2	MHH, MLF, PM	LGA 1972 S111
2008.04	29/04/2008	I/2008/106/MHH	ENC	Precept (50%)	BACS	C	£4,475.00	£0.00	£4,475.00	£8,448.83	Precept			LGFA 1992 S41
2008.05	12/05/2008	I/2008/107/MHH	ENC	Grass-cutting (Aug 07 - Mar 08)	000699	C	-£1,383.92	-£242.19	-£1,626.11	£6,822.72	Grass cutting	0805.8.1	MHH, GH, MLF	HA 1980 S96
2008.06	12/05/2008	I/2008/085/MHH	Allianz Insurance	Annual premium	000700	C	-£475.33	£0.00	-£475.33	£6,347.39	Insurance	0805.8.1	MHH, GH, MLF	LGA 1972 S111
2008.07	12/05/2008	O/2008/047/MHH	M.H.Hunter	Expenses 0805	000701	C	-£26.77	£0.00	-£26.77	£6,320.62	Gen. Admin	0805.8.2	MHH, GH, MLF	LGA 1972 S111
2008.08	09/06/2008	O/2008/058/MHH	M.H.Hunter	Expenses 0806	000702		-£51.65	£0.00	-£51.65	£6,268.97	Gen. Admin	0806.5.2	MHH, MLF, PM	LGA 1972 S111
Balance C/F							£0.00	£6,511.16	-£242.19	£6,268.97	£6,268.97			

[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 000698 not issued

Category	S137	Amount	VAT	Total
Brought Forward		£4,148.82	£0.00	£4,148.82
Precept		£4,475.00	£0.00	£4,475.00
Bank Interest		£0.00	£0.00	£0.00
Misc. Receipts		£0.00	£0.00	£0.00
305th BG memorial donations		£0.00	£0.00	£0.00
VAT refund		£0.00	£0.00	£0.00
Income		£8,623.82	£0.00	£8,623.82
Clerk's Salary		£0.00	£0.00	£0.00
Gen. Admin		-£143.41	£0.00	-£143.41
St Lighting		£0.00	£0.00	£0.00
St Lighting repairs		£0.00	£0.00	£0.00
St Lighting (new)		£0.00	£0.00	£0.00
Grass Cutting		-£1,383.92	-£242.19	-£1,626.11
Elections		£0.00	£0.00	£0.00
Insurance		-£475.33	£0.00	-£475.33
Grants		£0.00	£0.00	£0.00
Traffic Calming		£0.00	£0.00	£0.00
Ground Works		£0.00	£0.00	£0.00
Subscriptions		-£110.00	£0.00	-£110.00
Audit		£0.00	£0.00	£0.00
Village Hall		£0.00	£0.00	£0.00
305th BG memorial costs		£0.00	£0.00	£0.00
Misc. Expenses		£0.00	£0.00	£0.00
S137	£0.00		£0.00	£0.00
Expenditure	£0.00	-£2,112.66	-£242.19	-£2,354.85
Income + Expenditure	£0.00	£6,511.16	-£242.19	£6,268.97

Audit tables	
Brought Forward	£4,148.82
Precept	£4,475.00
Other income	£0.00
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£2,354.85
Balance	£6,268.97
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
06/05/2008	Orange - ISP broadband									£17.99
11/05/2008	Pre-minutes for Clerk	7								
11/05/2008	Risk assessment table & Cllr roles	2					14			
11/05/2008	Annual mtg election notes	1					7			
13/05/2008	ENC - CRE Gen response	11				1	11			
13/05/2008	NCC - CRE AD response	7	68			1	7			
15/05/2008	Minutes APA08 - 3 P.Cllrs & File	2					6			
17/05/2008	Minutes 0805 - 3 P.Cllrs & File	9					27			
17/05/2008	ENC - Payment of invoice		34	1						
23/05/2008	Allianz Insurance - payment of invoice		34	1						
27/05/2008	EN South SCT posters (2)						2			
29/05/2008	ENC - CRE Gen response	5				1	5			
30/05/2008	Annual Report newsletter (215)	2								£21.50
02/06/2008	Grant policy	1					7			
04/06/2008	Agenda 0806 - 7 P.Cllrs & File	5					35			
TOTALS		£3.12	£1.36	£0.12	£0.00	£0.30	£7.26	£0.00	£0.00	£39.49

TOTAL VALUE = £51.65