

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

13th October 2008

Meeting Number 0810

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 13th October 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 (after item 5.5)
Cllr M.J.Izzard
Cllr P.M.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 3 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.

Mrs J.Harwood spoke about parking problems in High St (*Middle farm Villa* to 2 High St) and the road sweeper not being able to get into Water Lane due to parked cars at the junction with High St.

Cllr Mommersteeg updated the meeting on Preserve's activities.

1 Apologies.

Cllr Dale opened the meeting at 7:31 p.m. and asked for any apologies. Cllr Harwood (ENC meeting) & D.Cllr Whiting (prior engagement). The meeting agreed to accept these apologies.

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

None.

3 Minutes of Previous Meetings.

The minutes of the Parish Council meeting **0809 – 15th September 2008** had been circulated.

The meeting resolved to:

Approve the minutes of meeting **0809** with no amendments.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

4 Planning and Licensing Matters.

Cllrs Dale, Emerson, Foulger, Izzard, Mommersteeg & Wooding declared an informal site visit in connection with application EN/08/01725/FUL.

4.1 EN/08/01725/FUL – proposed single storey side extension and refurbishment of existing dwelling at 5 Pokas Cottages, Chelveston.

Mr A.Wright spoke to object to this application.

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Cllr Dale explained the plans. The Clerk advised he had contacted *The Byre*, No's 1, 2, 3 & 4 *Pokas Cottages*, 10 High St and 6 Britten Close with 6 supporting & 1 objecting. Neighbouring residents had asked that the Council consider a condition to prevent heavy traffic over the unadopted track, due to the shallow depth of the water & sewage pipes that ran beneath the track.

The meeting considered the matters raised by Mr Wright along with their own observations. Although supporting in principle, there were concerns regarding the lack of detailed roof height information and the potential for the extension to overbear on the neighbouring property (*The Byre*).

The meeting agreed to object to the application as presented and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Emerson Seconded: Cllr Wooding Decision: Unanimous

4.2 **EN/08/01722/LBC – sub-dividing first floor bathroom with stud/plasterboard partition to create a corridor *The Cottage*, Chelveston.**

Cllr Dale explained the plans. The Clerk advised that as there were no external changes, he had not consulted neighbouring properties.

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

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

4.3 **NCC MWDF – Core Strategy consultation.**

Cllr Dale advised that NCC were consulting on Core Strategy that would then go to the independent Inspector before adoption. The Clerk had prepared a response for the Council's consideration.

The meeting agreed to the draft response and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

4.4 **NCC MWDF – Control & Management of Development consultation.**

Cllr Dale advised that NCC were consulting on the Control & Management of Development of those sites granted permission under the new framework. The Clerk had prepared a response for the Council's consideration.

The meeting agreed to the draft response and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

4.5 **Update on any previously considered application.**

The CRE AD plant application had been approved by the Development Committee on Tuesday 16th September, following officer advice. Speakers against the application included Cllr Dale, D.Cllr Harwood, C.Cllr Lawson, Pieter Mommeesteeg (Preserve) and Trevor Watson (Head of ENC Planning). Approx 50 members of the public had attended.

The ENC Open Space Strategy map for the parish has been updated with the new proposed areas requested by the Council at the July meeting (0807).

5 Financial Transactions.

- 5.1 The following invoices were due for payment – E-On (St Lighting power (Jan - Jun 08)). The meeting resolved to approve this payment & authorised the appropriate cheque to be signed.

Proposed: Cllr Izzard Seconded: Cllr Dale Decision: Unanimous

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- 5.2 A grant request had been received from Andrea Claydon for funding toward the village bonfire and fireworks on 5th November (previous applicants awarded £150).

The meeting resolved to grant the request for £150 & authorised the appropriate cheque to be signed.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

- 5.3 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 Mommersteeg Seconded: Cllr Izzard Decision: Unanimous

- 5.4 The Clerk confirmed the audit for the year ending 31st March 2008 had been completed with no matters arising.

The Council agreed to approve and accept the findings of the Annual Return and instructed the Clerk to display the public notices accordingly.

Proposed: Cllr Foulger Seconded: Cllr Dale Decision: Unanimous

- 5.5 The bank statements for the month of September had been received & reconciled.

Opening Balance for the meeting	£6,083.98
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Receipts since last meeting

Number	Sender	Description	Method	Amount
2008.15	ENC	Precept (50%)	BACS	£4,475.00
2008.16	NWB	Interest (Jun – Sept 08)	Bank	£36.51
Total Receipts this meeting				£4,511.51

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2008.17	E-On	St Lt Power (Jan - Jun 08)	000708	£655.37
2008.18	A.Claydon	Grant for village bonfire/fireworks	000709	£150.00
2008.19	M.H.Hunter	Expenses to 0810	000710	£29.16
Total Expenditure this meeting				£834.53

Closing Balance for this meeting	£7,734.14
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Cllr Harwood joined the meeting.

6 Updates on Projects List.

6.1 Highways & footways Issues.

The Clerk advised he had received a request from Zafran Khan (Interim Head of NCC Transport & Highways) who wanted to know this Council's top ten priorities (Street Doctor, footway resurfacing, siding out, traffic calming, parking and white lining).

Cllr Wooding highlighted problems with dog fouling on Joes/High Lane. The Clerk suggested providing a dog bin to assist dog owners in clearing up. Cllr Harwood suggested publicised prosecutions as a deterrent to others.

The meeting agreed to investigate the provision of a dog bin near the gate and to remind dog owners of their responsibilities in the parish newsletter, finally resorting to prosecutions if these measures did not work.

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6.2 Street Lighting.

The Clerk confirmed E-On Energy Services had been asked to quote for screening lamp 12 at 21 Duchy Close, but Cllr Emerson reported the work had been completed today.

The Clerk advised that the grant request to ENC for 2/3rds of the replacement of lamp 26 at *School House* had been approved. The order had been placed accordingly.

6.3 Ditches.

No report.

6.4 E-Government.

The Clerk advised for the 30 day period ending 12th October 2008 of the 1,331 hits, 5.71% came from the US, 3.43% from Europe & 7.32% from other countries.

6.5 Rights of Way.

Cllr Izzard advised that works were on going regarding the gateway and bridleway sign up at the former airfield site.

Cllr Dale confirmed a Street Doctor report had been raised for the Water Lane ford footbridge and path, which had been attended to the next day.

6.6 Trees.

The Clerk had left a message for the ENC Tree Officer regarding the TPO plans prior to his going on holiday, but no response has been received to date.

Cllr Wooding has been photographing the preserved trees as a record.

In response to Cllr Izzard, Cllrs Wooding & Dale had looked at the cherry trees on the Raunds Rd, but none of them appeared to be dead (though one was noticeably weaker than the rest).

6.7 Community Safety

No report.

6.8 Allotments.

Cllr Dale advised a possible site had been indentified. Legal advice was awaited before proceeding.

7 Quarterly Budget Control sheet review (July – September 2008).

The Clerk went through the figures and proposed the following virements;

Reduce grass cutting -£101.51	Reduce 305 th memorial reserve -£326.20
Reduce Clerk's salary -£600.50	Increase 305 th memorial works +£326.20
Increase general reserves + £700	

The meeting agreed to proposed virements and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

8 Maintenance work on the 305th BG War Memorial.

Cllr Dale advised that Ian White, the UK representative for the 305th BGMA had contacted the Council, as he was concerned about a number of issues, such as the japanned chains rusting and staining the stonework. Additionally he also reported a set of tire tracks (believed to be a motor scooter or moped attempting a wheelie) at the rear of the memorial.

Cllr Dale proposed the following works be undertaken – remove the chains and replace with galvanized chains, dipped in black hammerite, use brick acid to remove rust marks from stonework, remove plaques and treat supporting panel for rust, delay treating the Queen's benches till spring.

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The meeting agreed to the works proposed and instructed Cllr Dale and the Clerk to act accordingly.

Proposed: Cllr Foulger Seconded: Cllr Harwood Decision: Unanimous

9 Consultation on the DCLG Making & Enforcement of Byelaws.

Cllr Dale advised that DCLG were consulting on revised arrangements for the Making & Enforcement of Byelaws by local authorities. The Clerk had prepared a response for the Council's consideration.

The meeting agreed to the draft response and instructed the Clerk to act accordingly.

Proposed: Cllr Mommersteeg Seconded: Cllr Dale Decision: Unanimous

10 Update on the new Freedom of Information publication scheme requirements.

Cllr Dale advised that the Information Commissioner had approved one new model Publication Scheme for all public authorities, replacing the different ones currently in use. The Council will need to adopt the new scheme before 1st January 2009 and make a guide to information available to the public to assist them to access information.

To this end, a template has been produced for local councils. Following a training session to be held at ENC late this month, the Clerk will draft the template for the Council's consideration.

11 Visits, Training & Courses.

Weds 15th Oct: NCALC AGM (& QPC presentation) at Billing @ 19:30 - Cllrs Dale, Wooding, Foulger & the Clerk would attend, with Cllrs Wooding & Foulger as the voting delegates.

Thurs 16th Oct: ENC & NACRE seminar on Affordable Housing at ENC @ 19:15.

Sat 18th Oct: SLCC National Conference at Wokefield Park, Reading (£30) - Clerk.

Thurs 23rd Oct: ENC IT session on FOI changes at ENC @ 19:30 - Clerk.

Weds 29th Oct: EA & NCC Flood Fair at NBC Guildhall offices @ 09:00 – 18:00.

Sun 9th Nov: Remembrance Day service at the Parish Church @ 9:00 – Cllr Dale & Clerk.

12 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

13 Councillor's Reports (information only)

The Clerk advised that Thrapston TC (a Quality Council) had been unsuccessful in requesting devolved powers from ENC to determine householder planning applications.

Cllr Mommersteeg reported back on her recent training course for new Cllrs.

Cllr Foulger reported the Millennium garden grass had been cut, but not collected at the last cut.

Cllr Wooding advised that the landowner would be cutting down self-set elders from the front of Wateryard Spinney later in the year.

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The Public and Press will be excluded from the meeting under s100A of the Local government Act 1972 from item 14 as it involves the likely disclosure of exempt information as defined in paragraphs 1, 3 & 4 of Part 1 of Schedule 12A of the Act.

14 Annual review of Clerk's contract (SO14).

Cllr Dale reminded the meeting that the Council were required to review the Clerk's contract annually.

The Clerk advised that he had passed his CILCA qualification in 2006 and therefore was entitled to one additional salary point (i.e. to NJC salary point 21) under condition 7 of the contract.

The meeting resolved to approve the increase and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

For the future the Clerk asked the meeting to consider how it would carry out the annual appraisals of the Council staff.

Date of Next Meeting:

The next ordinary meeting of the Council would be held on 10th November 2008 in the Chelveston Village Hall.

The meeting closed at 9:15 p.m.

Issued on 14th October 2008.

Pages 1364 – 1373 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
07/08/2008	I/2008/191/MHH	Police	Monthly Parish Crime Report - June	Circulated
08/08/2008	I/2008/192/MHH	EMRCC (Liz Reeson)	F&R service Regional Control Centre @ Castle Donington , Liecs	Circulated
12/09/2008	I/2008/217/MHH	Active Ageing Network	Active Ageing Network newsletter Vol 2 issue 5 Summer 2008	Circulated
13/09/2008	I/2008/218/MHH	NCC (Chris Dickens)	Purchase order for S136 grass cutting grant	Awaiting
17/09/2008	I/2008/219/MHH	MGWSP (John Robinson)	Parish Highways Reps Review July/August 2008	Circulated
28/09/2008	I/2008/220/MHH	ENC (Robert Austin)	BACS advice for 50% Precept payment	File
28/09/2008	I/2008/221/MHH	NCALC	Update Issues 5 (Sept - Oct 2008)	Circulated
28/09/2008	I/2008/222/MHH	E-On (Power)	Invoice for St Lighting power (Jan- Jun 2008)	Actioned
28/09/2008	I/2008/223/MHH	SBE	Standard Issue 3 September 2008	Circulated
28/09/2008	I/2008/224/MHH	BBC (Martin Tidy)	Consultation on Climate Change SPD	File
28/09/2008	I/2008/225/MHH	NCC (Mark Chant)	Acknowledgement of response to MWDF supplementatray pref options	File
28/09/2008	I/2008/226/MHH	ENC (Michael Nartey)	Modified maps for open space strategy	File
28/09/2008	I/2008/227/MHH	NCC (Mark Chant)	Consultation on MWDF Control & Management pref approach	Actioned
28/09/2008	I/2008/228/MHH	NCC (Mark Chant)	Consultation on MWDF proposed Core Strategy submission	Actioned
28/09/2008	I/2008/229/MHH	DCLG (Stephen McAllister)	Consultation on the making & enforcement of byelaws	Actioned
28/09/2008	I/2008/230/MHH	ENC (Pat Bird)	FOI new publication scheme update	Awaiting
30/09/2008	I/2008/231/MHH	ENC Planning	Application for single stoey side ext & reburishment of 5 Pokas Cottages	Actioned
01/10/2008	I/2008/232/MHH	Raunds TC	Invite to evening with Dr Busker at Raunds Snooker club on 20th Feb	File
04/10/2008	I/2008/233/MHH	Andrea Claydon	Grant request fro village bonfire & fireworks	Actioned
07/10/2008	I/2008/234/MHH	ENC Planning	Listed building application for sub-dividing first floor bathroom <i>The Cottage</i>	Actioned
09/10/2008	I/2008/235/MHH	BBC (Ronald McKay)	Bedford LDF - Issues & Options for allocations update	File
09/10/2008	I/2008/236/MHH	NWB	Bank Statements	File
10/10/2008	I/2008/237/MHH	BDO Stoy Hayward	Notice of Conclusion of Audit & invoice for audit	Awaiting

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2008						
28/09/2008	O/2008/080/MHH	Parish Cllrs	Minutes 0809	Delivered		
16/09/2008	O/2008/081/MHH	ENC (Barbara Ding)	Updated ROI forms	Posted	0809.2	I/2008/168/MHH
17/09/2008	O/2008/082/MHH	E-On Energy Services	Payment of invoice	Posted	0809.6.1	I/2008/212/MHH
17/09/2008	O/2008/083/MHH	ENC (J.Stanhope)	Payment of invoice	Posted	0809.6.1	I/2008/215/MHH
02/10/2008	O/2008/084/MHH	ENC (Louise Cahill)	Community Safety Fund grant request	Posted	0809.10	
04/10/2008	O/2008/085/MHH	423rd ABG, USAF	Introduction & e-mail firewall issues	Posted		
04/10/2008	O/2008/086/MHH	Parish Cllrs	Agenda 0810	Delivered		
08/10/2008	O/2008/087/MHH	Parish	Oct / Nov newsletter	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
06/09/2008	Orange - ISP broadband									£17.99
11/09/2008	NCC Planning - CRE consultation issue	2				1	2			
14/09/2008	Pre-minutes for Clerk	4								
16/09/2008	ENC - ROI forms	1	68			1	8			
17/09/2008	E-On Energy Services - payment of invoice		34	1						
17/09/2008	ENC - Payment of invoice		34	1						
17/09/2008	NCC Planning - MWDF consult response	2	34	1			2			
28/09/2008	Minutes 0809 - 3 P.Cllrs & File	9					27			
02/10/2008	ENC - Comm Safety Fund grant request	4	34	1			1			
04/10/2008	Ring Binder									£1.99
04/10/2008	423rd ABG, USAF - e-mail communications	2	34	1			1			
07/10/2008	Quarterly Budget Control Sheets	1					7			
08/10/2008	Agenda 0810 - 7 P.Cllrs & File	4					28			
TOTALS		£1.74	£2.38	£0.30	£0.00	£0.20	£4.56	£0.00	£0.00	£19.98

TOTAL VALUE = £29.16