

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

15th December 2008

Meeting Number 0812

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 15th December 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 7:32 p.m. and asked for any apologies. Cllr Mommersteeg (prior engagement). The meeting agreed to accept this apology.

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

Cllr Foulger declared a prejudicial interest in item 5.1 (Trustee & Secretary of invoicing body).

Cllr Harwood declared he would not be taking part in item 4.1 to avoid pre-determination at ENC.

3 Minutes of Previous Meetings.

The minutes of the Parish Council meeting **0811 – 17th November 2008** had been circulated.

The meeting resolved to:

Approve the minutes of meeting **0811** with no amendments.

Proposed: Cllr Izzard Seconded: Cllr Wooding Decision: Unanimous

4 Planning and Licensing Matters.

4.1 EN/08/01989/OUT—New detached dwelling with integral garage and new vehicular access on land at East View, Raunds Rd, Chelveston.

Cllr Harwood did not take part in this item.

Cllr Dale explained the plans. The Clerk advised whilst neither *the Maples* or *Eastview* objected in principle, both had concerns about the proposed drainage of surface water into soakaways and the potential for localised flooding. *Eastview* also had concerns about the building line and the proposed style being based on *the Maples*. The Clerk had brought the lack of a tree survey with the application to the attention of the Case officer and the ENC Tree Officer had been advised.

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Cllr Izzard commented on local flooding and land drains.

The meeting agreed not to object to the application, but to request the trees are retained and highlight the local flooding issue and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Emerson Seconded: Cllr Izzard Decision: Unanimous

4.2 Update on any previously considered application.

The CRE AD plant application which GEOM had previously decided required a full EIA, had been successfully appealed by CRE and NCC and the decision reversed.

The NCC MWDF Core Strategy consultation ended with 258 responses by 67 organisations & individuals. This has now been submitted to the Secretary of State and will undergo a public examination in March 2009.

The Listed Building Consent for an internal dividing wall at *the Cottage* and the application for the agricultural shed at Carr Bros depot had both been granted by officer delegation. The Stanwick chicken shed was still under consideration, with objections from the Environment Agency over water run-off.

Cllr Harwood informed the meeting of the problems with extending the B645 footway opposite the Moulton College site on the Chelveston Rd, Higham Ferrers and asked the Council to remind NCC of its previous request for the Higham – Chelveston footway restoration.

5 Financial Transactions.

- 5.1 The following invoices were due for payment – E-On energy Services (replacement of lamp 26), SLCC/ILCM (fees 2008), Chelveston Village Hall (hall hire 2008). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

- 5.2 A grant request had been received by Northamptonshire Victim Support & Witness Service (last grant 2002: £50). Although the county charities have now amalgamated into one national charity, funds raised in the county are ring fenced. The grant request is therefore compliant with the recently adopted grants policy, save that information specific to the parish is not provided.

After debate, the meeting agreed not to grant the request.

- 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 Dale Seconded: Cllr Foulger Decision: Unanimous

- 5.4 The bank statements for the month of November had been received & reconciled.

Opening Balance for the meeting £6,940.31

Receipts since last meeting

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

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Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2008.26	SLCC / ILCM	Fees (2009)	000717	£80.00
2008.27	E-On	Replacement lamp 26	000718	£686.20
2008.28	Village Hall	Hall hire (2008)	000719	£149.50
2008.29	M.H.Hunter	Expenses to 0812	000721	£79.81
Total Expenditure this meeting				£995.51
Closing Balance for this meeting				£5,944.80

6 Updates on Projects List.

6.1 Highways & footways Issues.

The Clerk confirmed the dog bins had been ordered for Joe's/High Lane and Foot Lane.

NCC Highways had added the footbridge by Bidwell ford (as highlighted by Cllr Izzard) to their repairs list and were monitoring the local flooding on the B645 near Bidwell Lane jct (as highlighted by Cllr Emerson). Spire Homes has been contacted about overhanging brambles on the boundary of No.22 Hillside (as highlighted by Cllr Foulger).

The winter gritting leaflets were now available, with NCC- MGWSP increasing the gritting routes from 25 to 31 with 12 extra drivers. The Clerk would deposit the leaflets with the *Star & Garter* as usual.

Cllr Emerson described the attendance of both NCC & AW at *Blacksmiths Cottage* due to localised flooding.

6.2 Street Lighting.

The Clerk advised that lamp 26 at *School House* had been replaced and the 2/3rds grant requested from ENC Community Safety fund.

Lamp 20 (opposite *Fieldview*, Raunds Rd) has been reported as dead.

6.3 Ditches.

No report.

6.4 E-Government.

The Clerk advised for the 30 day period ending 14th December 2008 of the 1,309 hits, 11.12% came from the US, 1.62% from Europe & 5.02% from other countries. New web-pages on the pre-inclosure open fields and the 1977 Silver Jubilee have been added to the history site.

The domain name registration is due for renewal in the next month.

The meeting agreed to the renewal and instructed the Clerk to act accordingly.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous.

6.5 Rights of Way.

Cllr Izzard advised that the steps on MM13 by the B645 had been cleaned and the handrail would be replaced. Following a request from Cllr Harwood, he had contacted NCC ROW who advised that a temporary diversion order had been granted on MM16 by Building 102 on the old MOD site.

6.6 Trees.

Cllr Wooding advised he had been contacted by residents of Water Lane, regarding works at Wateryard spinney. These were in line with what the landowner had previously notified to the Council.

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Following the assistance of Cllr Harwood, ENC were now proposing to make digital reference maps of the TPOs available.

6.7 **Community Safety**

No report.

6.8 **Allotments.**

The Clerk advised a response to the pre-application enquiry was now overdue and had been chased.

7 Adoption of new Freedom of Information Publication Scheme.

Cllr Dale explained that it was a statutory requirement to adopt the new FOI scheme, which replaces the one adopted in 2002 (minute 0208.10). This was in two parts; the first was the model FOI publication scheme, which, if adopted without modification, would be valid until further notice. The second was the FOI guide to the information the Council published and a draft had been included with the agendas.

7.1 The meeting agreed to adopt the model FOI publication scheme without modification and instructed the Clerk to act accordingly.

Proposed: Cllr Wooding Seconded: Cllr Emerson Decision: Unanimous

7.2 The meeting agreed to adopt the FOI guide to information as drafted and instructed the Clerk to act accordingly.

Proposed: Cllr Foulger Seconded: Cllr Izzard Decision: Unanimous

The FOI scheme would be updated on the Council's website.

8 Consultation on the DCLG Code of Conduct for Members and Employees.

The Clerk advised the meeting of the key points of the draft response to the DCLG regarding the proposed changes relating to Members Code and the introduction of the Employees code.

The meeting agreed to the proposed response and instructed the Clerk to inform DCLG accordingly.

Proposed: Cllr Dale Seconded: Cllr Harwood Decision: Unanimous

9 Review of the grass-cutting arrangements for 2009.

Cllr Dale advised the NCC s136 grant for 2009 would be £586.95 and the NCC provided service would be 4 cuts. The ENC consortium service was estimated at £3,060 for 8 cuts on all three services.

The Clerk advised that NCC required £5m insurance cover (which both the consortium and the Council had) and that only the Millennium Garden was a non-public area (est. £54). An option the Council might consider was recharging this back to the Village Hall via means a rebate on the hall hire (2008: £149.50)

The meeting agreed to the grass cutting consortium and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Harwood Decision: Unanimous

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10 Meeting dates for 2009.

Cllr Dale advised the Clerk had checked the Village Hall was available on the 2nd Mondays of the month –

Jan 12 th	May 11 th	Sep 14 th
Feb 9 th	Jun 8 th	Oct 12 th
Mar 9 th	Jul 13 th	Nov 9 th
Apr 20 th (3 rd Mon to avoid Easter)	Aug 10 th (if required)	Dec 14 th

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

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

11 Visits, Training & Courses.

Weds 18th March – NCC Parish Conference at R&DFC conference suite @ 16:30.

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 confirmed the December/January Newsletter had been issued at the start of December, with the ENC fly-tipping contact number (as requested by Cllr Harwood).

The Clerk advised the auction details for the Boxer Tower had arrived. It was noted the structural details of the mast were not included and these were requested and now received.

Date of Next Meeting:

The next ordinary meeting of the Council would be held on Monday 12th January 2009 in the Chelveston Village Hall Cllr Harwood apologised as he would be at an ENC mtg.

The meeting closed at 8:50 p.m. and Cllr Dale wished his fellow Cllrs a Merry Christmas and looked forward to another eventful and active year for the Council.

Issued on 23rd December 2008.

Pages 1384 – 1392 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
14/10/2008	I/2008/242/MHH	Police	Monthly Crime Statistics	Circulated
16/10/2008	I/2008/245/MHH	MGWSP (Lara Inglott)	2009 S136 agreement for grass cutting	Awaiting
24/10/2008	I/2008/252/MHH	ENC	Reports of Committees (November 2008)	Circulated
02/11/2008	I/2008/260/MHH	C&CD	Clerks & Councils Direct Issue 60 November 2008	Circulated
03/11/2008	I/2008/261/MHH	NACRE	NACRE Annual Report 2008, Village Viewpoint Winter 2008	Circulated
05/11/2008	I/2008/264/MHH	ENC	Minutes of Planning Policy Committee held on 30th Oct @ ENC	Circulated
22/11/2008	I/2008/271/MHH	NCALC	Update - Issue 6/08 - November/December 2008	Circulated
22/11/2008	I/2008/272/MHH	ENC Planning	Outline application for new detached dwelling at land at East View	Actioned
22/11/2008	I/2008/273/MHH	ENC (Rob Austin)	Precept 2009/10 forms	Awaiting
22/11/2008	I/2008/274/MHH	NCC (Neil Holland)	Public Transport Guide (Sept 2008 issue)	File
22/11/2008	I/2008/275/MHH	ENC (Keith Osborne)	Notice of ENC mtg on Mon 24th Nov @ ENC	File
24/11/2008	I/2008/276/MHH	Preserve	Newsletter - Issue 8 - November 2008	File
24/11/2008	I/2008/277/MHH	SLCC / ILCM	Membership renewal for 2009	Actioned
26/11/2008	I/2008/278/MHH	EMDA	Annual Report to March 2008	Circulated
26/11/2008	I/2008/279/MHH	NCC (Mark Chant)	Confirmation of MWDF C&MD response received	File
26/11/2008	I/2008/280/MHH	Defence Estates	Boxer Tower tender pack	Awaiting
28/11/2008	I/2008/281/MHH	E-On Energy Services	Invoice for replacement St light 26	Actioned
29/11/2008	I/2008/282/MHH	Information Commisioner	FOI new publication scheme details	File
29/11/2008	I/2008/283/MHH	ENC Planning	Approval of List building Consent for <i>The Cottage</i> , Chelveston	File
01/12/2008	I/2008/284/MHH	MOJ	Booklet/DVD on "Making Sense of Human Rights"	File
01/12/2008	I/2008/285/MHH	NRHA (Craig Felts)	Northants Rural Housing Assoc Annual Report 2007/8	Circulated
04/12/2008	I/2008/286/MHH	ENC (Jenny Ray)	Electoral Register password protetcion	File
06/12/2008	I/2008/287/MHH	Victim Support (Glynn Bliss)	Annual Report 2006/7 and request for donation	File
09/12/2008	I/2008/288/MHH	Defence Estates	Boxer Tower structural report	Awaiting
09/12/2008	I/2008/289/MHH	NACRE	NACRE flyer and new NOW advisor	File
12/12/2008	I/2008/290/MHH	NWB	Bank Statements	File
12/12/2008	I/2008/291/MHH	Chelveston Village Hall	Invoice for hall hire 2008	Actioned
12/12/2008	I/2008/292/MHH	NCC / MGWSP	Winter gritting leaflets 2008/9	Actioned
12/12/2008	I/2008/293/MHH	E-On Energy Services	Invoice for St Lighting Maintenance (Oct - Dec 08)	Awaiting
12/12/2008	I/2008/294/MHH	NCC	BACS remittance advice for grass cutting grant 2008	File
12/12/2008	I/2008/295/MHH	E-On Energy Services	Statement	File
12/12/2008	I/2008/296/MHH	EN Neighbourhood Watch	SmartWater kit	Awaiting
12/12/2008	I/2008/297/MHH	ENC (Denise Beard)	Concessionary fares scheme 2009/10	File
12/12/2008	I/2008/298/MHH	Active Ageing Network	Newsletter Vol 2 Issue 6 Winter 2008	Circulated

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2008						
16/11/2008	O/2008/100/MHH	Parish Cllrs	Minutes 0811	Delivered		
13/11/2008	O/2008/101/MHH	NCC (Chris Dickens)	Invoice for S136 grass-cutting grant 2008	Posted		I/2008/218/MHH
21/11/2008	O/2008/102/MHH	EMRA (Andrew Pitchard)	Consultation of partial review of RSS8	Posted	0811.11	I/2008/247/MHH
20/11/2008	O/2008/103/MHH	BDO Stoy Hayward	Payment of invoice	Posted	0811.6.1	I/2008/237/MHH
20/11/2008	O/2008/104/MHH	E-On	Payment of invoice	Posted	0811.6.1	I/2008/243/MHH
20/11/2008	O/2008/105/MHH	SLCC	Payment of invoice	Posted	0811.6.1	I/2008/244/MHH
21/11/2008	O/2008/106/MHH	ENC Planning	Response to Stanwick chicken shed application	Posted	0811.5.1	I/2008/256/MHH
23/11/2008	O/2008/107/MHH	HMRC	VAT refund claim	Posted		
01/12/2008	O/2008/108/MHH	Planning Inspectorate	Objection to CRE appeal of B102	Posted	0811.5.2	I/2008/262/MHH
06/12/2008	O/2008/109/MHH	Parish	Dec/Jan Newsletter	Delivered		
06/12/2008	O/2008/110/MHH	Parish Cllrs	Agenda 0812	Delivered		

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
2008.20	17/11/2008	I/2008/237/MHH	BDO Stoy Hayward	External audit fee 2008	000711	C	-£135.00	-£23.63	-£158.63	£7,575.51	Audit	0811.6.1	MHH, MJI, MWE	LGA 1972 S111
2008.21	17/11/2008	I/2008/238/MHH	M.L.Foulger	Poppy Wreath	000712		-£16.50	£0.00	-£16.50	£7,559.01	Gen. Admin	0811.6.1	MHH, MJI, MWE	LGA 1972 S111
2008.22	17/11/2008	I/2008/242/MHH	E-On	St Lt Power (Jul - Sep 08)	000713	C	-£329.35	-£57.64	-£386.99	£7,172.02	St Lighting	0811.6.1	MHH, MJI, MWE	PCA 1957 S3
2008.23	17/11/2008	I/2008/244/MHH	SLCC	Text book	000714		-£17.20	£0.00	-£17.20	£7,154.82	Gen. Admin	0811.6.1	MHH, MJI, MWE	LGA 1972 S111
2008.24	17/11/2008	I/2008/266/MHH	A.R.Dale	305th BG memorial chains	000715		-£63.00	£0.00	-£63.00	£7,091.82	305 costs	0811.6.1	MHH, MJI, MWE	WM(LAP) 1923 S1
2008.25	17/11/2008	O/2008/100/MHH	M.H.Hunter	Expenses 0811	000716	C	-£151.51	£0.00	-£151.51	£6,940.31	Gen. Admin	0811.6.2	MHH, MJI, MWE	LGA 1972 S111
2008.26	15/12/2008	I/2008/277/MHH	SLCC / ILCM	Fees (2009)	000717		-£80.00	£0.00	-£80.00	£6,860.31	Subscriptions	0812.5.1	MHH, MJI, MWE	LGA 1972 S143
2008.27	15/12/2008	I/2008/281/MHH	E-On Energy Services	Lamp 26 replacement	000718		-£584.00	-£102.20	-£686.20	£6,174.11	St Light Repairs	0812.5.1	MHH, MJI, MWE	PCA 1957 S3
2008.28	15/12/2008	I/2008/291/MHH	Chelveston Village Hall	Hall hire 2008	000719		-£149.50	£0.00	-£149.50	£6,024.61	Hall	0812.5.1	MHH, MJI, MWE	LGA 1972 S111
2008.29	15/12/2008	O/2008/111/MHH	M.H.Hunter	Expenses 0812	000721		-£79.81	£0.00	-£79.81	£5,944.80	Gen. Admin	0812.5.3	MHH, MJI, MWE	LGA 1972 S111
Balance C/F							£0.00	£6,710.27	-£765.47	£5,944.80	£5,944.80			

[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

Cheques 000698 & 000720 not issued

Category	S137	Amount	VAT	Total
Brought Forward		£4,148.82	£0.00	£4,148.82
Precept		£8,950.00	£0.00	£8,950.00
Bank Interest		£75.19	£0.00	£75.19
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		£13,174.01	£0.00	£13,174.01
Clerk's Salary		£0.00	£0.00	£0.00
Gen. Admin		-£701.55	-£14.96	-£716.51
St Lighting		-£1,210.87	-£133.89	-£1,344.76
St Lighting repairs		-£584.00	-£102.20	-£686.20
St Lighting (new)		£0.00	£0.00	£0.00
Grass Cutting		-£2,804.49	-£490.79	-£3,295.28
Elections		£0.00	£0.00	£0.00
Insurance		-£475.33	£0.00	-£475.33
Grants		-£150.00	£0.00	-£150.00
Traffic Calming		£0.00	£0.00	£0.00
Ground Works		£0.00	£0.00	£0.00
Subscriptions		-£190.00	£0.00	-£190.00
Audit		-£135.00	-£23.63	-£158.63
Village Hall		-£149.50	£0.00	-£149.50
305th BG memorial costs		-£63.00	£0.00	-£63.00
Misc. Expenses		£0.00	£0.00	£0.00
S137	£0.00		£0.00	£0.00
Expenditure	£0.00	-£6,463.74	-£765.47	-£7,229.21
Income + Expenditure	£0.00	£6,710.27	-£765.47	£5,944.80

Audit tables	
Brought Forward	£4,148.82
Precept	£8,950.00
Other income	£75.19
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£7,229.21
Balance	£5,944.80
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
06/11/2008	Orange - ISP broadband									£17.99
17/11/2008	Pre-minutes for Clerk & Chair	5					5			
17/11/2008	Data Protection policy	8								
13/11/2008	Invoice for grass cutting grant	1	34	1			1			
20/11/2008	BDO Stoy Hayward - payment of invoice		34	1						
20/11/2008	E-On - payment of invoice		34	1						
20/11/2008	SLCC - payment of invoice		34	1						
21/11/2008	Minutes 0811 - 3 P.Cllrs & File	10					30			
21/11/2008	EMRA - RSS8 consultation response	2	34	1			2			
23/11/2008	HMRC - VAT refund claim	1	34	1			4			
01/12/2008	Planning Inspectorate - CRE gen 2 appeal	4	68		1		12			
06/12/2008	Parish Newsletter Dec/Jan (200)									£19.57
09/12/2008	Agenda 0812 - 7 P.Cllrs & File	4					28			
09/12/2008	ZoneAlarms firewall renewal									£32.08
TOTALS		£2.10	£2.72	£0.36	£0.07	£0.00	£4.92	£0.00	£0.00	£69.64

TOTAL VALUE = £79.81