

Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

12th January 2009

Meeting Number 0901

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. - **Monday 12th January 2009** 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 M.J.Izzard
Cllr P.M.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: None.

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. Cllr Harwood & D.Cllr Whiting (ENC meeting). 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 **0812 – 15th December 2008** had been circulated.

The meeting resolved to:

Approve the minutes of meeting **0812** with no amendments.

Proposed: Cllr Emerson Seconded: Cllr Wooding Decision: Unanimous

4 Planning and Licensing Matters.

4.1 Designation Order – restricting alcohol consumption in Higham Ferrers.

Cllr Dale explained the proposed area affected. The designation order under s13(2) *Criminal Justice & Police Act 2001* was being sought by Higham Ferrers TC to reduce alcohol related incidents in the town centre and recreational areas.

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

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

4.2 Update on any previously considered application.

The CRE AD plant application had now been granted. The Stanwick chicken shed had been granted by committee, with a landscaping condition requiring extra planting to the south, whilst the land adjacent to *Eastview* was still to be determined.

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The CRE generator application No.2 appeal will be heard before a planning inspector at a Public Inquiry on 10th February 2009.

4.3 NCC Planning Applications- consultation on local list documents to accompany standard form 1APP.

The Clerk advised that NCC had had to adopt the standardised national list of planning forms from 6th April 2008. NCC has previously consulted on what local documents should be included and has now published its proposals for further consultation. This appears to be fairly comprehensive and it was recommended that this was responded to positively.

The meeting agreed to the proposed response to the consultation and instructed the Clerk to notify NCC accordingly.

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

5 Financial Transactions.

5.1 The following invoices were due for payment – E-On Energy Services (St Lighting maintenance (Oct – Dec 08)) and Eastern Area Neighbourhood Watch (SmartWater kit). The meeting resolved to approve these payments & authorised the appropriate cheques to be signed.

Proposed: Cllr Izzard 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 Izzard Decision: Unanimous

5.3 The bank statements for the month of December had been received & reconciled.

5.4 The NCC grass cutting grant and the HMRC Vat refund had now been received.

Opening Balance for the meeting £5,944.80

Receipts since last meeting

Number	Sender	Description	Method	Amount
2008.30	NCC	Grass cutting grant 2008	BACS	£586.95
2008.31	HMRC	Vat refund 2007-8	BACS	£1,061.28
Total Receipts this meeting				£1,648.23

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2008.32	E-On	St Lt maint (Oct – Dec 08)	000722	£148.96
2008.33	EANHWMT	SmartWater kit	000723	£19.00
2008.34	M.H.Hunter	Expenses to 0901	000724	£55.22
Total Expenditure this meeting				£223.18

Closing Balance for this meeting £7,369.85

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6 Updates on Projects List.

6.1 Highways & footways Issues.

The Clerk confirmed the dog bins had now been correctly installed in Joe's/High Lane and Foot Lane. NCC Highways had carried out repairs to the footbridge by Bidwell ford (as highlighted by Cllr Izzard) just before Christmas.

Cllr Foulger advised of a raised BT cover on the footway by 2 Sawyers Crescent. Cllr Dale will pursue with BT.

Cllr Dale advised he contacted AW about a burst water pipe under the grass opposite *Hall Farm* in Water Lane.

6.2 Street Lighting.

The Clerk advised that the unmetered supplies certificate had been updated for replacement of lamp 26 (*School House*).

Cllr Izzard advised that Lamp 20 (opposite *Fieldview*) appeared to be intermittent rather than dead.

6.3 Ditches.

Cllr Emerson reported that the ditch in Joe's/High Lane was still waiting to be cleared (currently frozen).

6.4 E-Government.

The Clerk advised for the 30 day period ending 11th January 2009 of the 1,114 hits, 11.57% came from the US, 2.65% from Europe & 4.44% from other countries.

The 2008 year site access figures (18,689) showed a 10.8% increase on 2007 (16,867), continuing the yearly increase since the site was started in 2003.

The domain name registration has been renewed for a further 2 years.

6.5 Rights of Way.

Cllr Izzard advised that the handrail on the steps of MM13 by the B645 had been replaced.

6.6 Trees.

Cllr Wooding advised that the ivy needed cutting back on the sequoia at *School House* to prevent damage to the tree.

6.7 Community Safety

Cllr Emerson advised that a Vauxhall Vectra had been parked in Water Lane since before Christmas. Cllr Emerson would check if it was taxed and if not, report it to ELVIS for tracing/removal.

6.8 Allotments.

The Clerk advised that due to staff changes, ENC Planning had lost the background information to the pre-application enquiry. This had been resubmitted. In the meantime, he had produced a form to be completed by the interested residents which he wanted to use as part of the evidence base. Cllr Dale offered to undertake this.

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7 Review of the 3rd quarter budget control sheet FY08/09.

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

Increase Other income +£409.95	Increase St Lighting +£250.00
Reduce Repairs -£66.00	Increase General Admin +£50.00
Reduce Clerk's salary -£600.50	Increase General Reserves +£847.18
Reduce Hall hire -£19.50	
Reduce Audit fee -£65.00	
Reduce Grants -£300.00	

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

Proposed: Cllr Dale Seconded: Cllr Mommersteeg Decision: Unanimous

8 Setting the Precept for FY09/10.

The Clerk advised the meeting of the key points of the budget and suggested two options that the Council may wish to adopt. In light of the current economic downturn, both would provide a small reduction in Council Tax contributions from the residents.

The meeting agreed to set the Precept for FY09/10 at £9,000.00 and instructed the Clerk to inform ENC accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

9 Update on the recent fire at the World Rubber tire recycling plant.

Cllr Dale advised that the latest fire (4th in 8 years) had started around 14:00 on Boxing Day, with 8 fire engines attending. Upper Higham Lane had been closed for several days. The fire was now burning out naturally and the water courses were dammed to reduce/prevent pollution.

Cllrs raised concerns on toxic nature of fumes e.g. Northampton residents being advised to keep indoors. Lack of warning/communication e.g. in summer villagers often slept with open windows, so had the time/wind direction been different, the first residents would have known when they woke up choking. How the tyres ignited on a frosty winter day? Why no security or CCTV in light of previous fires?

Cllrs Dale & Harwood would see the head of ENC Environmental Services and a representative from the Environment Agency on Friday 16th January at ENC to discuss the concerns raised.

10 Proposal for Rural Housing survey.

Cllr Dale advised ENC was offering a free housing needs survey to PTCs to assess the need for affordable housing around the district. To avoid confusing residents with two surveys in short succession, the Clerk would contact ENC to see if the rural housing questions could be easily incorporated in the village appraisal.

11 Update on DCLG consultation: Local Authority publicity.

The Clerk advised that DCLG were consulting on Local Authority publicity. The original code was introduced in 1988 and amended in 2001 (English County, District and London Borough Councils only). Its purpose is to ensure publicity funds are not misused (e.g. for political purposes).

The Clerk will draft a response for the Council's consideration at the next meeting.

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12 Visits, Training & Courses.

Thurs 22nd Jan – NCC & Shaw Healthcare opening of residential home in Rushden @ 14:00.
Fri 22nd Feb – Mayor Raunds invite to Dr Busker *Pirate Evening* at Snooks, Raunds (£5).
Weds 18th Mar – NCC Parish Conference at R&DFC conference suite @ 16:30.

13 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

14 Councillor's Reports (information only)

The Clerk advised that CCP were looking to expand the successful 7-13 yrs rural play scheme into two other areas (0-7 yrs and 13+ yrs) for Easter. It was agreed to invite residents to indicate which age group would be of most use in the next newsletter.

Date of Next Meeting:

The next ordinary meeting of the Council would be held on Monday 9th February 2009 in the Chelveston Village Hall.

The meeting closed at 8:32 p.m.

Issued on 17th January 2009.

Pages 1393 – 1401 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
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Clerk's Incoming Correspondence Log				
Date of Receipt	Document Number	Correspondent	Description	Action Required
2008				
12/12/2008	I/2008/293/MHH	E-On Energy Services	Invoice for St Lighting Maintenance (Oct - Dec 08)	Actioned
12/12/2008	I/2008/296/MHH	EN Neighbourhood Watch	SmartWater kit invoice	Actioned
12/12/2008	I/2008/298/MHH	Active Ageing Network	Newsletter Vol 2 Issue 6 Winter 2008	Circulated
15/12/2008	I/2008/299/MHH	NCC (Mark Chant)	NCC MWDF - Core Strategy submission	File
15/12/2008	I/2008/300/MHH	HMRC	VAT guidance for works on village halls, leisure and sports facilities.	File
20/12/2008	I/2008/301/MHH	HMRC	BACS remittance advice for VAT refund 2007-8	File
20/12/2008	I/2008/302/MHH	ENC Planning	Notification of CRE Gen App 2 appeal on 10th Feb 2009	File
20/12/2008	I/2008/303/MHH	ENC (Tom Morrissey)	Designation Order - restricting alcohol in Higham Ferrers	Actioned
22/12/2008	I/2008/304/MHH	MGWSP (P.Williams)	Parish Highways satisfaction survey	Actioned
22/12/2008	I/2008/305/MHH	Raunds TC	Invite to an evening with Dr Busker "Pirate Evening"	File
23/12/2008	I/2008/306/MHH	UMSO (Joanne Vernon)	Updated Unmetered Supplies Certificate	File
24/12/2008	I/2008/307/MHH	Police	Monthly Crime Statistics	Circulated
24/12/2008	I/2008/308/MHH	ENC	Reports of Committees January 2009	Circulated
30/12/2008	I/2008/309/MHH	NCC (Claire Spokes)	Consultation on "local list" forms to accompany standard form 1APP	Actioned
30/12/2008	I/2008/310/MHH	DCLG (Paul Rowsell)	Consultation on Local Authority publicity	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						
13/12/2008	O/2008/111/MHH	Parish Cllrs	Minutes 0812	Delivered		
15/12/2008	O/2008/112/MHH	DCLG (Paul Rowsell)	Consultation on Code of Conduct - Cllrs & employees	Posted	0812.8	I/2008/255/MHH
20/12/2008	O/2008/113/MHH	E-On Energy Services	Payment of invoice	Posted	0812.5.1	I/2008/281/MHH
20/12/2008	O/2008/114/MHH	SLCC	Payment of fees	Posted	0812.5.1	I/2008/277/MHH
20/12/2008	O/2008/115/MHH	ENC Planning	Response to new detached dwelling at land at <i>East View</i>	Posted	0812.4.1	I/2008/272/MHH
29/12/2008	O/2008/116/MHH	NCC (Phil Watson)	CRE routes when Upper Higham Lane closed	Posted		
30/12/2008	O/2008/117/MHH	MGWSP (Lara Inglott)	2009 S136 agreement for grass cutting	Posted	0812.9	I/2008/245/MHH
31/12/2008	O/2008/118/MHH	MGWSP (P.Williams)	Parish Highways satisfaction survey	Posted		I/2008/304/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
2008.20	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	C	-£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	C	-£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	C	-£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	C	-£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	C	-£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	C	-£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	C	-£79.81	£0.00	-£79.81	£5,944.80	Gen. Admin	0812.5.3	MHH, MJI, MWE	LGA 1972 S111
2008.30	10/12/2008	I/2008/294/MHH	NCC	Grass cutting grant	BACS	C	£586.95	£0.00	£586.95	£6,531.75	Misc. Receipts			LGA 1972 S136
2008.31	16/12/2008	I/2008/301/MHH	HMRC	VAT refund	BACS	C	£1,061.28	£0.00	£1,061.28	£7,593.03	Vat			C&E notice 749
2008.32	12/01/2008	I/2008/293/MHH	E-On Energy Services	St Lt Maint (Oct - Dec 08)	000722	C	-£129.53	-£19.43	-£148.96	£7,444.07	St Lighting	0901.5.1	MHH, MLF, PM	PCA 1957 S3
2008.33	12/01/2008	I/2008/296/MHH	Eastern Area N Watch	SmartWater	000723	C	-£19.00	£0.00	-£19.00	£7,425.07	Misc. Expenses	0901.5.1	MHH, MLF, PM	LGA 1972 S111
2008.34	12/01/2008	O/2009/002/MHH	M.H.Hunter	Expenses 0901	000724	C	-£55.22	£0.00	-£55.22	£7,369.85	Gen. Admin	0901.5.2	MHH, MLF, PM	LGA 1972 S111
Balance C/F							£0.00	£8,154.75	-£784.90	£7,369.85	£7,369.85			

[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		£586.95	£0.00	£586.95
305th BG memorial donations		£0.00	£0.00	£0.00
VAT refund		£1,061.28	£0.00	£1,061.28
Income		£14,822.24	£0.00	£14,822.24
Clerk's Salary		£0.00	£0.00	£0.00
Gen. Admin		-£756.77	-£14.96	-£771.73
St Lighting		-£1,340.40	-£153.32	-£1,493.72
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		-£19.00	£0.00	-£19.00
S137	£0.00	£0.00	£0.00	£0.00
Expenditure	£0.00	-£6,667.49	-£784.90	-£7,452.39
Income + Expenditure	£0.00	£8,154.75	-£784.90	£7,369.85

Audit tables	
Brought Forward	£4,148.82
Precept	£8,950.00
Other income	£1,723.42
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£7,452.39
Balance	£7,369.85
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
06/12/2008	Orange - ISP broadband									£17.99
10/12/2008	FOI publication guide (draft)	5					35			
14/12/2008	Pre-minutes for Clerk & Chair	5					5			
20/12/2008	E-On Energy Services - payment of invoice		36	1						
20/12/2008	SLCC - payment of fees		36	1			1			
20/12/2008	DCLG - Code of Conduct response	2	36	1			2			
20/12/2008	ENC Planning - application response	1	36	1			1			
20/12/2008	Minutes 0812 - 3 P.Cllrs & File	9					27			
20/12/2008	Easyspace - domain registration (2 yrs)									£27.03
29/12/2008	NCC - CRE route clarification	1	36	1			1			
30/12/2008	MGWSP - Grass cutting agreement		36	1			1			
09/01/2009	Agenda 0901 - 7 P.Cllrs & File	4					28			
TOTALS		£1.62	£2.16	£0.36	£0.00	£0.00	£6.06	£0.00	£0.00	£45.02

TOTAL VALUE = £55.22