



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

10th January 2011

Meeting Number 1101

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 10th January 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Emerson
Cllr M.L.Foulger
Cllr M.J.Izzard
Cllr P.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 4 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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – Cllr Harwood (ENC meeting), Cllr Wooding (illness) and D.Cllr Whiting (ENC meeting).

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

None.

3 Minutes of Previous Meetings.

The minutes of the Ordinary Meeting of the Parish Council **1011 – 13th December 2010** had been circulated. Cllr Foulger advised of an error in 6.3 – the Clerks expenses to meeting 1011 should read £75.65, not £75.76, this being the amount claimed on page 1609.

The meeting resolved to: approve the minutes of meeting **1011** with one amendment.

Proposed: Cllr Emerson Seconded: Cllr Foulger Decision: Unanimous

4 Planning and Licensing Matters.

4.1 Update on previous applications

The Clerk advised that Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined and *Northdale End* SUE (Raunds) was subject to an appeal.

ENC had received consultants' reports on various aspects of the CRE windfarm application and the Temple Group Ltd report into the juxtaposition of the AD plant and proposed turbine EN3 stated *We conclude that the Chelveston-cum-Caldecott Parish Council can be wholly reassured that the proposed wind farm will have no detrimental effects on dispersion of emissions from the AD plant at any time, and indeed it will have beneficial effects on dispersion for the majority of time.*

The updated visual impact plans showed that between 51 and 100 turbines (if all 30 currently approved and proposed sites within a 40km radius were built) would be potentially visible to



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most of the parish. The application was likely to be determined in mid-February, following the officer's report in late January.

The Northants MWDF Locations for Waste Development and Locations for Minerals Development plans had completed their examination and would be adopted in March/April. The Control of Development Plan was currently under public examination, with hearings taking place on the 18th January in Northampton.

The first part of item 15 was brought forward.

5 Financial Transactions.

- 5.1 The following invoices were due for payment – E-On Energy Services (St Lighting maintenance (Oct – Dec 2010)). The meeting resolved to approve this payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

- 5.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

- 5.3 A subscription invoice had been received from NACRE. However, in view of the services (or lack of) provided, the Clerk recommended the Council withdraw from membership.

The meeting resolved to: withdraw from membership of NACRE and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

- 5.4 The bank statements for the month of December have been received and reconciled.

Opening Balance for the meeting £12,263.11

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
2010.49	E-ON Energy	St Lt maintenance (Oct – Dec 10)	000814	£162.73
2010.50	M.H.Hunter	Expenses to 1101	000815	£27.32
Total Expenditure this meeting				<u>£190.05</u>

Closing Balance for this meeting £12,073.06

6 Updates on Projects List.

6.1 Highways & footways Issues.

The Clerk advised that the NCC had advised there is no legal impediment to parking on the verge as it was part of the highway, but it is unlawful to cross the footway to do so, save where drop kerbs are installed. It was suggested that the Council put up "do not park on the grass" signs, though these would not be enforceable.

The meeting decided to try signs as suggested.



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The annual highways parish survey was due and the Clerk asked Cllrs for comments on communications, staff, commitment and service delivery.

Cllr Dale considered the response times and staff commitment to be excellent. The Clerk referred to the provision of the drop kerbs in 3 months, compared to over 2 years in some areas.

The Clerk advised that CPRE Northamptonshire *Stop the Drop* Campaign dates were Friday 25th March to Sunday 3rd April (inclusive). A £900 prize fund was available for between up to 3 winners of the *Litter Heroes Awards*.

6.2 Street Lighting.

The Clerk advised that lamps 24 (*Rivendell*, Foot Lane) and 34 (Duchy Farm Cottages) had been reported as dead, both now believed to be working.

The Unmetered Supplies Certificate had been updated for Lamp 24.

6.3 Ditches.

Cllr Dale advised that sewer run-off from a manhole that was flowing into the ditch near *the Marches*, Caldecott had been reported to Anglian Water, who had jetted it out.

6.4 E-Government.

The Clerk advised for the 30 day period ending 10th January 2011 of the 1,671 hits, 1.2% came from the US, 3.0% from Europe & 9.0% from other countries. The 2010 year total was 17,108 (2009: 16,201), giving a project total of 92,177 since 2002.

A new page had been added to the history site, outlining the Red Row slum clearance.

ENC had been notified of the Council's concerns to their proposal that all stages of the Development Control process move to an electronic format only.

6.5 Rights of Way

No report.

6.6 Trees

The Clerk advised that a farmer had cut down two dead trees in Water Lane (confirmed by Cllr Wooding), and had requested consent from ENC to fell two Ash trees which are overhanging a public highway.

6.7 Community Safety

No report.

6.8 Allotments

Cllr Dale advised that a quote for providing water had been received and a grant application would be made to ENC. The Secretary of the Allotment Association had asked that the three vacant plots be advertised in the next newsletter.

The Clerk advised the meeting that the second payment on the Head Lease was due in February and the Landlord had been asked to invoice accordingly.

6.9 Parish Emergency Plan

The Clerk provided Cllr Dale with a power cut emergency pack (torch, wind-up charger, analogue phone) from E-On Central Networks.

6.10 Parish Charities

Cllr Dale (Educational Foundation) reported that a quote (£95k) had been received for the extension building works, sufficient that the plans could be drawn up and planning permission applied for (all prerequisites for a grant application).

Cllr Izzard (Sawyers) reported that he was due to attend his first meeting on 25th January.



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7 Budget Review of the third quarter of FY2010-11.

The Clerk went through the forecast and spend to-date with the meeting and the following virements were proposed -

Other income:	+£31.00	General Expenses:	+£300.00
Verge Maintenance:	-£1,304.70	Subscriptions:	+£50.00
Clerk's Salary:	-£645.75	Hall Hire:	+£27.00
St Lighting:	+£835.04	Recreation:	+£90.00

The meeting resolved to accept the virements and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson

Seconded: Cllr Izzard Decision: Unanimous

8 Parish input to East Northants Strategic Flood Risk Assessment Review.

Cllr Dale advised the meeting that under PPS 25: Development and Flood Risk, ENC had to undertake a Strategic Flood Risk Assessment (SFRA) for the district. All sources of flooding should be considered (e.g. rivers, land, groundwater, sewers, ponds, etc). To aid the SFRA review, ENC was asking Parish and Town Councils to supply any anecdotal information on local flooding.

The meeting suggested – Water Lane (from brook), B645 in front of JST (from JST culvert), the *old Clubhouse*, Foot Lane (from JST culvert), *Blacksmiths Cottage* (from ditch in Joes/High Lane), *The Marches* (from sewers), *Haleworth/Manorfields/Melrose Cottage*, Caldecott (from field run-off), B645 opposite Bidwell Lane (from blocked drainage pipe) and junction of Water Lane / Sawyers Crescent (from blocked grating).

9 Update on adoption of Street Lighting and Play Area at Chelston Rise.

Cllr Dale advised that the weather had slowed down the installation of the new utility supply by E-On Central Networks. The solicitor acting for WPG had issued a draft right of access agreement, to which the Clerk had proposed amendments. Accordingly, the Clerk had not approved the transfer of the lights to the Council's Unmetered Supplies Certificate.

Cllr Dale advised that the weather was holding up the play area safety surfacing repairs and the 6 monthly maintenance. One supplier had visited the site to quote for a 1.2m high child safe fencing and gates around the site boundary, so as to exclude dogs, etc, from the play area.

10 Setting of the Precept for FY2011-12.

Cllr Dale advised that in late October, Secretary of State Eric Pickles announced details of the proposed Council Tax freeze in 2011/12. While he has asked Local Councils to use restraint, Parish and Town Councils have been specifically excluded from the scheme leaving their independent precepting powers intact.

The Clerk went through the proposed budget, allowing for the increased Council Tax Base and updates on likely costs for next year. After reviewing the proposals, the meeting considered an increase was justified with the additional infrastructure being taken on. There would be no overall impact on households as the increase in the total precept will be balanced by an increase in the number of houses contributing.

The meeting resolved to issue a Precept for £9,500 and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous



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11 Promoting Candidacy at the Local Elections on 5th May 2011.

A person wishing to stand for election as a Cllr must submit their nomination by noon on Monday 4th April 2011. Northants CALC had set up a website www.parishelections.com to encourage people to stand the Northamptonshire elections.

Chelston Rise residents will be eligible to stand in the 2011 elections (provided they are registered on the electoral roll) and a letter will be sent round promoting candidacy to the residents.

12 Consideration of becoming a “pilot” for the creation of a Neighbourhood Development Plan.

Cllr Dale advised that in the recently published Communities & Local Government Business Plan 2011-15 (s5 – Put Communities in Charge of Planning) there is a milestone identified for completion by April 2011 to put funding in place to help Parish & Town Councils develop neighbourhood plans. ENC had contacted this Council to ask if we would consider becoming a “pilot” in the district for the creation of a Neighbourhood Development Plan (NDP).

The Parish needed a plan since the debacle with the Area Plans meant that we were in a “planning limbo” following the demise of ENC’s 1996 Local Plan in 2006. At present we can only use the North Northants Core Spatial Strategy which is too broad-brush for the parish.

The actual NDP process was still being defined, but it was expected to incorporate elements of the former Parish Plans, Village Design Statements and Area Plans. Where it differed was that it was community led (indeed one of the earlier parts of the process required a Parish Meeting to ensure sufficient support from the community) rather than dictated by planners. The proposed NDP would be independently checked by the Planning Inspectorate, after which it would go to a vote of the electorate. If carried, it would then be automatically adopted by the Parish and District Councils as a material consideration in future applications.

The NDP was not just about where development should and should not be permitted, but also what design features should be incorporated (e.g. could require that houses built next to stone houses should have a stone facing or cladding to maintain the street character, etc), what community facilities should be protected (e.g. could require that the *Star & Garter* remain as a Public House) and what community contributions would be required to enhance the community (e.g. could require developer contributions for footways to link Bidwell Lane to Water Lane, Caldecott to Chelston Rise, etc).

The meeting resolved to become a pilot for the creation of a Neighbourhood Development Plan and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Dale

Seconded: Cllr Foulger

Decision: Unanimous

13 Visits, Training & Courses.

Tues 11th Jan – *Section 106* at Northants CALC offices, Litchborough @ 19:00 -21:00 (£11).

Weds 26th Jan – *Responding to Planning Applications* at Northants CALC offices, Litchborough @ 19:00 -21:00 (£11).

Tues 8th Feb - *Gypsies & Travellers: National Awareness training programme* (Housing & Communities Agency) at Corby Cube @ 13:00 – 17:00 (free, but £70 fine for non-attendance).

Tues 29th Mar – *Press Relations* (SLCC) at Wooton @ 9:00 – 13:00

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 Mommersteeg

Seconded: Cllr Foulger

Decision: Unanimous



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15 Councillor's Reports.

The Clerk advised that a planning application for 11 Duchy Close, for a single storey rear extension, two storey side extension with a single storey side extension over garage, had been received too late for the agenda and would be dealt with under SO83.

The meeting indicated their views on the application – access, lighting, no overlooking *Rivendell* and street scene given other extensions in Duchy Close. A number of building Control issues were noted.

The Royal British Legion would be 90 this year and were encouraging the “Great poppy Party Weekend” on 10th - 12th June.

Cllr Emerson asked for an article in the next newsletter asking residents not to drop rubbish in the *Star & Garter* field for the bonfire. There will be no fireworks/bonfire this November because of the increased regulations surrounding such events.

Jenny Harwood asked what the status of the NFRS application for the Live Fire Training ground at the CRE site. The Clerk would report back at the next meeting.

Date of Next Meeting:

Cllr Dale advised the next meeting would now be on Monday 14th February 2011 in the Chelveston Village Hall. The meeting closed at 8:42 p.m.

Issued on 14th January 2011.

Pages 1610 – 1619 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
2010				
17/12/2010	I/2010/283/MHH	NCC (Mark Chant)	MWDF Locations of Minerals & Waste DPD passed as sound	File
17/12/2010	I/2010/284/MHH	NACRE	<i>Village Viewpoint</i> Winter 2010	File
17/12/2010	I/2010/285/MHH	ENC (Michael Burton)	EN Strategic Flood Risk Assessment Review - parish input	Actioned
17/12/2010	I/2010/286/MHH	Countryside Gardens	Grass cutting firm based in Tur Langton, Leics	File
24/12/2010	I/2010/287/MHH	NACRE	Membership renewal fees	Actioned
24/12/2010	I/2010/288/MHH	Northants Rural Housing Assoc	Annual Report 2009/10	File
24/12/2010	I/2010/289/MHH	NCC MWDF (Ian Kemp)	Hearing sessions of MWDF C&MD examination on 18 th Jan 2011	File
24/12/2010	I/2010/290/MHH	MGWSP (S.Woodward)	Parish Satisfaction questionnaire	Actioned
24/12/2010	I/2010/291/MHH	Beds BC (Ronald McKay)	BDF - Draft Allocations & Designations - Issues & Options Consultation	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2010						
11/12/2010	O/2010/148/MHH	Parish Cllrs	Minutes 1011	Delivered		
14/12/2010	O/2010/149/MHH	E-On Energy Services	Payment of invoice	Posted	1011.6.1	I/2010/276/MHH
19/12/2010	O/2010/150/MHH	CGM Cambridge	Grass cutting contract for 2011	Posted	1011.6.1	I/2010/275/MHH
20/12/2010	O/2010/151/MHH	Naomi Langford-Wood	Notice to quit plot 15	Delivered	1011.7.8	O/2010/136/MHH
20/12/2010	O/2010/152/MHH	ENC (Sharn Matthews)	Cllr's Register of Interests (2010-2011)	Posted		I/2010/167/MHH

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Clerk's Expenses Record

S&P= Supply + Print

Date	Item	A4 S & P @ 6p	Post pence	DL Env @ 6p	C5 Env @ 7p	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
13/12/2010	Images - allotments	1								
13/12/2010	Pre-minutes for Clerk & Chair (M1011)	6					6			
13/12/2010	Meeting dates 2011	1					7			
13/12/2010	E-On Energy Services - payment of invoice		41	1						
19/12/2010	CGM Cambridge - contract for 2011 cutting	1	41	1			1			
20/12/2010	Orange - ISP broadband									£17.99
20/12/2010	Minutes 1011 - 3 P.Cllrs & File	10					30			
20/12/2010	Tenant plot 15 - notice to quit	2		1			2			
20/12/2010	ENC MO - Register of Interest update forms	8	41		1		5			
01/01/2011	UMSO - Unmetered Supplies Certificate	3								
04/01/2011	ENC - electronic consultation reponse	1	41	1			1			
04/01/2011	Andrea Claydon - Fireworks grants letter	1		1			1			
05/01/2011	Agenda 1101 - 7 P.Cllrs. 3 notices & File	4					31			
TOTALS		£2.28	£1.64	£0.30	£0.07	£0.00	£5.04	£0.00	£0.00	£17.99

TOTAL VALUE = £27.32



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Minutes of an Ordinary Meeting of the Parish Council

14th February 2011

Meeting Number 1102

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 14th February 2011** 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

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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – Cllr Mommersteeg (Beds BC meeting), Cllr Harwood (ENC meeting) and D.Cllr Whiting. The meeting agreed to accept the apologies.

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

None.

3 Notification of Executive Action under SO83.

Cllr Dale advised that the planning application for 11 Duchy Close had arrived too late for the January meeting and had been responded to in consultation with the Chairman, Vice-chairman and IFV, in-line with comments made by the other Cllrs.

The Street Lighting Power (Oct-Dec 2010) invoice had arrived too late for the January meeting and had been paid in consultation with the Chairman, Vice-chairman and IFV.

4 Minutes of Previous Meetings.

The minutes of the Ordinary Meeting of the Parish Council **1101 – 10th January 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1101** with no amendments.

Proposed: Cllr Dale Seconded: Cllr Foulger Decision: Unanimous

5 Planning and Licensing Matters.

5.1 Report on pre-application meeting at JST site.

Cllrs Dale and Izzard reported on their meeting with the site owners regarding a possible future residential development on the site, following relocation of the commercial business to Higham Ferrers.



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Issues identified included remediation of contaminated land (the former garage fuel tanks), the culvert under the site, vehicle access onto the B645, TPO protected Ash Trees, impact on Foot Lane and Duchy Close, impact on the 305th BG memorial and the street scene of the centre of the village.

5.2 Update on previous applications

The Clerk advised that Hillside garages, 11 Duchy Close and *Darsdale Farm* (Raunds) developments have not yet been determined (though the case officer had mistakenly refused 11 Duchy Close, but since rescinded). *Northdale End* SUE (Raunds) was subject to an appeal, though ENC had now withdrawn two of the three grounds for refusal.

Both the Beds BC and ENC Development Control reports recommended approval of the CRE wind farm. Beds BC were considering the application tonight and ENC on Weds 16th February. Cllr Dale would speak on behalf of this Council and the meeting discussed the speech strategy. The ENC recommendation that the accepted noise headroom and flicker issues could be successfully mitigated by conditions was questioned.

Northants Fire & Rescue Service (NF&RS) had advised that progress on the Live Fire Simulator has been slow due to a number of factors, including the Comprehensive Spending Review which hit fire and rescue hard. NF&RS may make a formal application by the end of March, with the in-service date of September 2011.

The NCC Control and Management of Development plan (part of the Minerals and Waste plans) had been reviewed by the independent examiner at public hearings in January 2011 and NCC have proposed some changes, including a statement that it is essential to avoid waste travelling unsustainable distances.

The recent NN JPU consultation on a Developer Contributions Supplementary Planning Document (SPD), to which the Council had responded, had been overtaken by events, as the Government had confirmed that the Community Infrastructure Levy (CIL) is to be the main approach to securing pooled contributions towards the wider infrastructure needed to support development. In the light of this, rather than being adopted as policy the SPD will be reframed as a technical document to provide an evidence base for negotiations on development contributions and form the basis for the preparation of a CIL charging schedule.

NN JPU was now consulting on a review of the Core Spatial Strategy. It was acknowledged the recession had slowed house building and especially job creation compared to the original forecast. A possible concern was consideration of allowing the building of a Sustainable Urban Extension to the east of Rushden A6 by-pass. The meeting felt that any expansion beyond the A6 by-pass should be resisted, as this marked the urban-rural divide.

6 Financial Transactions.

- 6.1 The following invoices were due for payment – Carr Farmers management Ltd (land lease year 2) and Spatial Technology (UK) Ltd (on-line mapping services 2011). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Emerson Seconded: Cllr Wooding Decision: Unanimous

- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

- 6.3 The bank statements for the month of January have been received and reconciled.

- 6.4 An invoice has been raised on the Educational Foundation for £26.00 to cover printing costs.

- 6.5 The Clerk advised that the Government was consulting on a revised set of audit regulations, which consolidated the various pieces of legislation in force and paved the way for the disbandment of the Audit Commission. The changes for this Council were minimal.



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Opening Balance for the meeting				£12,073.06
Receipts since last meeting				
Number	Sender	Description	Method	Amount
2010.51	NWB	Bank Interest (Oct – Dec 10)	Bank	£1.59
Total Receipts this meeting				£1.59
Payments to be made this meeting				
Number	Payee	Description	Cheque	Amount
2010.52	E-On	St Lt power (Oct – Dec 10)	000816	£368.17
2010.53	Carr Farmers	Land lease 2011	000817	£300.00
2010.54	Spatial Tech	On-Line mapping 2011	000818	£12.00
2010.55	M.H.Hunter	Expenses to 1102	000819	£85.29
Total Expenditure this meeting				£765.46
Closing Balance for this meeting				£11,309.19

7 Updates on Projects List.

7.1 Highways & footways Issues.

The Clerk advised that NCC had installed the Chelston Rise signs on the highway (C59). Following a report from Cllr Izzard, dumped tyres and a chair were collected by ENC from Bidwell Lane. Also around 20 bags of rubbish had been reported, dumped in a ditch on the C59 between Caldecott and Chelston Rise.

Following a report by Cllr Wooding, patching repairs had been undertaken outside Poplar Farm, *Yew Tree cottage* and on the C59 between Caldecott and Chelston Rise today.

Cllr Dale advised he was reporting a pothole outside No.4 Sawyers Crescent.

7.2 Street Lighting.

The Clerk advised that lamp 16 (No.2 Raunds Rd) had been reported as dead. Residents from *Yew Tree Cottage*, *Meadowview* and *Haleworth* had complained about the relative dimness of the 80w MBFU lamp by *Yew Tree Cottage* (lamp 31) compared to the 35w SOX lamps. After debate on incurring further expenditure this year or leaving it to the next Council,

the meeting resolved to replace lamp 31 with a 35w SOX lantern and instructed the Clerk to act accordingly.

Proposed: Cllr Wooding Seconded: Cllr Emerson Decision: Unanimous

7.3 Ditches.

The Clerk confirmed the anecdotal flood areas supplied by the Cllrs had been received by the ENC consultants for the Strategic Flood Risk Assessment Review.

Cllr Izzard reported that the Raunds Rd ditch opposite *Eastview* was blocked in places with rubble, possibly from trench works that crossed the road.

7.4 E-Government.

The Clerk advised for the 30 day period ending 14th February 2011 of the 2,309 hits, 2.8% came from the US, 1.0% from Europe & 8.6% from other countries.

A number of requests had been received, enquiring when the Snowdrop Weekend would be held - 26th & 27th February. Expenditure over £500 and the Educational Foundation charity had been added to the main site and the clergy list had been updated on the history site. The Council's domain name has been renewed (2 years).



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DCLG is consulting on a code for transparency of data, which covers the over £500 expenditure, salaries of senior staff, voluntary sector contributions, etc.

7.5 Rights of Way

The Clerk advised that the Chelveston Plateau leaflet had been added to the Walks section on the ENC website.

7.6 Trees

Cllr Wooding advised that a landowner had removed two ash trees that were overhanging the highway and installed the rest of the boundary fencing along the B645 side of the woods.

The Clerk advised that a new £4 million community tree planting scheme - The Big Tree Plant – has recently been launched. The fund is open for applications now, and will run for the next 4 years. The aim of the scheme is to support community groups to plant one million trees in towns, cities and residential areas throughout England over the next four years.

The trees must be planted in streets or in green places that are open to all to visit. Grants are between £500 and £25,000 and will cover up to 75% of costs.

7.7 Community Safety

The Clerk advised that the recent Police “Have your Say” consultation exercise, to which this Council had responded, had set the top four police priorities across the county as anti-social behaviour (ASB), drugs, violence with injury and burglary.

Northamptonshire Police are looking to recruit Special Constables and would like to place an advert in the next bi-monthly newsletter (April – May).

NACRE are trying to contact people across Northamptonshire who are over 75 or disabled, as they are eligible for assistance from the Digital TV Switchover Help scheme.

7.8 Allotments

Cllr Dale advised that plot 15 is being recovered from the tenant (under *s30(2) Small Holdings and Allotments Act 1908*) and repairs to the hut will be undertaken at the weekend.

The Clerk will be renewing the plot tenancies in the *Star & Garter* on Saturday 26th February. The two vacant plots had been advertised in the newsletter/website and had been taken.

7.9 Parish Emergency Plan

Cllr Dale explained his proposals for the Parish Emergency Plan. NCC Emergency Planning had sent a copy of Bozeat’s plan to assist with selecting contacts to include.

A national emergency response exercise for flooding, Exercise Watermark, will be taking place during 7th – 11th March 2011.

7.10 Parish Charities

Cllr Dale (Educational Foundation) reported that the Trustees Annual Report had been approved by the Trustees and had been placed on the Council’s website. The Foundation had made a loss in year, mainly due to capital works such as the guttering at the front of the Village Hall, the refurbishment of *School House* and loss of rental income during this work.

The leaflets for the educational grants for 16-25 year olds had been sent to all households in the parish. The grants were aimed at those who were more likely to undertake vocational training rather than attend university.

Cllr Izzard (Sawyers) reported that following a briefing from the other Chelveston Trustees on 1st February, he no longer felt qualified to undertake the role and asked to stand down. The appointment would be considered at the next meeting and the Clerk would notify the Clerk to the Sawyers Trustees.



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8 Review of Risk Assessments.

The Clerk reminded the meeting that the Council was required to review the financial risks and the management of them by 31st March annually. A proposed additional risk was a claim following injury to a volunteer on a Council activity, and an updated control measure was that play area assets should be inspected monthly.

The meeting resolved to adopt the updated Financial Risk Assessment and Risk Management table and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Izzard

Decision: Unanimous

9 Review of the Council's Complaints Procedure.

Cllr Dale reminded the meeting the current Complaints Procedure (ver 1.0) had been adopted in 2004, but best practice had changed in the intervening time. Clerk had previously circulated a revised procedure, based on advice from NALC.

The meeting resolved to adopt the updated Complaints Procedure (ver 2.0) and instructed the Clerk to act accordingly.

Proposed: Cllr Foulger

Seconded: Cllr Emerson

Decision: Unanimous

10 Update on adoption of Street Lighting and Play Area at Chelston Rise.

Cllr Dale advised that the old power circuit had still not been isolated, preventing the 3 old columns from being removed. The solicitor acting for WPG had issued an updated draft right of access agreement, with an amendment to allow street furniture to be moved by WPG at their expense, to which the Clerk had proposed amendments. Accordingly, the Clerk had not approved the transfer of the lights to the Council's Unmetered Supplies Certificate.

Cllr Dale advised that both the play area safety surfacing repairs and the half-yearly maintenance had been completed. A draft of the adoption agreement was awaited.

11 Promoting Candidacy at the Local Elections on 5th May 2011.

A person wishing to stand for election as a Cllr must submit their nomination by noon on Monday 4th April 2011. Northants CALC had set up a website www.pariselections.com to encourage people to stand for the Northamptonshire elections.

The Election Special newsletter would be issued in March to all households. As per the 2007 newsletter, it would include the attendance record of the current Cllrs.

12 Organisation of "Operation Spring Clean 2011".

Cllr Dale reminded the meeting it was usual in early March to organise a "Spring Clean" of the verges & ditches. The meeting discussed possible dates and agreed 5th & 6th March. The Clerk would contact ENC for litter pickers/sacks and advertise it on the website.

The meeting resolved to proceed with Operation Spring Clean 2011 and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

13 Visits, Training & Courses.

Weds 23rd Mar – *Freedom of Information* (NCALC) at Raunds @ 19:00 -21:00 (£29)

Tues 29th Mar – *Press Relations* (SLCC) at Wooton @ 9:00 – 13:00.

Thurs 14th Apr – *CPRE Planning Roadshow* at Gt Houghton Village Hall @ 19:00 – 21:00 (£29)



Chelveston-cum-Caldecott Parish Council

Northamptonshire

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 Wooding

Seconded: Cllr Dale

Decision: Unanimous

15 Councillors' Reports.

The Clerk advised that the February/March issue of the newsletter had been issued, which included Cllr Emerson's article asking residents not to drop wood and rubbish off in the *Star & Garter* field for the bonfire.

The Easter and Summer programmes for both the free Play Ranger Programme (less than 7 yrs) & the Sports & Arts Community Programme (8-13 yrs) that are run by Cultural Community Partnerships are being drawn up. The sessions will either be 10:00 - 12:00 or 14:00 – 16:00 with ½ hour required for setting up/packing away, with the Council providing the venue. Cllr Dale suggested there may be sufficient extra children in Chelston Rise to warrant running this again. It was agreed he would leaflet drop Chelston Rise to gauge support.

Prince William will marry Miss Catherine Middleton on Friday 29th April 2011. It was suggested the Village Hall management committee might want to explore if there was support for a party in the Village Hall.

Cllr Wooding raised the issue of speeding motorists from Chelston Rise coming through Caldecott. It was agreed to add this to the Chelston Rise leaflet drop.

Cllr Foulger asked if anyone had used the national on-line crime maps. Cllr Dale replied he had tried, but the system had been overwhelmed and had since been withdrawn.

Date of Next Meeting:

Cllr Dale advised the next meeting would be on Monday 14th March 2011 in the Chelveston Village Hall. The meeting closed at 8:40 p.m.

Issued on 14th February 2011.

Pages 1620 – 1629 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
2011				
01/01/2011	I/2011/001/MHH	UMSO	Unmetered Supplies Certificate	File
05/01/2011	I/2011/002/MHH	E-On Energy Services	Invoice for St Lighting Maintenance (Oct - Dec 10)	Actioned
07/01/2011	I/2011/003/MHH	RBL	Information on "Great Poppy Weekend"	File
07/01/2011	I/2011/004/MHH	C&CD	<i>Clerks & Councils Direct</i> issue 73 January 2011	File
07/01/2011	I/2011/005/MHH	Beds BC (Paul Rowland)	Updated CRE plans received for comment	Actioned
07/01/2011	I/2010/006/MHH	ENC Planning	Updated CRE plans received for comment	Actioned
07/01/2011	I/2011/007/MHH	ENC Planning	Application for rear and side extensions at 11 Duchy Close, Chelevston	Actioned
07/01/2011	I/2011/008/MHH	E-On	Invoice for St Lighting Power (Oct - Dec 10)	Actioned
08/01/2011	I/2011/009/MHH	E-On Central Networks	Parish Council emergency pack	Actioned
10/01/2011	I/2011/010/MHH	NWB	Bank statements	Actioned
14/01/2011	I/2011/011/MHH	Wickstead Playscapes	Quote for play area perimeter fencing	File
28/01/2011	I/2011/012/MHH	ENC Planning	ENC press release regarding the Raunds SUE appeal	File
28/01/2011	I/2011/013/MHH	Beds BC (Paul Rowland)	Reciept of CRE consultation response	File
31/01/2011	I/2011/014/MHH	NCALC	<i>Update</i> Issue 1/11 January - February 2011	Circulated
07/02/2011	I/2011/015/MHH	NCC (Jackie Hargreaves)	Parish Council emergency plan - copy of Bozeat PC plan	Circulated
12/02/2011	I/2011/016/MHH	NCC (Mark Chant)	NCC MWDF - Control & Management of Developement - changes	Actioned
12/02/2011	I/2011/017/MHH	NN JPU (Andrew Longley)	Consultation on issues for Joint Core Strategy review	Awaiting
13/02/2011	I/2011/018//MHH	NWB	Bank statements	Actioned
14/02/2011	I/2011/019/MHH	Spatial Technology (UK)	Invoice for mapping 2011	Actioned
14/02/2011	I/2011/020/MHH	Carr Farmers Management Ltd	Invoice for land lease 2011	Actioned

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.
2011						
04/01/2011	O/2011/001/MHH	Parish Cllrs	Agenda 1101	Delivered		
04/01/2011	O/2011/002/MHH	ENC (Beverley Woolston)	Response to consultation on electronic consultation	Posted	1011.7.4	I/2010/279/MHH
04/01/2011	O/2011/003/MHH	Andrea Claydon	Future fireworks grants	Delivered	1011.9	
05/01/2011	O/2011/004/MHH	SLCC	Payment of fees (2011)	Posted	1011.6.1	I/2010/267/MHH
10/01/2011	O/2011/005/MHH	Parish Cllrs	Minutes 1101	Delivered		
10/01/2011	O/2011/006/MHH	ENC (Rosanne Fleming)	Precept demand	Posted	1101.10	I/2010/266/MHH
10/01/2011	O/2011/007/MHH	E-On Energy Services	Payment of invoice	Posted	1101.5.1	I/2011/002/MHH
17/01/2011	O/2011/008/MHH	NACRE	Withdrawal from membership	Posted	1101.5.3	I/2010/287/MHH
17/01/2011	O/2011/009/MHH	E-On	Payment of invoice	Posted	SO83	I/2011/008/MHH
18/01/2011	O/2011/010/MHH	MGWSP	Survey response	Posted	1101.6.1	I/2010/290/MHH
24/01/2011	O/2011/011/MHH	ENC Planning	Response to 11 Duchy Close application	Posted	SO83	I/2011/007/MHH
24/01/2011	O/2011/012/MHH	ENC Planning	Response to CRE application	Posted	1101.4.1	I/2010/006/MHH
24/01/2011	O/2011/013/MHH	Beds BC Planning	Response to CRE application	Posted	1101.4.1	I/2011/005/MHH
05/02/2011	O/2011/014/MHH	Parish	Parish Newsletter [Feb - Mar]	Delivered		
07/02/2011	O/2011/015/MHH	Parish Cllrs	Agenda 1102	Delivered		
05/02/2011	O/2011/016/MHH	Parish Cllrs	Complaints procedure ver 2.0	Delivered	1102.9	O/2004/026/MHH
06/02/2011	O/2011/017/MHH	Educational Foundation	Invoice for printing & delivering bursary leaflets	Delivered		
06/02/2011	O/2011/018/MHH	Parish Cllrs	Risk Management Review 2011	Delivered	1102.8	O/2010/029/MHH
07/02/2011	O/2011/019/MHH	Parish cllrs	Minutes 1102	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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
05/01/2011	SLCC - payment of fees		41	1			1			
10/01/2011	Pre-minutes for Clerk & Chair (M1101)	6					6			
10/01/2011	FY2010-11 Third quarter budget review sheets	1					7			
10/01/2011	FY2011-12 Budget sheets	1					7			
11/01/2011	ENC - Precept demand		41	1			30			
17/01/2011	Minutes 1101 - 3 P.Cllrs & File	10					30			
11/01/2011	E-On Energy Services - payment of invoice		41	1						
17/01/2011	NACRE - Discontinued membership	1	41	1			1			
17/01/2011	E-On - payment of invoice		41	1						
18/01/2011	MGWSP - Highways survey						2			
19/01/2011	EUKHOST - Nominet renewal (2 years)									£12.00
20/01/2011	Orange - ISP broadband									£17.99
24/01/2011	ENC Planning - response to application	2	41	1			2			
24/01/2011	ENC Planning - response to application	2	41	1			2			
24/01/2011	Beds BC Planning - response to application	2	41	1			2			
05/02/2011	Feb/Mar Newsletters & charity leaflet [400]									£42.00
06/02/2011	Educational Foundation - invoice for leaflets	1		1			1			
07/02/2011	Agenda 1102 - 7 P.Cllrs. 3 notices & File	4					31			
07/02/2011	Complaints procedure draft for Cllr Izzard	4								
07/02/2011	Risk Management draft for Cllr Izzard	2								
TOTALS		£2.16	£3.28	£0.54	£0.00	£0.00	£7.32	£0.00	£0.00	£71.99

TOTAL VALUE = £85.29



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

14th March 2011

Meeting Number 1103

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 14th March 2011** 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.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 5 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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – Cllr Harwood (ENC meeting). The meeting agreed to accept the apologies.

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

Cllr Dale declared a prejudicial interest in item 5.1 (Clerk of organisation receiving payment).

3 Minutes of Previous Meetings.

The minutes of the Ordinary Meeting of the Parish Council **1102 – 14th February 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1102** with no amendments.

Proposed: Cllr Dale **Seconded:** Cllr Wooding **Decision:** Unanimous

4 Planning and Licensing Matters.

4.1 Update on previous applications

The Clerk advised that Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined. 11 Duchy Close had been withdrawn. *Northdale End* SUE (Raunds) was subject to an appeal, though ENC had now withdrawn two of the three grounds for refusal.

ENC Development Control had refused the CRE wind farm (adverse impact, cumulative effect and proximity to existing residential dwellings) and Beds BC were minded to refuse (meeting again on 28th March 2011).

NN JPU was consulting on a review of the Core Spatial Strategy. The Clerk had prepared a draft response and the meeting discussed the contents.



Chelveston-cum-Caldecott Parish Council

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The meeting resolved to: approve the response with no amendments and instructed the Clerk to notify NN JPU accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous.

Bedfordshire were consulting on Mineral Safeguarding areas – the two nearest are Wymington and Pertenhall (sand & gravel) and not likely to affect this parish.

5 Financial Transactions.

Cllr Dale did not take part in item 5.1

- 5.1 The following invoices were due for payment – Wickstead Leisure (Play areas repairs and 6 monthly inspection) and Village Hall Committee (Hall hire Dec 10 – Mar 11). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Izzard Seconded: Cllr Mommersteeg Decision: Unanimous

- 5.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

- 5.3 In keeping with the recent tradition, the Chairman donated the Clerk's salary for 2010-11.
- 5.4 The bank statements for the month of February have been received and reconciled.
- 5.5 NCC & NPA have held last year's precept and the Parish increase is just less than the ENC savings, so there is a small net saving in Council Tax for the residents.
- 5.6 HMRC had changed the rules on Parish Council employees and where payments exceeded the minimum thresholds, Councils must in future operate a PAYE system, rather than issuing pay gross. The Clerk had confirmed with the HMRC Employers Helpline that the present arrangement was not affected and that the expenses regime did not give rise to a tax liability.

Opening Balance for the meeting £11,309.19

Receipts since last meeting

Number	Sender	Description	Method	Amount
2010.56	Educational Foundation	Leaflet printing grant	100053	£26.00
2010.57	Allotment tenants	16 rents & 2 bonds	100054	£380.00
2010.58	WPG	Play area repairs grant	100055	£3,078.00
2010.59	A.R.Dale	Donation of Clerk's salary	Cash	£1.00
Total Receipts this meeting				<u>£3,485.00</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2010.60	Wickstead Leisure	Play area safety surface repairs	000820	£3,693.60
2010.61	Wickstead Leisure	Play area 6 monthly inspection	000821	£85.20
2010.62	Village Hall Committee	Hall hire (Dec 10 – Mar 11)	000822	£60.00
2010.63	C.M.Harper	Refund of shed bond	000823	£30.00
2010.64	M.H.Hunter	Expenses to 1103	000825	£51.44
2010.65	M.H.Hunter	Clerk's salary	Cash	£1.00
Total Expenditure this meeting				<u>£3,921.24</u>

Closing Balance for this meeting **£10,872.95**



Chelveston-cum-Caldecott Parish Council

Northamptonshire

6 Updates on Projects List.

6.1 Highways & footways Issues.

The Clerk advised that Operation Spring Clean on the 5th & 6th March had collected 11 bags of rubbish, 2 car wheels & tyres and an old sign.

The grass cutting contractor had supplied their insurance details for 2011 and NCC had advised that, due to the spending cut-backs, NCC would only provide or fund 3 cuts this year.

Cllr & Mrs Foulger complained about the footway between *Yew Tree Cottage* and (opposite) Poplar Farm. Cllrs Izzard & Mommersteeg referred to problems with a vehicle from *School House* parking on Caldecott Road (the Village Hall management agreed that the car could be parked on the Village Hall car park when not being used).

6.2 Street Lighting.

The Clerk advised that lamp 31 (*Yew Tree Cottage*) had been replaced with a 35w SOX lantern and the residents had written to thank the Council. The invoice was expected imminently and the Clerk would request approval for payment this FY.

Lamp 16 (No.2 Raunds Rd) had previously been reported as dead and Lamp 37 (Foot Lane / Water Lane junction) reported as dim.

6.3 Ditches.

Cllr Izzard advised no issues.

6.4 E-Government.

The Clerk advised for the 30 day period ending 14th March 2011 of the 2,087 hits, 14.4% came from the US, 1.2% from Europe & 1.2% from other countries.

A risk assessment for litter picking for events such as Operation Spring Clean has been added to the documents page on the main site and the Baptist Chapel to the history site.

6.5 Rights of Way

Cllr Izzard reported that the ROW sign post had been removed from the southern entrance to the former RAF Chelveston site (bridleways MM14 & MM18). He would notify NCC ROW.

6.6 Trees

Cllr Wooding advised no issues.

6.7 Community Safety

Cllr Emerson advised no issues.

6.8 Allotments

The Clerk confirmed 14 plot tenancies had been renewed and two new tenants taken on in the *Star & Garter* on Saturday 26th February. As one departing tenant had left their plot in good order, so the Council was due to refund the £30 bond on their shed.

The meeting resolved to refund the £30 bond to C.M.Harper and instructed the Clerk to act accordingly.

Proposed: Cllr Izzard

Seconded: Cllr Foulger

Decision: Unanimous

6.9 Parish Emergency Plan

Cllr Dale explained his proposals for the Parish Emergency Plan (PEP). He had reviewed the Bozeat PEP and had condensed it down to 2 (public) pages. The focus was not to tackle emergencies; that being the role of the Emergency Services, rather to provide support where required. In two locations in the village, there would be a list of contact details for residents who had volunteered resources (generators, pumps, chainsaws, etc), but these would be sealed for PEP use only.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

6.10 Parish Charities

Cllr Dale (Educational Foundation) reported that the Trustees had issued the grants criteria letter to the parish and were obtaining quotes for an architect to draw up the Village Hall extension plans.

The Clerk confirmed the Clerk to the Sawyers Trustees had been notified that Cllr Izzard had resigned as a trustee.

7 Review of Efficiency of Internal Audit.

Cllr Dale reminded the meeting that the Council was required to review the efficiency of the internal audit and that the Clerk had issued a draft report with the agendas.

The meeting resolved to adopt the review of the Efficiency of Internal Audit report and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Foulger Decision: Unanimous

8 Appointment of Independent Internal Auditor.

Cllr Dale reminded the meeting that the Council had to appoint an Internal Auditor (IA) and that the present IA had indicated he would be willing to do it for another year. Alternately, the Council could opt to use the services of the NCALC Internal Audit Service, or make other arrangements.

The meeting resolved to appoint Jim Hill as the Independent Internal Auditor for the year ending 31st March 2011 and instructed the Clerk to agree his remuneration and act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Izzard Decision: Unanimous

9 Update on parking on land near the 305th BGMA memorial.

It was noted that there has been less parking on the site following the discussions at a previous meeting. Cllr Dale reported on discussions with nearby residents who park there only as a last resort when the other spaces in front of the pub were occupied and then only if the grass was dry enough to stand it. Nevertheless the meeting agreed that steps need to be taken to prevent parking on the site to maintain its status as a memorial garden.

It was agreed that the absence/deterioration of posts around the site was one factor which tended to encourage/facilitate parking. The partial tarmac surface (surplus material from the former Village Lengthsman's workings) was also a factor. The meeting agreed to repair or replace the posts on the left of the memorial, adding others when necessary and a sign to designate the site as a no parking area. Access to the gas valve hut needs to be maintained. Cllr Dale and Cllr Wooding agreed to work on this. The removal of the tarmac and reseeded of the area would take place at a later date.

The meeting resolved to replace the missing and damaged posts on the left of the memorial.

Proposed: Cllr Wooding Seconded: Cllr Dale Decision: Unanimous

10 Update on adoption of Street Lighting and Play Area at Chelston Rise.

The Clerk reported that the old power circuit had finally been isolated, which will finally allow E-On to remove the 3 old columns. A draft of the updated adoption agreement was awaited. Accordingly, the Clerk had not approved the transfer of the lights to the Council's Unmetered Supplies Certificate.

The Clerk reported that WPG had reimbursed the Council for the play area safety surfacing repairs and the half-yearly maintenance was expected. A draft of the adoption agreement was awaited.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

11 Promoting Candidacy at the Local Elections on 5th May 2011.

A person wishing to stand for election as a Cllr must submit their nomination by noon on Monday 4th April 2011. Northants CALC had set up a website www.parishelections.com to encourage people to stand for the Northamptonshire elections.

The Election Special newsletter had been issued in March to all households. Once the formal announcement of the election was made on Friday 25th March, the Council would carry out statutory functions only until the new Council was elected. The Clerk provided nomination forms for the current Cllrs who were intending to stand.

As electronic communications made it easier for Cllrs to broadcast to their electorate, it was worth noting that *The Times* had reported that a County Cllr in Wales, a former Mayor of Caerphilly, has had to pay £3,000 damages after libelling a rival on Twitter at the time of the 2009 elections

12 Appointment of a Trustee (James & Thomas Sawyer Charity).

Cllr Dale reminded the meeting that following Cllr Izzard's decision to resign as a Trustee at the last meeting, they need to appoint a replacement (3 year term).

After debate, the meeting agreed to defer this until the new Council took office in May.

The meeting resolved to defer the appointment until the new Council took office in May and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

13 Review of the format of the Annual Parish Assembly

Cllr Dale reminded the meeting that in the not so distant past, the Annual Parish Assembly (APA) had consisted of a 10 minute session of reading out the minutes of the previous year's meeting, before closing and moving on to the Annual Meeting of the Parish Council (AMPC).

The recent APA's included reports from Council, the charities, Allotment Association, Preserve and guest speakers (a possible choice was Charlotte Tomkins, the ENC Waste Manager, to talk on the new wheelie bin scheme starting in August). The coming APA would include an election for the "public" trustees of the Educational Foundation. Accordingly, it was no longer appropriate to try and fit the APA and AMPC into the same evening.

Given this was an election year for the Parish and District Councils and that the "new" electorate of Chelston Rise probably didn't know who most of the Cllr candidates are, there was an opportunity to hold the APA before the Election Day so that all candidates have an opportunity to be seen. A possible date was Monday 2nd May.

The meeting resolved to hold the APA on Monday 2nd May at 7:30 pm and instructed the Clerk to invite all candidates for the Parish & District Councils and the ENC Waste Manager to the meeting.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

14 Visits, Training & Courses.

Weds 23rd Mar – *Freedom of Information* (NCALC) at Raunds @ 19:00 -21:00 (£29)

Tues 29th Mar – *Press Relations* (SLCC) at Wooton @ 9:00 – 13:00 (£40/£60).

Thurs 14th Apr – *CPRE Planning Roadshow* at Gt Houghton Village Hall @ 19:00 – 21:00 (£29)



Chelveston-cum-Caldecott Parish Council

Northamptonshire

15 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 Izzard

Seconded: Cllr Mommersteeg Decision: Unanimous

16 Councillors' Reports.

Cllr Dale advised that he had provided a leaflet drop to Chelston Rise on speeding and the Easter and Summer programmes for both the free Play Ranger Programme (less than 7 yrs) & the Sports & Arts Community Programme (8-13 yrs) sessions. As no responses had been received, he felt it was not worth booking the play sessions.

Cllr Dale updated the meeting of the ENC planning pre-application advice for the JST site and confirmed that the applicants would be advised to get their architect to re-design the layout in light of the advice received.

Cllr Izzard raised the issue of 4x4 vehicles using bridleway MM18 and whether this could be closed off to motorised vehicles. The Clerk would contact NCC and Beds BC ROW.

Cllr Wooding commented on the speeding through Caldecott and by the church and requested the Clerk ask the Police SCT to deploy the speed cameras during the rush hours.

Date of Next Meeting:

Cllr Dale advised the next meeting would be on Monday 11th April 2011 in the Chelveston Village Hall. This would be the last meeting of the current Council.

The meeting closed at 8:55 p.m.

Issued on 26th March 2011.

Pages 1630 – 1640 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
2011				
31/01/2011	I/2011/014/MHH	NCALC	Update Issue 1/11 January - February 2011	Circulated
07/02/2011	I/2011/015/MHH	NCC (Jackie Hargreaves)	Parish Council emergency plan - copy of Bozeat PC plan	Circulated
12/02/2011	I/2011/017/MHH	NN JPU (Andrew Longley)	Consultation on issues for Joint Core Strategy review	Actioned
18/02/2011	I/2011/021/MHH	BDO LLP	Audit Briefing - Winter 2011	File
18/02/2011	I/2011/022/MHH	ENC Planning	Withdrawal of 11 Duchy Close extension	File
19/02/2011	I/2011/023/MHH	Wickstead Playscapes	Invoice for wet-pour repairs	Actioned
19/02/2011	I/2011/024/MHH	Educational Foundation	Grant for leaflet printing	Actioned
19/02/2011	I/2011/025/MHH	Beds BC (Paul Rowland)	Minded to Refuse CRE application - deferred	File
26/02/2011	I/2011/026/MHH	Wickstead Playscapes	Statement	File
26/02/2011	I/2011/027/MHH	NWB	Reciept of allotment tenancies	File
26/02/2011	I/2011/028/MHH	C&CD	Clerks & Councils Direct issue 74 March 2011	Circulated
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
26/02/2011	I/2011/030/MHH	NCALC	Parish Election posters/leaflets	Awaiting
28/02/2011	I/2011/031/MHH	Wickstead Playscapes	Invoice for Jan 2011 inspection/maintenance	Actioned
04/03/2011	I/2011/032/MHH	Chelvston Village Hall	Invoice for hall hire Dec 10 - Mar 11	Actioned
04/03/2011	I/2011/033/MHH	HMRC	Changes to Parish Council PAYE regulations	File
04/03/2011	I/2011/034/MHH	ENC (Barbara Wiggins)	Poster for for ENC Chairman's "Tea & Topiary" event	Actioned
04/03/2011	I/2011/035/MHH	ENC (Kevin Serry)	Leaflets on fly tipping	Actioned
04/03/2011	I/2011/036/MHH	CGM (Steph Belton)	Grass cutter's insurance details for 2011	File
04/03/2011	I/2011/037/MHH	Wickstead Playscapes	Statement	File
04/03/2011	I/2011/038/MHH	BCTV (Emma Connolly)	Leaflet on services available	Circulated
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
05/03/2011	I/2011/040/MHH	WPG (Jas Rai)	Cheque for play area repairs	Actioned
05/03/2011	I/2011/041/MHH	NWB	Reciept of WPG cheque	File
11/03/2011	I/2011/042/MHH	SLCC	Consultation on Resolving Workplace Disputes	File
11/03/2011	I/2011/043/MHH	NCC (Lara Inglott)	Grass-cutting S136 agreement 2011	Actioned
11/03/2011	I/2011/044/MHH	ICO	Renewal of DPA registration & declaration as a Public Authority	Awaiting
11/03/2011	I/2011/045/MHH	NCC (Lara Inglott)	Amendment that NCC only providing 3 cuts in 2011	File
12/03/2011	I/2011/046/MHH	ENC Planning	Refusal notice for CRE Windfarm	File
14/03/2011	I/2011/047/MHH	NWB	Bank statements	Actioned

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.
2011						
19/02/2011	O/2011/019/MHH	Parish cllrs	Minutes 1102	Delivered		
15/02/2011	O/2011/020/MHH	Spatial Technology (UK)	Payment of invoice	Posted	1102.6.1	I/2011/019/MHH
15/02/2011	O/2011/021/MHH	Cllr Pauline Ellis	Resignation of Cllr Izzard as a Trustee	Posted	1102.7.10	
19/02/2011	O/2011/022/MHH	Parish Cllrs	Review of effectiveness of the Internal Audit	Delivered	1103.7	I/2011/021/MHH
26/02/2011	O/2011/023/MHH	Allotment Tenants	Updated Allotment plot tenancy	Delivered	1102.7.8	
24/02/2011	O/2011/024/MHH	E-On Energy Services	Order for replacement Lamp 31	Posted	1102.7.2	
27/02/2011	O/2011/025/MHH	Parish	Election Special Newsletter	Delivered	1102.11	
06/03/2011	O/2011/026/MHH	Parish Cllrs	Agenda 1103	Delivered		
04/03/2011	O/2011/027/MHH	Cllrs, staff & volunteers	Risk Assessment for litter picking	Issued	1102.12	
11/03/2011	O/2011/028/MHH	NCC (Lara Inglott)	Grass-cutting S136 agreement 2011 acceptance	Posted	1011.7.1	I/2011/043/MHH

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2010/2011

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq. No.	Sheet No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2010.49	10/01/2011	I/2011/002/MHH	E-On Energy Services	St Lt Maint (Oct - Dec 10)	000814	218		-£138.49	-£24.24	-£162.73	£12,100.38	St Lighting	1101.5.1	MHH, MJI, MWE	PCA 1957 S3
2010.50	10/01/2011	O/2011/005/MHH	M.H.Hunter	Clerk's Expenses 1101	000815	219		-£27.32	£0.00	-£27.32	£12,073.06	Gen. Admin	1101.5.2	ARD, MJI, MWE	LGA 1972 S111
2010.51	31/12/2010	I/2011/018/MHH	NWB	Interest (Oct - Dec 10)	Bank	R128		£1.59	£0.00	£1.59	£12,074.65	Interest			
2010.52	17/01/2011	I/2011/008/MHH	E-On	St Lt Power (Oct - Dec 10)	000816	218		-£313.34	-£54.83	-£368.17	£11,706.48	St Lighting	SO83	MHH, MWW, MLF	PCA 1957 S3
2010.53	14/02/2011	I/2011/020/MHH	Carr Farmers Management Ltd	Land lease 2011	000817			-£250.00	-£50.00	-£300.00	£11,406.48	Allot Costs	1102.6.1	MHH, MJI, MWE	LGA 1972 S124
2010.54	14/02/2011	I/2011/019/MHH	Spatial Technology (UK) Ltd	Mapping software 2011	000818	219		-£10.00	-£2.00	-£12.00	£11,394.48	Gen. Admin	1102.6.1	MHH, MJI, MWE	LGA 1972 S111
2010.55	14/02/2011	O/2011/019/MHH	M.H.Hunter	Clerk's Expenses 1102	000819	219		-£83.29	-£2.00	-£85.29	£11,309.19	Gen. Admin	1102.6.2	MHH, MJI, MWE	LGA 1972 S111
2010.56	19/02/2011	I/2011/024/MHH	Educational Foundation	Leaflet printing grant	100053	219		£26.00	£0.00	£26.00	£11,335.19	Misc. Receipts			LGA 1972 S139
2010.57	26/02/2011	I/2011/027/MHH	Allotment tenants	16 x tenancies & 2x bonds	100054	219		£380.00	£0.00	£380.00	£11,715.19	Allot Receipts			SHAA 1908 S30
2010.58	05/03/2011	I/2011/040/MHH	William Pears Group	Grant for play area safety works	100055			£3,078.00	£0.00	£3,078.00	£14,793.19	Play Receipts			LGA 1972 S139
2010.59	14/03/2011	O/2011/030/MHH	Adrian Dale	Donation of Clerk's salary	Cash			£1.00	£0.00	£1.00	£14,794.19	Misc. Receipts			LGA 1972 S139
2010.60	14/03/2011	I/2011/023/MHH	Wickstead Leisure	Play area safety repairs	000820			-£3,078.00	-£615.60	-£3,693.60	£11,100.59	Play Area	1103.5.1	MHH, MJI, MWE	LG(MP)A 1976 S19
2010.61	14/03/2011	I/2001/031/MHH	Wickstead Leisure	Play area 6 monthly inspection	000821			-£71.00	-£14.20	-£85.20	£11,015.39	Play Area	1103.5.1	MHH, MJI, MWE	LG(MP)A 1976 S19
2010.62	14/03/2011	I/2011/032/MHH	Village Hall Committee	Hall hire (Dec 10 - Mar 11)	000822			-£60.00	£0.00	-£60.00	£10,955.39	Hall	1103.5.1	MHH, MJI, MWE	LGA 1972 S111
2010.63	14/03/2011	O/2011/031/MHH	C.M.Harper	Refund of hut bond	000823			-£30.00	£0.00	-£30.00	£10,925.39	Allot Costs	1103.5.1	MHH, MJI, MWE	SHAA 1908 S26
2010.64	14/03/2011	O/2011/030/MHH	M.H.Hunter	Clerk's Expenses 1103	000825			-£51.44	£0.00	-£51.44	£10,873.95	Gen. Admin	1103.52	MHH, MJI, MWE	LGA 1972 S111
2010.65	14/03/2011	O/2011/030/MHH	M.H.Hunter	Clerk's Salary	Cash			-£1.00	£0.00	-£1.00	£10,872.95	Clerk's Salary	1103.5.3		LGA 1972 S112
							Balance C/F	£0.00	£12,687.99	-£1,815.04	£10,872.95	£10,872.95			

[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
- LG(MP)A Local Govt (Misc Provisions) Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- SHAA Small Holdings and Allotments Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheques 812 & 824 not used

Category	S137	Amount	VAT	Total
B/F		£7,535.00	£0.00	£7,535.00
Allotment receipts		£2,618.10	£0.00	£2,618.10
Bank interest		£4.02	£0.00	£4.02
Misc. receipts		£938.64	£5.25	£943.89
Play Area receipts		£3,281.00	£35.53	£3,316.53
Precept		£9,000.00	£0.00	£9,000.00
VAT refund		£1,428.50	£0.00	£1,428.50
305th BG memorial donations		£0.00	£0.00	£0.00
Income		£24,805.26	£40.78	£24,846.04
Allotment costs		-£2,518.10	-£431.17	-£2,949.27
Audit		-£135.00	-£23.63	-£158.63
Clerk's salary		-£1.00	£0.00	-£1.00
Elections		£0.00	£0.00	£0.00
Gen. Admin		-£1,173.91	-£44.72	-£1,218.63
Grants		-£150.00	£0.00	-£150.00
Grass cutting		-£1,295.30	-£226.68	-£1,521.98
Ground works		£0.00	£0.00	£0.00
Insurance		-£445.63	£0.00	-£445.63
Misc. expenses		£0.00	£0.00	£0.00
Play Area costs		-£3,352.00	-£665.33	-£4,017.33
Recreation		-£90.00	-£15.75	-£105.75
St Lighting		-£1,689.73	-£295.71	-£1,985.44
St Lighting (new)		-£835.04	-£146.13	-£981.17
St Lighting (repairs)		-£38.27	-£6.70	-£44.97
Subscriptions		-£197.29	£0.00	-£197.29
Traffic calming		£0.00	£0.00	£0.00
Village Hall		-£196.00	£0.00	-£196.00
305th BG memorial costs		£0.00	£0.00	£0.00
S137	£0.00			£0.00
Expenditure	£0.00	-£12,117.27	-£1,855.82	-£13,973.09
Income + Expenditure	£0.00	£12,687.99	-£1,815.04	£10,872.95

Audit tables	
Brought Forward	£7,535.00
Precept	£2,618.10
Other income	£14,692.94
Wages	£1.00
Loan interest	£0.00
Other Expenditure	£13,972.09
Balance	£10,872.95
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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
14/02/2011	Pre-minutes for Clerk & Chair (M1102)	6								
14/02/2011	Risk Management sheet 2011	1								
14/02/2011	Complaints Procedure Ver 2.0	1								
15/02/2011	Spatial Technology - payment of invoice	1								
15/02/2011	Cllr Ellis - resignation of a Trustee	1	41	1			2			
17/01/2011	Minutes 1102 - 3 P.Cllrs & File	10					30			
20/02/2011	Orange - ISP									£17.99
24/02/2011	ENC - e-minutes issues	2	41	1						
24/02/2011	E-On Energy Services - Lamp 31 order	1	41	1			1			
26/02/2011	Allotment tenancies (2 new tenants)	4					12			
26/02/2011	Allotment receipts (14 tenants)	1								
04/03/2011	Village Hall invoice	1								
04/03/2011	Review of Effectiveness of Internal Audit	2					14			
05/03/2011	Election Special Newsletter [200]									£24.00
05/03/2011	Agenda M1103 - 7 P.Cllrs. 3 notices & File	5					39			
TOTALS		£2.16	£1.23	£0.18	£0.00	£0.00	£5.88	£0.00	£0.00	£41.99

TOTAL VALUE = £51.44



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

11th April 2011

Meeting Number 1104

Minutes of an **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 11th April 2011** 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.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 4 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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:32 p.m. and asked for any apologies – Cllr Harwood (holiday). The meeting agreed to accept the apology.

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

Cllr Wooding declared a personal interest in item 14 (knows the applicants).

3 Minutes of Previous Meetings.

The minutes of the Ordinary Meeting of the Parish Council **1103 – 14th March 2011** had been circulated.

The meeting resolved to: approve the corrected minutes of meeting **1103** with no further amendments.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

4 Planning and Licensing Matters.

4.1 EN/11/00417/ADV – advertisement application for three 6m flag poles and flags at the Rushden Golf Club.

The Clerk explained the plans. The meeting commented on the state of the existing banner.

The meeting resolved: not to object to the application, but request the existing banner be removed or upgraded and instructed the Clerk to notify ENC accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

4.2 Update on previous applications

The Clerk advised that Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined. The *Northdale End* SUE (Raunds) appeal started on 29th March.



Chelveston-cum-Caldecott Parish Council

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Beds BC Development Control has refused the CRE wind farm (adverse impact, cumulative effect and proximity to existing residential dwellings). NCC adopted the Locations of Minerals Development and Locations of Waste Development plans on 24th March.

Part of item 14 was brought forward

Cllr Dale advised two planning applications had arrived too late for this meeting -

EN/11/00488/FUL - Conversion of barn to single dwelling at barns north of Wateryard Spinney, Water Lane, Chelveston and **EN/11/00516/FUL** - Lighting for ménage at Manor Farm, Bidwell Lane, Caldecott.

The meeting decided to provide guidance only and to formally respond to the applications under SO83 in due course.

For **EN/11/00488/FUL** the meeting noted the re-use of a run down agricultural building through a sympathetic conversion, keeping the traditional stone and clay tiles. Concerns were raised regarding the site access, the passing point on Water Lane, limiting the change of use to the rural exception to the village confines, not creating a precedent to in-fill between the barns and Hall Farmhouse, limiting change of use of the grass areas in front or beside the barns, limiting future extensions and no loss of trees near the site. It was also felt that the application should be called in to be considered by the ENC Development Control Committee, so all the above issues were fully addressed.

For **EN/11/00516/FUL** the meeting noted the height, form and limits on hours of use of the lighting matched those requested by this Council when an earlier application was considered in 2007.

5 Financial Transactions.

- 5.1 The following invoices were due for payment – E-On Energy Services (repair photocell on Lamp 21), Information Commissioner (data registration renewal), NCALC (subscription 2011) and E-On (St Lighting power [Jan – Mar 2011]). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 5.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

- 5.3 The bank statements for the month of March have been received and reconciled.

- 5.4 The Government is consulting on future local audit arrangements until 30th June. Proposals include no external audit requirements for bodies with income/expenditure of less than £1k, independent examination for £1k - £6.5m and full external audit for over £6.5m.

Within the independent examination regime, level 2 (£1k - £50k) would require either NCC or an Audit Committee of this Council to appoint an examiner. Possible sanctions include making the next Precept (partly or wholly) conditional on addressing issues raised.

The meeting resolved: to respond that the appointment of the independent examiner should lie with the Parish Council, not NCC, and instructed the Clerk to notify DCLG accordingly.

Proposed: Cllr Dale Seconded: Cllr Mommersteeg Decision: Unanimous

- 5.5 The *Accounts & Audit (England) Regulations 2011* became effective from 31st March 2011 and replaced the earlier 2003 regulations (as amended).



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Opening Balance for the meeting £10,872.95

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
2011.01	E-On Energy Services	Repair photocell Lamp 21	000826	£28.16
2011.02	ICO	Data registration renewal	000827	£35.00
2011.03	NCALC	Subscription 2011	000828	£120.56
2011.04	E-On	St Lt Power (Jan – Mar 2011)	000829	£374.19
2011.05	M.H.Hunter	Expenses to 1104	000830	£25.69
Total Expenditure this meeting				<u>£583.60</u>

Closing Balance for this meeting £10,289.35

6 Updates on Projects List.

6.1 Highways & footways Issues.

Cllr Dale advised that the grass cutting contractor had undertaken the first cut and the team had included one seasoned operative from last year, who was able to identify the all the grass that required cutting. The meeting felt the first cut had been good.

6.2 Street Lighting.

The Clerk advised that Lamp 37 (Foot Lane / Water Lane junction) reported as dim had been repaired. Lamp 16 (No.2 Raunds Rd) is still dead and Lamp 28 (Church entrance) has been reported as permanently on.

6.3 Ditches.

Cllr Izzard advised no report.

6.4 E-Government.

The Clerk advised for the 30 day period ending 11th April 2011 of the 1,948 hits, 7.2% came from the US, 16.8% from Europe & 0.8% from other countries.

The recent Information Commissioner's renewal forms require that the Council identify itself as a Public Authority and the registration will be updated accordingly.

6.5 Rights of Way

Cllr Izzard reported that NCC ROW had raised a tasking to replace the missing sign on bridleways MM14 & MM18 with a non-metallic one. Complaints had been received about the stile on footpath MM13 being blocked by a pallet (possibly to stop a pony escaping from the paddock) and dog fouling on bridleway MM18 along the former airfield taxiway. It was agreed to add a note in the June/July newsletter.

The Clerk advised that, as requested, he had contacted Melchbourne & Yeldon PC regarding the issue of 4x4 vehicles using bridleway MM14 and whether this could be closed off to motorised vehicles and received two Cllr responses (one to close permanently, the other to gate during winter). Their formal response will be made at their meeting on the 18th May.

6.6 Trees

Cllr Wooding advised no report.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

6.7 Community Safety

Cllr Dale advised a resident had been suffering repeated criminal damage to a vehicle parked in Water Lane.

6.8 Allotments

Cllr Dale advised that the Allotment Association had applied to the Big Lottery for a grant to cover the mains water installation.

6.9 Parish Emergency Plan

Cllr Dale advised the parish emergency plan action cards had been printed on coloured paper and laminated, in line with Cllr Wooding's suggestion. They would be issued to the new Council in May.

6.10 Parish Charities

Cllr Dale (Educational Foundation) reported that the Trustees had appointed an architect to draw up the plans for the Village Hall improvements. As yet, there had been no applications for the training bursary grants.

7 Review of FY10-11 End of Year draft accounts.

The Clerk went through the draft accounts. The cost savings, especially on the grass-cutting, had allowed a healthy reserve to be built up for future projects of the new Council.

The meeting resolved to present the draft accounts to the Annual Parish Assembly and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

8 Update on the Local Elections on 5th May 2011.

The Clerk advised that 8 candidates had been nominated for the Parish Council, so there should be a local election on the 5th May. Only two candidates had stood for the ENC Higham Ferrers Lancaster ward, so they would be returned unopposed. The Alternate Vote (AV) referendum would also take place on the 5th May.

The Clerk then described some of the do's and don't of canvassing and confirmed that the limit for electoral expenses was £617.50 (of their own money), based on an electorate of 350. All candidates would need to submit their declaration of expenses (including nil expenditure) to the Electoral Services Manager after the election.

9 Update on adoption of Street Lighting and Play Area at Chelston Rise.

The Clerk reported that E-On had finally removed the 3 old columns and issued the test certificates for all 14 lamps. The draft of the updated adoption agreement had been agreed and the signature copy was awaited. Accordingly, the Clerk had not approved the transfer of the lights to the Council's Unmetered Supplies Certificate.

10 Proposal to change date of the Annual Meeting of the Council in line with NALC advice.

Cllr Dale advised the meeting that as this was an election year, four days must pass between the date of the election and the Annual Meeting. NALC had now issued guidance that the Sunday was not to count as one of the days, so the earliest date that the meeting could be held would be Tuesday 10th May.

The meeting resolved to change the date of the Annual Meeting to Tuesday 10th May and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Foulger

Decision: Unanimous



Chelveston-cum-Caldecott Parish Council

Northamptonshire

11 Identifying areas within the parish unsuitable for “Wheelie Bin” collections.

Cllr Dale reminded the meeting that the new ENC waste contract would involve changing over to “Wheelie Bins” in August. However, a survey of the District by ENC staff had indicated that some premises may not be suitable for such collections and local knowledge was required to confirm this.

Within the parish, the initial assessment was that all properties were suitable. The meeting was asked to identify any property where – it was incapable of storing the bins, it was difficult to access, there was no suitable point at the edge of the property for collection or the bins would have to be brought up/down flights of steps or steep paths/drives.

After debate,

The meeting resolved to identify unsuitable properties during the week and notify the Clerk, who would respond to ENC accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

12 Visits, Training & Courses.

Thurs 14th Apr – CPRE *Planning Roadshow* at Gt Houghton Village Hall @ 19:00 – 21:00 (£29)

Fri 6th May – NCALC *Allotments* at Raunds @ 10:00 – 15:30 (£29)

Weds 18th May – NCALC *Data Protection* at Raunds @ 19:00 – 21:00 (£29)

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 Izzard

Decision: Unanimous

14 Clerk and Councillors’ Reports.

Part of item 14 was brought forward after item 4.2

The Clerk advised the code of recommended practice on Local Authority publicity came into force on 31st March 2011. Following feedback from the earlier consultation exercise, to which this Council had responded, Parish Councils were now permitted to issue newsletters monthly, instead of quarterly as originally proposed. The April/May newsletter had just been issued.

Cllr Wooding asked about the 305th BG memorial book and it was confirmed that funding for the memorial was still held in the restricted reserves.

Date of Next Meeting:

Cllr Dale advised the next meeting would be the Annual Parish Assembly on Monday 2nd May and then the Annual Meeting of the new Council on Tuesday 10th May in the Chelveston Village Hall. The meeting closed at 8:54 p.m.

Issued on 12th April 2011.

Pages 1641 – 1649 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
11/03/2011	I/2011/044/MHH	ICO	Renewal of DPA registration & declaration as a Public Authority	Actioned
14/03/2011	I/2011/047/MHH	NWB	Bank statements	Actioned
19/01/2011	I/2011/048/MHH	ENC Planning	Notice of <i>Northdale End</i> , Raunds, SUE appeal	File
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
19/01/2011	I/2011/050/MHH	Internal Audit & Compliance Ltd	Flyer	File
19/01/2011	I/2011/051/MHH	Wickstead Playscapes	Statement	File
24/03/2011	I/2011/052/MHH	ENC (Judi Miles)	Notice of Election posters	Actioned
25/03/2011	I/2011/053/MHH	NCC (Mark Chant)	NCC MWDF - Adoption of Minerals & Waste Locations plans	File
02/04/2011	I/2011/054/MHH	Beds BC (Paul Rowland)	Refusal notice for CRE Windfarm	File
02/04/2011	I/2011/055/MHH	ENC (Charlotte Tompkins)	New Waste Service - identifying unsuitable wheelie bin areas	Awaiting
02/04/2011	I/2011/056/MHH	E-On Energy Services	Invoice for repairs to Lamp 21 photocell	Awaiting
02/04/2011	I/2011/057/MHH	NCALC	Invoice for subscription 2011, <i>Update</i> Issue 1/11 March - April 2011	Actioned
02/04/2011	I/2011/058/MHH	ENC Planning	Advertising application for 3 flagpoles & flages at Rushden Golf Club	Actioned
06/04/2011	I/2011/059/MHH	BDO LLP	Notice of Annual Audit forms	Awaiting
06/04/2011	I/2011/060/MHH	Google Maps	Pin code to activate map entry	Actioned
06/04/2011	I/2011/061/MHH	NWB	Bank statements	Actioned
06/04/2011	I/2011/062/MHH	ENC (Judi Miles)	Statement of Persons Nominated posters	Actioned
06/04/2011	I/2011/063/MHH	E-On	Invoice for St Lighting power (Jan - Mar 11)	Actioned
06/04/2011	I/2011/064/MHH	DCLG (Paul Roswell)	Code of Recommended Practice on Local Authority Publicity	File
09/04/2011	I/2011/065/MHH	E-On Energy Services	Invoice for St Lighting maintenance (Jan - Mar 11)	Awaiting
09/04/2011	I/2011/066/MHH	ENC Planning	Application for lighting to manage at Manor Farm, Bidwell lane, Caldecott	Awaiting
09/04/2011	I/2011/067/MHH	E-On Energy Services	Invoice for renumbering and testing 14 lamps at Chelston Rise	Awaiting
09/04/2011	I/2011/068/MHH	ENC Planning	Application for barn conversion at barns nr Wateryard spinney	Awaiting
11/04/2011	I/2011/069/MHH	E-On Energy Services	Invoice for replacing Lamp 31 with 35w SOX	Awaiting

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.
2011						
14/03/2011	O/2011/029/MHH	NN JPU	Response to consultation on NN JPU CSS review	Posted	1103.4.1	I/2011/017/MHH
17/03/2011	O/2011/030/MHH	Parish Cllrs	Minutes 1103	Delivered		
14/03/2011	O/2011/031/MHH	C.M.Harper	Refund of allotment shed bond	Delivered	1103.6.8	
14/03/2011	O/2011/032/MHH	Wickstead Playscapes	Payment of invoice	Posted	1103.5.1	I/2011/023/MHH
20/03/2011	O/2011/033/MHH	Jim Hill	Internal Auditor appointment	Posted	1103.8	
06/04/2011	O/2011/034/MHH	Parish Cllrs	Agenda 1104	Delivered		
11/04/2011	O/2011/035/MHH	Parish	Newsletter (April / May)	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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
14/03/2011	Pre-minutes for Clerk & Chair (M1103)	6								
05/03/2011	Risk Assesment (Litter Picking)	3								
11/03/2011	NCC - Grass cutting agreement	1	41	1						
14/03/2011	NN JPU - response to consultation	2	41	1			2			
14/03/2011	C M Harper - refund of shed bond	1								
14/03/2011	Wickstead Playscapes - payment of invoice		41	1						
19/03/2011	Minutes 1103 - 3 P.Cllrs & File	11					33			
20/03/2011	Jim Hill - Internal Auditor appointment	1	41	1			1			
20/03/2011	Orange - ISP									£17.99
06/04/2011	Agenda M1104 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£1.74	£1.64	£0.24	£0.00	£0.00	£4.08	£0.00	£0.00	£17.99

TOTAL VALUE = £25.69



Chelveston-cum-Caldecott Parish Council

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Minutes of the Annual Parish Assembly 2nd May 2011 Meeting Number APA11

Minutes of the **Annual Parish Assembly** held at 7:30 p.m. – Monday 2nd May 2011 in the Chelveston Village Hall.

Present :- Councillors :	Cllr. A.R.Dale (Chairman) Cllrs M.W.Emerson, M.L Foulger, G.Harwood, M.J.Izzard, P.Mommersteeg & M.W.Wooding. D.Cllr P.Whiting.
Clerk:	Mr. M.H.Hunter
Guests:	Charlotte Tompkins (ENC) Jenny Harwood (Sawyers charity) Pieter Mommersteeg (PRESERVE)
Public:	23 Electorate 1 member of the public from outside the parish.

1 Introduction & Apologies.

Cllr Dale welcomed everyone to the meeting and explained that this was a meeting of the parish electorate (rather than the Parish Council). Cllr Dale introduced the other members of the Council and the guests present.

Apologies – NCC Cllr Lawson, Laurence & Naomi Thompson.

2 Minutes of the Annual Parish Assembly held on 10th May 2010.

Cllr Dale outlined the minutes of the previous meeting. Cllr Dale proposed and Cllr Harwood seconded the adoption of the minutes. The meeting unanimously agreed to adopt the minutes. Cllr Dale & the Clerk then signed the minutes.

3 Details of the new Waste Collection Scheme (Charlotte Tompkins).

Charlotte Tompkins, ENC Waste Services Manager, outlined the new wheelie bin scheme and answered questions from the floor – recycling target is 50% - 60%, the new bins will be arriving in July, a potential income of £11/tonne from food waste, the assisted collections will continue. Further details are available from the [ENC website](#).

4 [Annual Report](#) of the Parish Council (Cllr Dale).

Cllr Dale, as Chairman of the Parish Council, outlined the Council's activities over the last year, including the various planning applications, replacing street lamps, working with NCC Highways on potholes, dropped kerbs and footways, Anglian Water on floods and the Police on speeding. There was a good working relationship with the William Pears Group (WPG) regarding the integration of Chelston Rise.

5 Draft accounts for the year ending 31st March 2011.

The Clerk went through the draft accounts, with restricted reserves of £3,400 and general reserves of £7,400.

6 Report on the Education Foundation charity (Cllr Dale).

Cllr Dale, as Clerk to the Trustees, explained the merging of the Chelveston Village Hall Association with the Educational Foundation had proceeded and the new governing document had been approved by the Charity Commission. The Trustees were now being elected in accordance with the new arrangements, including three from the electorate later in this meeting. The new Village Hall management committee was also running successfully, lead by



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Jenny Harwood. The accounts showed only a small increase (£11) in funds due to refurbishment works carried out to School House, the front guttering and the garden.

Cllr Dale covered the educational grants scheme, set up for persons aged 16-24 in the parish.

Cllr Dale outlined the refurbishment plans for the Village Hall, based on ideas started by the late Noel Morris. These included replacing the old toilets and kitchen with modern facilities that met current legislation. The architect was drawing up plans for the Trustees.

7 Election of three Trustees to the Educational Foundation (Cllr Dale).

Cllr Dale, as Clerk to the Trustees, explained the voting was open to all members of the electorate. The three existing Trustees were all willing to be re-elected and he asked for any other nominations (none).

For continuity the meeting voted to re-elect Penny Hughes, Pieter Mommersteeg & Malcolm Russen as Educational Foundation Trustees for the next year (rather than the 3 year term).

8 Report on the James & Thomas Sawyer charity (Jenny Harwood).

Jenny Harwood, as a Trustee, outlined the activities of the charity, including a review and increase on the hospital field rent, the current Trustees and the sum of the grants awarded (two in Raunds [£756] and four in Chelveston [£4,000+]).

9 Report on the Chelveston Allotment Association (Cllr Dale).

Cllr Dale, as the Council nominated member of Association, outlined the progress made by the tenants so far; the first growing season, the official opening in September and the grant application for the mains water. Sadly the Secretary, Fred Chamberlain, has announced he will be standing down due to other commitments.

10 Update on the CRE wind farm presentation (Pieter Mommersteeg).

Pieter Mommersteeg, PRESERVE Executive, gave a brief update to the meeting on the two rejected applications for the 9x 125m high turbines at the proposed CRE wind farm due to visual impact, cumulative effect and loss of amenity and the applicant's likely response (appeal, resubmit or walk away).

11 Opportunity for the Electorate to question the candidates for the Parish Council Election (Cllr Dale).

Cllr Dale introduced all eight candidates for the election on Thursday. There were no questions from the electorate to the candidates.

12 Any other matter the Electorate wish to debate (Cllr Dale).

Cllr Dale asked the meeting if there were other matters they wished to raise. Items raised by the electorate included – Speeding, traffic calming by chicanes, etc, B645 – B663 rat run, footways (B645 to Bidwell & Higham Ferrers) and Chelston Rise visibility splays.

13 Summary of the meeting (Cllr Dale).

Cllr Dale summarised the meeting. He then thanked the residents for attending and invited everyone to take some of the free low-energy light bulbs donated by the PCC of St John the Baptist church and to partake of the refreshments provided by the WI.

The meeting closed at 9:30 p.m.

Issued on 3rd May 2011.

Pages 1650 – 1651 signed under seal as true record

Adrian Dale
Chairman of the Parish Council

Mark Hunter
Clerk to the Parish Council



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4 Notification of Executive Action under SO83.

The Clerk advised that three invoices had arrived too late for the last meeting, but which were due before this meeting had been paid and two planning applications had been responded to.

5 Minutes of Previous Meetings.

The minutes of the Ordinary Meeting of the Parish Council **1104 – 11th April 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1104** with no amendments.

Proposed: Cllr Wooding **Seconded:** Cllr Mommersteeg **Decision:** Unanimous

6 Appointment of Vice Chairman 2011-2012.

Cllr Dale proposed Cllr Wooding, there being no other nominations -

The meeting resolved to: elect Cllr Wooding as the Parish Council Vice Chairman for 2011-2012.

Proposed: Cllr Dale **Seconded:** Cllr Izzard **Decision:** Unanimous

Cllr Wooding thanked the meeting.

7 Appointment of Cllrs to roles for 2011-2012.

Cllr Emerson to be the Internal Financial Verifier (IFV).

Cllr Emerson to be the Community Safety Liaison.

Cllr Emerson to be the nominated member of the Chelveston Allotment Association.

Cllr Mommersteeg to be the Grass Cutting Liaison.

Cllr Dale to be the Parish Highways Representative.

Cllr Izzard to be the Parish Path Warden.

Cllr Wooding to be the Parish Tree Warden.

The meeting resolved to: elect the Cllrs to the roles listed above for 2011-2012.

Proposed: Cllr G Harwood **Seconded:** Cllr Emerson **Decision:** Unanimous

8 Appointment of Cllrs to be Trustees of Parochial Charities.

Cllrs Emerson and Mommersteeg indicated they wished to be Trustees.

The meeting resolved to: elect Cllr Emerson as the Trustee to the Educational Foundation charity and Cllr Mommersteeg as the Trustee to the Sawyers Charity and instructed the Clerk to notify the charities accordingly.

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

9 Review of decisions and format of the Annual Parish Assembly (APA).

Cllr Dale reminded the meeting this was the first time in many years that the APA had been held on a separate evening. Although it was a Public Holiday, 24 members of the public, plus Cllrs and speakers, had attended and the meeting had lasted nearly two hours.

The views of the APA (which are not binding on the Council) were that speeding and traffic calming should be priorities. Cllr Wooding felt speeding should be the Council's priority, following on from where the work stopped due to the 305th BG memorial project.



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10 Planning and Licensing Matters.

10.1 EN/11/00554/FUL – Rear two storey extension and new front porch at 45 Water Lane, Chelveston.

Cllr Dale explained the plans. The Clerk advised no objection from 47 Water Lane, but 43 Water Lane was objecting (daylight, overlooking from first floor, possible impact on side wall ventilation and access). Cllr G Harwood suggested a site meeting might assist the Council form a decision.

The meeting resolved: to hold a site meeting on Thursday 12th May at 7:00 pm and subsequently require the Clerk to formally respond under SO83.

Proposed: Cllr G Harwood

Seconded: Cllr Dale

Decision: Unanimous

10.2 Update on previous applications

The Clerk advised that the Golf Club flags, Wateryard Spinney barn conversion, Manor farm ménage lighting, Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined.

Wateryard Spinney had received objections from 3 properties (2x Water Lane, 1x Duchy Close) and had been called in to the ENC Planning Committee. The *Northdale End* Sustainable Urban Extension (Raunds) appeal started on 29th March.

11 Financial Transactions.

11.1 The following invoices were due for payment – CGM (grass cutting), Came & Co. (Insurance renewal) and E-On Energy Services (repair photocell on Lamp 28). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

Cllr Dale did not take part in the next item and Cllr Wooding took the Chair.

11.2 Cllr Dale's expenses for the printing of the APA agendas, delivered to every household. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Wooding

Seconded: Cllr Emerson

Decision: Unanimous

Cllr Dale resumed the Chair.

11.3 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

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

11.5 The final interest payment for 2010-11 has been received and the end of year carry-over adjusted accordingly.

11.6 The bank mandate will need to be updated and the bank statements will need to be redirected to the new IFV, Cllr Emerson.

11.7 Cllr G Harwood commented on the low interest return and asked if the Council was permitted to hold or invest funds in bonds, etc. The Clerk confirmed it was, subject to national guidelines and was asked to look into what options were available to the Council for the next meeting.



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Opening Balance for the meeting £10,289.35

Receipts since last meeting

Number	Sender	Description	Method	Amount
2010.66	NWB	Interest (Jan – Mar 11)	Bank	£1.48
2011.09	WPG	Play Area & St Lt testing	100056	£475.80
2011.10	ENC	Precept (50%)	BACS	£4,750.00
Total Receipts this meeting				<u>£5,227.28</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2011.06	E-On Energy Services	St Lt Maintenance (Jan – Mar 2011)	000831	£166.19
2011.07	E-On Energy Services	ReNUMBER & test lamps	000832	£611.76
2011.08	E-On Energy Services	St Lt replacement (Lamp 31)	000833	£270.55
2011.11	CGM Cambridge	Grass Cutting (March 2011)	000834	£259.07
2011.12	Broker Network	Insurance 2011-12	000835	£462.21
2011.13	E-On Energy Services	Photocell replacement (Lamp 28)	000836	£28.16
2011.14	A.R.Dale	Expenses – APA agenda printing	000837	£13.20
2011.15	M.H.Hunter	Expenses to 1105	000838	£54.73
Total Expenditure this meeting				<u>£1,865.87</u>

Closing Balance for this meeting £13,650.76

12 Updates on Projects List.

12.1 Highways & Footways Issues.

Cllr Dale advised that Raunds Rd had been patched in several places.

The Clerk advised that MGWSP had been requested to cut the visibility splays at Chelston Rise due to impaired visibility and had done so on 9th May. NCC has been contacted to request an automated traffic monitor be placed on the C59 near Chelston Rise.

12.2 Street Lighting.

The Clerk advised that E-On had sold Central Networks on 1st April and it would now be known as Western Power Distribution.

The Clerk advised Lamp 16 (No.2 Raunds Rd) and Lamp 28 (Church entrance) have been repaired. Cllr Dale had heard one of the Foot Lane lamps was staying on, but would check.

12.3 Ditches.

The Clerk advised that Anglian Water had attended on a further two occasions to jet out the sewer between Chelston Rise and Caldecott.

12.4 E-Government.

The Clerk advised for the 30 day period ending 10th May 2011 of the 2,317 website hits, 1.8% came from the US, 12% from Europe and 0.8% from other countries.

A "Utilities" page (initially sewers) had been added to the history site.

The recent change in the Ordnance Survey licensing meant that the Council had had to register separately under the new Public Service Mapping Agreement (PSMA), rather than using ENC's mapping license.



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12.5 Rights of Way

Cllr Izzard reported that NCC ROW officer had visited the electric fencing on footpath MM13 and considered it to be “technically compliant”. Cllr Dale disagreed (having previously spoken with D.Cllr Gell) and Cllr Izzard was asked to recheck. The ROW officer had removed the pallet blocking the pony paddock stile on footpath MM1.

The Heras fencing on bridleway MM18 was reported to be leaning out due to cattle activity (no electric fencing to prevent this at the southern end of the CRE site).

12.6 Trees

Cllr Wooding advised no report.

12.7 Community Safety

Cllr Dale advised Chelston Rise residents had recently discovered lead thefts from 27 properties that had occurred at some time since the properties were prepared for sale/rent

Cllr Emerson advised of a car accident on The Green during the Bank Holiday, which affected the electricity supplies.

12.8 Allotments

Cllr Dale advised that the Association was meeting on 12th May to discuss the news of the provisional grant for the water supply. Cllr Emerson would present this report in future.

12.9 Parish Emergency Plan

Cllr Dale issued the Cllrs with the laminated parish emergency plan action cards. The next step would be to collate a list of volunteers who had offered resources.

12.10 Parish Charities

Cllr Dale (Educational Foundation) advised that Cllr Emerson would present this report in future.

Cllr J Harwood (Sawyers Charity) reported that the Raunds elected Trustees had not yet co-opted a replacement for Cllr Oakes.

13 Review of Local Elections.

The Clerk advised the turnout for the Parish election was 55.1% (57.6% in 2007), compared with 34.5% - 59.8% for the District elections. Within East Northants, only 11 Town Council wards and 4 Parish Councils were contested.

Cllrs were reminded they need to return their election expenses declaration (including nil returns) to the Electoral Services Manager by Friday 3rd June.

14 Update on adoption of Street Lighting and Play Area at Chelston Rise.

The Clerk reported that the adoption agreement had been signed by the Council and returned. Once the fully signed copy of the deed was received, the Clerk would transfer the 14 lights to the Council's Unmetered Supplies Certificate.

WPG's solicitor would now start on the draft of the Play Area agreement.

Cllr Dale asked about the Play Area litter bin. The Clerk confirmed that once transferred over to this Council, ENC would empty it for an annual fee, as it was not accessible via the public highway.

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Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
06/04/2011	I/2011/059/MHH	BDO LLP	Notice of Annual Audit forms	Awaiting
14/04/2011	I/2011/070/MHH	Wickstead Playscapes	Customer satisfaction questionnaire	Actioned
14/04/2011	I/2011/071/MHH	ENC (Judi Miles)	Notice of Poll - Alternative Vote	Actioned
14/04/2011	I/2011/072/MHH	ENC (Keith Osbourne)	Information on Parish Polls	File
15/04/2011	I/2011/073/MHH	Western Power Distribution	Unmetered Supplies Certificate	File
16/04/2011	I/2011/074/MHH	ENC Planning	Application for rear 2 storey extension and new porch at 45 Water Lane	Actioned
18/04/2011	I/2011/075/MHH	CGM Cambridge Ltd	Invoice for March grass cut	Actioned
21/04/2011	I/2011/076/MHH	Came & Co	Invoice for insurance renewal	Actioned
21/04/2011	I/2011/077/MHH	ENC (Rosanne Fleming)	BACS Advice for Precept payment (50%)	File
21/04/2011	I/2011/078/MHH	Raunds Music Festival	Posters for Raunds Music Festival	Actioned
21/04/2011	I/2011/079/MHH	ENC (Judi Miles)	Notice of Poll - Parish Council	Actioned
21/04/2011	I/2011/080/MHH	WPG (Jas Rai)	Cheque for St Lighting tests and play area inspection	Actioned
23/04/2011	I/2011/081/MHH	NCC MWDF (Ian Kemp)	Comments on "Plan for Growth" on PC submission	Awaiting
26/04/2011	I/2011/082/MHH	ICO	Confirmation of registration renewal	File
28/04/2011	I/2011/083/MHH	E-On Energy Services	Invoice for repairs to Lamp 28 photocell	Actioned
03/05/2011	I/2011/083/MHH	87 th ABW (Heidi Stark)	Confirmation of no copyright issues with use of 305 th BG emblem	File
03/05/2011	I/2011/084/MHH	TWM Solicitors	Lighting deed for Chelston Rise for signing/sealing	Actioned
07/05/2011	I/2011/085/MHH	C&CD	Clerks & Councils Direct May 2011 Issue 75	File
07/05/2011	I/2011/086/MHH	ENC Planning	Application for rear and side extensions at 11 Duchy Close, Chelveston	Awaiting
10/05/2011	I/2011/087/MHH	ENC (Barbara Wiggins)	Invite to 39 th Annual Meeting of ENC	Actioned
10/05/2011	I/2011/088/MHH	NWB	Bank statements	File

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2011						
11/04/2011	O/2011/036/MHH	Parish Cllrs	Minutes 1104	Delivered		
12/04/2011	O/2011/037/MHH	E-On	Payment of invoice	Posted	1104.5.1	I/2011/063/MHH
12/04/2011	O/2011/038/MHH	ICO	Payment of invoice	Posted	1104.5.1	I/2011/044/MHH
12/04/2011	O/2011/039/MHH	NCALC	Payment of invoice	Posted	1104.5.1	I/2011/057/MHH
13/04/2011	O/2011/040/MHH	ENC Planning	Response to application	Posted	1104.4.1	I/2011/058/MHH
18/04/2011	O/2011/041/MHH	Parish	Agenda APA11	Delivered		
18/04/2011	O/2011/042/MHH	E-On Energy Services	Payment of invoice	Posted	SO83	I/2011/065/MHH
18/04/2011	O/2011/043/MHH	E-On Energy Services	Payment of invoice	Posted	SO83	I/2011/067/MHH
18/04/2011	O/2011/044/MHH	E-On Energy Services	Payment of invoice	Posted	SO83	I/2011/069/MHH
22/04/2011	O/2011/045/MHH	ENC Planning	Response to application	Posted	SO83	I/2011/066/MHH
22/04/2011	O/2011/046/MHH	ENC (Charlotte Tompkins)	Identifying unsuitable wheelie bin areas in the parish	Posted	1104.11	I/2011/055/MHH
23/04/2011	O/2011/047/MHH	ENC Planning	Response to application	Posted	SO83	I/2011/068/MHH
26/04/2011	O/2011/048/MHH	Awards for All	Letter of support for the CAA grant application	Posted		
30/04/2011	O/2011/049/MHH	Parish Cllrs	Agenda 1105	Delivered		
26/04/2011	O/2011/050/MHH	Disbrowe Court	Licence for access template	Delivered		
30/04/2011	O/2011/051/MHH	E-On Energy Services	Payment of invoice	Posted	1104.5.1	I/2011/056/MHH
02/05/2011	O/2011/052/MHH	Parish	Minutes APA11	Delivered		
08/05/2011	O/2011/053/MHH	TWM Solicitors	Signed/sealed lighting deed for Chelston Rise	Posted	1010.9	I/2011/084/MHH

**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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
11/04/2011	Pre-minutes for Clerk (M1104)	5								
11/04/2011	April - May Newsletter [200]									£24.00
11/04/2011	Draft accounts 2010-2011	4					28			
11/04/2011	Canvassing poster demo	1					7			
13/04/2011	ENC Planning - response to application	1	46	1			1			
14/04/2011	Minutes 1104 - 3 P.Cllrs & File	9					27			
16/04/2011	ENC uncontested election notices						2			
16/04/2011	ENC AV referendum poll notices						4			
18/04/2011	E-On Energy Services - payment of 3 invoices		46		1					
18/04/2011	Agenda APA11 - 7 P.Cllrs. 3 notices & File	1					11			
20/04/2011	Orange - ISP									£17.99
22/04/2011	ENC Planning - response to application	1	46	1			1			
22/04/2011	ENC wheelie bin access survey	1	46	1			1			
23/04/2011	ENC Planning - response to application	2	46	1			2			
26/04/2011	CAA - letter of support for AFA water grant	1								
30/04/2011	E-On Energy Services - payment of invoice		46		1					
02/04/2011	Pre-minutes for Clerk (APA11)	2								
02/04/2011	Minutes APA11 - 3 P.Cllrs & File	2					6			
04/05/2011	Agenda M1105 - 7+1 P.Cllrs. 3 notices & File	4					36			
TOTALS		£2.04	£2.76	£0.24	£0.14	£0.00	£7.56	£0.00	£0.00	£41.99

TOTAL VALUE = £54.73



Chelveston-cum-Caldecott Parish Council

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1662



Minutes of an Ordinary Meeting of the Parish Council

13th June 2011

Meeting Number 1106

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 13th June 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Wooding (Vice-chairman)
Cllr M.W.Emerson
Cllr G.Harwood MBE
Cllr J.Harwood
Cllr M.J.Izzard
Cllr P.A.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 5 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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:32 p.m. and asked for any apologies – None.

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

Cllr G.Harwood declared a personal interest in item 5.1 (knows the applicant).

3 Notification of Executive Action under SO83.

The Clerk advised that two planning applications and a Goods Vehicle Operating Centre licence due before this meeting had been responded to.

4 Minutes of Previous Meetings.

The minutes of the Annual Meeting of the Parish Council **1105 – 10th May 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1105** with no amendments.

Proposed: Cllr Dale Seconded: Cllr G.Harwood Decision: Unanimous

5 Planning and Licensing Matters.

Cllr G.Harwood did not take part in item 5.1 to avoid predetermination at ENC.

5.1 EN/00659/FUL – Proposed extension to stables at Manor Farm, Bidwell Lane, Caldecott.

Cllr Dale asked the applicant to explain the plans. The Clerk advised no objection from the neighbouring Poplar Farm.

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

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous



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5.2 Application by Kier Street Services for an Operators Licence at Chelveston Renewable Energy Park.

Cllr Dale confirmed the Clerk had made a representation under SO83. The Council needed to decide if it wished to lobby the Statutory Consultees to object once a formal application notice was issued by the Eastern Traffic Area traffic office.

The meeting resolved: to lobby the Statutory Consultees and instructed the Clerk to notify ENC and NCC accordingly.

Proposed: Cllr Dale Seconded: Cllr J Harwood Decision: Unanimous

Cllrs Dale, G.Harwood, J.Harwood, Izzard & Wooding and the Clerk advised of a formal site visit in connection with item 5.3

5.3 11/00029/CCD – Conversion of former defence buildings to form Fire Fighting Facility at Chelveston.

Cllr Dale explained the plans for the re-use of some wartime Nissen huts and the use of a number of steel containers for fire fighter training (both fire behaviour and use of cold cut COBRA) by Northants Fire & Rescue Service (NFRS).

The debate included – incorrect statements regarding land status in the design document, need of the NFRS to training safely and locally, colour of the containers (dark green), use and frequency, non-use on public holidays, screening, sheep fencing, defined access route, HGV speed on bridleway, spinney to be retained and widening of the bridleway.

The meeting resolved: to not to object to the application and instructed the Clerk to notify NCC Planning accordingly.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

5.4 Update on previous applications

The Clerk advised that the Golf Club flags, *Wateryard Spinney* barn conversion and *Manor Farm* ménage lighting had all been granted by Officer Delegation. As requested, the *Wateryard Spinney* barn conversion had a large number of conditions attached.

45 Water Lane, 11 Duchy Close, Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined. The *Northdale End* Sustainable Urban Extension (Raunds) appeal started on 29th March. ENC Planning had advised the description of the 45 Water Lane application had been amended to better reflect the proposed changes.

The meeting resolved: to not to object to the proposed description amendment and instructed the Clerk to notify ENC Planning accordingly.

Proposed: Cllr Wooding Seconded: Cllr Emerson Decision: Unanimous

Item 13 was brought forward.

6 Financial Transactions.

- 6.1 The following invoice was due for payment – CGM (grass cutting). The meeting resolved to approve this payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous

- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr J.Harwood Decision: Unanimous

- 6.3 Cllr Emerson advised the bank statements for the month of May have been received and reconciled, with an error of a cheque amount drawn being £50 less than issued. The vendor had been notified and a cheque for the balance was required, the Clerk having received confirmation that in the event of the payment subsequently occurring twice it would be



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credited. The meeting resolved to approve this payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

- 6.4 The bank mandate has been updated in line with the election changes.

Opening Balance for the meeting £13,650.76

Receipts since last meeting

Number	Sender	Description	Method	Amount
2011.06	E-On Energy Services	Underpayment of 000831	Bank	£50.00
Total Receipts this meeting				<u>£50.00</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2011.16	CGM Cambridge	Grass Cutting (April 2011)	000839	£259.07
2011.17	M.H.Hunter	Expenses to 1106	000840	£115.08
2011.18	E-On Energy Services	Correction for 000831	000841	£50.00
Total Expenditure this meeting				<u>£424.15</u>

Closing Balance for this meeting £13,276.61

7 Updates on Projects List.

7.1 Highways and Footways Issues.

Cllr Dale advised the Police Safer Community Team had carried out further speed checks in May on the Caldecott Road near *Church House*. The roads in the parish had recently been swept by the mechanical sweeper. One resident had forwarded a claim for stone chip repairs (two windscreens) in regard to the B645 Higham Road. MGWSP had advised that the remedial works were due to start on Wednesday 15th June (subject to weather).

Cllr G.Harwood advised the long grass on the B645/Water Lane junction verges obscured the vision of drivers trying to pull out from Water Lane.

Cllr Izzard commented on the Raunds Road potholes.

The Clerk advised that, in keeping with the Council's intention to focus on traffic calming this year, he had been investigating the purchase and use of a speed activated sign that could be deployed at various locations within the 30 mph zone for around 2 weeks at a time. Costs for battery powered unit (35 A/hr rechargeable) with 30 and SLOW DOWN displays, plus spare battery, charger and mounting clips was in the order of £1,600.

7.2 Street Lighting.

The Clerk advised that Lamp 37 (junction of Foot Lane / Water Lane) had been repaired. NCC were continuing with their cost saving programme of turning off their lights in the towns and highways, leading to the situation that the villages were now better lit than the towns.

Cllr Izzard reported that Lamp 22 had been rewired and now appeared to be working correctly.

7.3 Ditches.

The Clerk advised that Anglian Water had attended on a further occasion to jet out the sewer between Chelston Rise and Caldecott and it was agreed to write to Anglian Water to highlight the on-going problems. The site owners were also to be informed.



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7.4 E-Government.

The Clerk advised for the 30 day period ending 13th June 2011 of the 1,508 website hits, 5.6% came from the US, 2.0% from Europe and 1.0% from other countries.

A "Home Guard" page had been added to the history site and a list of the street light locations had been added to the Lighting page on the main site.

7.5 Rights of Way

Cllr Izzard reported that NCC ROW had now re-examined the electric fencing crossing footpath MM13 and declared it inappropriate. Two temporary stiles have now been fitted. The pallet had been removed from the pony paddock stile on MM1 and a letter left for the owners.

The Clerk confirmed that an article on dog fouling on the former airfield taxiway had been included in the newsletter as requested (M1104.6.5).

7.6 Trees

Cllr Wooding advised no report.

7.7 Community Safety

Cllr Emerson reported no report.

7.8 Allotments

Cllr Emerson advised that the Allotment Association had been awarded a grant for the water supply (see item 13).

7.9 Parish Emergency Plan

Cllr Dale reported no progress.

7.10 Parish Charities

Cllr Dale (Educational Foundation) advised that Trustees were due to meet this week as the architect's plans were ready. The Chair (Fr Grant) was in hospital with pneumonia.

Cllr J Harwood (Sawyers Charity) reported that the Trustees were due to meet on 21st June.

8 Review of the Council's banking arrangements.

Cllr Dale advised the Clerk had issued information on this with the agendas.

The meeting resolved: to deposit £10,000 in the Bonus Saver account and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

9 Adoption of the accounts for the year ending 31st March 2011.

The Clerk reported that the final interest payment had been received and the accounts had been audited by the Independent Internal Auditor, with no issues or matters arising. The accounts now required formal adoption by the Council.

The meeting resolved: to adopt the accounts for the year ending 31st March 2011 and instructed the Chairman and Clerk to sign accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous



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10 Approval of the Accounting Statement and the Annual Governance Statement for the year ending 31st March 2011.

Cllr Dale reminded the meeting of the Cllrs responsibility for the Council's finances. He then went through the Statement of Accounts and asked for the meeting's approval to sign the statement.

The meeting resolved: to approve the Statement of Accounts for the year ending 31st March 2011.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

Cllr Dale then went through the Annual Governance Statement and asked for the meeting's approval to sign the statement.

The meeting resolved: to approve the Annual Governance Statement for the year ending 31st March 2011.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

The Clerk confirmed the statutory inspection notices had been displayed.

11 Update on adoption of Street Lighting and Play Area at Chelston Rise.

The Clerk reported that a signed copy of the deed had been received and the Clerk had started the transfer of the 14 lights to the Council's Unmetered Supplies Certificate. E-On Energy Services had been notified to add them to the maintenance agreement. Residents had been notified in the newsletter to report future street lighting problems to this Council.

WPG's solicitor would now start on the draft of the Play Area agreement. ENC's contractors were now emptying the bin in the play area and two litter pickers had been provided for residents to self-clear the surrounding play area.

12 Debate on minor village improvements works

Cllr Dale explained that there were a number of small tasks that could improve the village –

- Painting of the Raunds and Kimbolton road "gates".
- Weedkiller application to paths and gutters.
- Bench on *The Green* refurbishment.
- War memorial clean up.
- Fixing/adding posts on the war memorial green.

The Clerk confirmed he had asked the NCC Parish Enhancement Gang (available 2 days a year) to include the gate painting as the highest priority task, as this was the riskiest operation from a road safety viewpoint. If time was available, then the bench was the second priority.

Cllr Dale suggested this item be deferred to the next meeting for a full debate, along with traffic calming and the meeting agreed.

Item 13 was brought forward to after item 5.

13 Provision of a water supply to the allotment site.

Cllr Dale advised that the Allotment Association would fund the laying in of a water supply from an existing water meter near *Blacksmiths Cottage* to three troughs on the allotment site. The Council would need to enter into an agreement with the owner for the supply of water and subsequently recharge this back to the allotment tenants (this is already provisioned for in their existing tenancies).



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The owner of the water supply was offering a three year renewable agreement for the supply of water used, plus the standing charge. The water pipe to be routed over his land where possible and buried near to the hedge.

The meeting resolved: to accept the three year agreement and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

14 The future of Rural Public Transport.

Cllr J Harwood advised of a meeting organised by NCC that she had attended on Monday 23rd May at The Guildhall, Northampton. The previous budget of £3.1M to support bus services had been reduced to £1M; however there is a one off payment of £200,000 for this year to develop community led transport.

NCC committed to avoiding rural isolation/social inclusion for the elderly, young people or those without access to cars during the day and there will be a priority for rural passengers, however the current situation is not sustainable.

Options for very rural areas (e.g. Chelveston) include a 'Call Connect' mini-bus at normal bus fare (i.e. concessions apply after 9.30 a.m.) which one would ring for service, etc. Not yet known how much notice was required. The scheme was due to start in September after consultation.

Cllr Dale suggested Cllr J Harwood contact Tina Hackett to come up with a response to the public consultation.

Under SO1(d), the meeting agreed to continue after 9:00 p.m.

15 Review of the Council's publication scheme.

Cllr Dale advised the Clerk had issued information on this with the agendas.

The meeting resolved: to update the publication scheme "guide to information" to include the new service provision areas (i.e. allotments and play areas) and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

16 Visits, Training and Courses.

Thurs 30th June – NCALC "Off to a Flying Start" at ENC @ 10:00 – 13:00 (£29).

Fri 8th July – NCALC *Chairman's Lunch* at Litchborough @ 11:30 – 14:30 (£29).

Thurs 14th July – NCALC/ENC *New Cllr training* at ENC @ 19:00 – 21:00 (free).

Cllr J Harwood reported on her attendance at the recent NCALC/ENC *New Cllr training* and applied to attend the NCALC "Off to a Flying Start" course.

The meeting resolved: to approve Cllr J Harwood to attend at the "Off to a Flying Start" course and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

17 Approval of Chairman's and 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



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18 Clerk and Councillors' Reports.

The Clerk advised June/July newsletter had been issued and NCC had started consultation on the Library Services.

Cllrs Dale and Emerson highlighted two anonymous complaints letters sent to residents.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 11th July in the Chelveston Village Hall. The meeting closed at 9:07 p.m.

Issued on 18th June 2011.

Pages 1662 – 1672 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
06/04/2011	I/2011/059/MHH	BDO LLP	Notice of Annual Audit forms	Awaiting
10/05/2011	I/2011/087/MHH	ENC (Barbara Wiggins)	Invite to 39 th Annual Meeting of ENC	Actioned
10/05/2011	I/2011/088/MHH	NWB	Bank statements	File
14/05/2011	I/2011/089/MHH	ENC (Keith Osbourne)	Supply of Electoral Information	Actioned
14/05/2011	I/2011/090/MHH	CGM Cambridge Ltd	Invoice for April grass cut	Actioned
14/05/2011	I/2011/091/MHH	ENC (Judi Miles)	Results of PC election and AV referendum	Actioned
14/05/2011	I/2011/092/MHH	ENC Planning	Application for extending stables at Manor Farm, Bidwell Lane, Caldecott	Actioned
20/05/2011	I/2011/093/MHH	NCC (Mark Chant)	NCC MWDF C&MD DPD - receipt of Inspector's Report	Awaiting
20/05/2011	I/2011/094/MHH	TWM Solicitors	Receipt of Parish Council signed access deeds	File
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
28/05/2011	I/2011/096/MHH	ENC Planning	Application granted for Golf Club flag poles	File
28/05/2011	I/2011/097/MHH	ENC Planning	Application granted for Manor Farm menage lighting	File
04/06/2011	I/2011/098/MHH	NWB	Bank statements	Actioned
04/06/2011	I/2011/099/MHH	ENC Planning	Application granted for barn conversion in Wateryard Spinney	File
04/06/2011	I/2011/100/MHH	Came & Co	Insurance paperwork & Employers Liability Certificate	File
04/06/2011	I/2011/101/MHH	NCC (Mark Chant)	NCC MWDF - draft revised Development & Implementation SPD	Awaiting
04/06/2011	I/2011/102/MHH	ENC (Peter Cooper)	ENC Print room capabilities	File
04/06/2011	I/2011/103/MHH	TWM Solicitors	Signed St Lighting transfer and access deed	File
11/06/2011	I/2011/104/MHH	NCALC	Update Issue 3/11 May - June 2011	File
11/06/2011	I/2011/105/MHH	ENC Planning	Amended description of application for 45 Water Lane, Chelveston	Actioned
11/06/2011	I/2011/106/MHH	ENC (Louise Morfitt)	Poster for launch of "Northamptonshire Dogwatch"	Actioned
11/06/2011	I/2011/107/MHH	CGM Cambridge Ltd	Invoice for May grass cut	Awaiting

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2011						
14/05/2011	O/2011/054/MHH	Parish Cllrs	Minutes 1105	Delivered		
10/05/2011	O/2011/055/MHH	Cllr A.R.Dale	Remittance Advice for APA agenda printing	Delivered	1105.11.2	
23/05/2011	O/2011/056/MHH	NWB (Rushden)	Change of address for bank statements, etc	Posted	1105.11.6	
10/05/2011	O/2011/057/MHH	DCLG (Luke Scofield)	Response to consultation on future of local audit	Posted	1104.5.4	
12/05/2011	O/2011/058/MHH	ENC Planning	Response to application at 45 Water Lane	Posted	SO83	I/2011/074/MHH
14/05/2011	O/2011/059/MHH	E-On Energy Services	Payment of invoice	Posted	1105.11.1	I/2011/083/MHH
14/05/2011	O/2011/060/MHH	Came & Co	Payment of invoice	Posted	1105.11.1	I/2011/076/MHH
14/05/2011	O/2011/061/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1105.11.1	I/2011/075/MHH
14/05/2011	O/2011/062/MHH	Parish	Annual Report SE Newsletter	Delivered		
14/05/2011	O/2011/063/MHH	ENC (Keith Osbourne)	Supply of Electoral Information	Posted		I/2011/089/MHH
14/05/2011	O/2011/064/MHH	Cllr Pauline Ellis	Notification of new Trustee	Posted	1105.8	
21/05/2011	O/2011/065/MHH	ENC Planning	Response to application at 11 Duchy Close, Chelveston	Posted	SO83	I/2011/086/MHH
29/05/2011	O/2011/066/MHH	K.Carr	Supply of Water agreement	Draft		
04/06/2011	O/2011/067/MHH	Traffic Commissioners	Representation against Kier Street Services GVOL	Posted	SO83	
04/06/2011	O/2011/068/MHH	Parish	June - July Newsletter	Delivered		
05/06/2011	O/2011/069/MHH	Parish Cllrs	Agenda 1106	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2011/2012

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq. No.	Sheet No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power	
2011.00	01/04/2011		Opening Balance	Brought Forward	Bt Fwd			£10,904.43	£0.00	£10,904.43	£10,904.43					
2010.63	06/04/2011	O/2011/031/MHH	C.M.Harper	Refund of hut bond	000823	221		-£30.00	£0.00	-£30.00	£10,874.43	Allot Costs	1103.5.1	MHH, MJI, MWE	SHAA 1908 S26	
2011.01	11/04/2011	I/2011/056/MHH	E-On Energy Services	Repairs to Lamp 21	000826	222		-£23.47	-£4.69	-£28.16	£10,846.27	St Light Repairs	1104.5.1	MHH, MJI, MWE	PCA 1957 S3	
2011.02	11/04/2011	I/2011/044/MHH	Information Commissioner	Data registration renewal	000827	221		-£35.00	£0.00	-£35.00	£10,811.27	Gen. Admin	1104.5.1	MHH, MJI, MWE	LGA 1972 S111	
2011.03	11/04/2011	I/2011/057/MHH	NCALC	Subscription renewal	000828	221		-£120.56	£0.00	-£120.56	£10,690.71	Subscriptions	1104.5.1	MHH, MJI, MWE	LGA 1972 S143	
2011.04	11/04/2011	I/2011/063/MHH	E-On	St Lt Power (Jan - Mar 2011)	000829	221		-£312.04	-£62.15	-£374.19	£10,316.52	St Lighting	1104.5.1	MHH, MJI, MWE	PCA 1957 S3	
2011.05	11/04/2011	O/2011/036/MHH	M.H.Hunter	Clerk's Expenses 1104	000830	221		-£25.69	£0.00	-£25.69	£10,290.83	Gen. Admin	1104.5.2	MHH, MJI, MWE	LGA 1972 S111	
2011.06	18/04/2011	I/2011/065/MHH	E-On Energy Services	St Lt Maint (Jan - Mar 2011)	000831	222		-£88.49	-£27.70	-£116.19	£10,174.64	St Lighting	SO83	MHH, MLF, ARD	PCA 1957 S3	
2011.07	18/04/2011	I/2011/067/MHH	E-On Energy Services	Re-number & test 14 lamps	000832	222		-£509.80	-£101.96	-£611.76	£9,562.88	St Lighting	SO83	MHH, MLF, ARD	PCA 1957 S3	
2011.08	18/04/2011	I/2011/069/MHH	E-On Energy Services	St Lt replacement (31)	000833	222		-£225.46	-£45.09	-£270.55	£9,292.33	St Light (New)	SO83	MHH, MLF, ARD	PCA 1957 S3	
2011.09	23/04/2011	I/2011/080/MHH	WPG	Donation - St Lt testing	100056	221		£475.80	£0.00	£475.80	£9,768.13	Misc. Receipts			LGA 1972 S139	
2011.10	27/04/2011	I/2011/077/MHH	ENC	Precept (50%)	BACS	221		£4,750.00	£0.00	£4,750.00	£14,518.13	Precept			LGFA 1992 S41	
2011.11	10/05/2011	I/2011/075/MHH	CGM Cambridge Ltd	Grass-cutting (Mar 2011)	000834	222		-£215.89	-£43.18	-£259.07	£14,259.06	Grass Cutting	1105.11.1	MHH, MJI, MWE	HA 1980 S96	
2011.12	10/05/2011	I/2011/076/MHH	Broker Network Ltd	Insurance (2011)	000835	222		-£462.21	£0.00	-£462.21	£13,796.85	Insurance	1105.11.1	MHH, MJI, MWE	LGA 1972 S111	
2011.13	10/05/2011	I/2011/083/MHH	E-On Energy Services	Repairs to Lamp 28	000836	222		-£23.47	-£4.69	-£28.16	£13,768.69	St Light Repairs	1105.11.1	MHH, MJI, MWE	PCA 1957 S3	
2011.14	10/05/2011	O/2011/055/MHH	A.R.Dale	Clr Expenses	000837			-£13.20	£0.00	-£13.20	£13,755.49	Gen. Admin	1105.11.2	MHH, MJI, MWE	LGA 1972 S111	
2011.15	10/05/2011	O/2011/054/MHH	M.H.Hunter	Clerk's Expenses 1105	000838	222		-£54.73	£0.00	-£54.73	£13,700.76	Gen. Admin	1105.11.3	MHH, MJI, MWE	LGA 1972 S111	
2011.16	13/06/2011	I/2011/090/MHH	CGM Cambridge Ltd	Grass-cutting (Apr 2011)	000839			-£215.89	-£43.18	-£259.07	£13,441.69	Grass Cutting	1106.6.1	MHH, JH, PM	HA 1980 S96	
2011.17	13/06/2011	O/2011/070/MHH	M.H.Hunter	Clerk's Expenses 1106	000840			-£115.08	£0.00	-£115.08	£13,326.61	Gen. Admin	1106.6.2	MHH, JH, PM	LGA 1972 S111	
2011.18	13/06/2011	I/2011/065/MHH	E-On Energy Services	Correction for underpayment	000841			-£50.00	£0.00	-£50.00	£13,276.61	St Lighting	1106.6.3	MHH, JH, PM	PCA 1957 S3	
							Balance C/F	£0.00	£13,609.25	-£332.64	£13,276.61	£13,276.61				

[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
- LG(MP)A Local Govt (Misc Provisions) Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- SHAA Small Holdings and Allotments Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheques ??? not used

Category	S137	Amount	VAT	Total
B/F		£10,904.43	£0.00	£10,904.43
Allotment receipts		£0.00	£0.00	£0.00
Bank interest		£0.00	£0.00	£0.00
Misc. receipts		£404.80	£0.00	£404.80
Play Area receipts		£71.00	£0.00	£71.00
Precept		£4,750.00	£0.00	£4,750.00
VAT refund		£0.00	£0.00	£0.00
305th BG memorial donations		£0.00	£0.00	£0.00
Income		£16,130.23	£0.00	£16,130.23
Allotment costs		-£30.00	£0.00	-£30.00
Audit		£0.00	£0.00	£0.00
Clerk's salary		£0.00	£0.00	£0.00
Elections		£0.00	£0.00	£0.00
Gen. Admin		-£243.70	£0.00	-£243.70
Grants		£0.00	£0.00	£0.00
Grass cutting		-£431.78	-£86.36	-£518.14
Ground works		£0.00	£0.00	£0.00
Insurance		-£462.21	£0.00	-£462.21
Misc. expenses		£0.00	£0.00	£0.00
Play Area costs		£0.00	£0.00	£0.00
Recreation		£0.00	£0.00	£0.00
St Lighting		-£960.33	-£191.81	-£1,152.14
St Lighting (new)		-£225.46	-£45.09	-£270.55
St Lighting (repairs)		-£46.94	-£9.38	-£56.32
Subscriptions		-£120.56	£0.00	-£120.56
Traffic calming		£0.00	£0.00	£0.00
Village Hall		£0.00	£0.00	£0.00
305th BG memorial costs		£0.00	£0.00	£0.00
S137	£0.00			£0.00
Expenditure		£0.00	-£2,520.98	-£2,520.98
Income + Expenditure		£0.00	£13,609.25	-£332.64

Audit tables	
Brought Forward	£10,904.43
Precept	£4,750.00
Other income	£475.80
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£2,853.62
Balance	£13,276.61
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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
02/05/2011	DLP Projector for APA [1 hour]									£1.00
07/05/2011	Declaration of Acceptance of Office	7								
07/05/2011	New Cllr info - Welcome, SO, Fin Regs	28								
08/05/2011	TWM - copies of St Lt access deed	1	92			1	1			
10/05/2011	Pre-minutes for Clerk (M1105)	6								
10/05/2011	Chairman's Declaration of Office	1								
10/05/2011	Council contact list	1					6			
10/05/2011	DCLG - response to consultation	1	46	1			1			
10/05/2011	NWB - change to mandate, etc	1	46	1			5			
10/05/2011	Asset list	1					7			
10/05/2011	Cllr Dale expenses- remittance advice	1								
12/05/2011	ENC Planning - response to application	1	46	1			1			
14/05/2011	E-On Energy Services - payment of invoice		46	1						
14/05/2011	CGM Cambridge - payment of invoice		46	1			1			
14/05/2011	Came & Co - payment of invoice		46	1			1			
14/05/2011	Annual Report Newsletter [220]									£26.52
14/05/2011	AV & PC results [3 copies]						6			
14/05/2011	Rol forms [7 copies]						32			
14/05/2011	Minutes 1105 - 3 P.Cllrs & File	10					30			
14/05/2011	ENC - Electoral roll data		46	1						
15/05/2011	Sawyers chairty - notification of new trustee	1	46	1			2			
16/05/2011	Internal Audit fee									£23.52
20/05/2011	Orange - ISP									£17.99
21/05/2011	ENC Planning - response to application	1	46	1			1			
04/06/2011	June - July Newsletter [220]									£26.40
04/06/2011	Red seals [8]									£1.09
04/06/2011	Traffic Commissioners - Kier Street Services	2	92	2			4			
06/06/2011	Agenda M1106 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£4.02	£5.98	£0.66	£0.00	£0.10	£7.80	£0.00	£0.00	£96.52

TOTAL VALUE =
Printed 18/06/2011

£115.08



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

11th July 2011

Meeting Number 1107

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 11th July 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Emerson
Cllr G.Harwood MBE
Cllr J.Harwood
Cllr M.J.Izzard
Cllr P.A.Mommersteeg

Clerk: Mr. M.H.Hunter

Public: 7 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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – Cllr Wooding and D.Cllr Whiting (both prior engagement). The meeting agreed to accept these apologies.

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

None declared.

3 Notification of Executive Action under SO83.

The Clerk advised that following contact with the Operating Licence applicant, Kier Street Services (KSS), who had confirmed that their goods vehicles would use "route B" (being the Council's required condition), he had consulted the Cllrs and withdrawn the representation to the Traffic Commissioner.

4 Minutes of Previous Meetings.

The minutes of the Ordinary Parish Council Meeting **1106 – 13th June 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1106** with no amendments.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

5 Planning and Licensing Matters.

5.1 Application by Kier Street Services for an Operators Licence at Carr Bros Transport yard, Upper Higham Lane.

Cllr Dale advised that KSS had made a second application, using an existing site on Route B. NCC Waste Planning had confirmed they had no objections to this site and KSS had advised the only time they would be entering the villages would be to collect the waste.

The meeting resolved: not to object to the application and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous



Chelveston-cum-Caldecott Parish Council

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5.2 Update on previous applications.

The Clerk advised that Manor Farm stable block extension, 45 Water Lane and 11 Duchy Close had all been granted by Officer Delegation.

Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined. The *Northdale End* Sustainable Urban Extension (Raunds) appeal decision is expected by the end of July.

The NCC MWDF *Control and Management of Development* plan has been formally adopted.

The deadline for statutory objections to the KSS application for the CRE site expires on Weds 13th July, however KSS had advised they would be using route B and the only time they would be entering the villages would be to collect the waste. The Clerk, after consulting with Cllrs, had withdrawn the representation (see 3 above), as the stated grounds (noise, vibration, odour through the villages) no longer applied.

6 Financial Transactions.

- 6.1 The following invoices were due for payment – CGM (grass cutting in May and June) and E-On Energy Services (St Lighting Maintenance (Apr – Jun)). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Izzard Seconded: Cllr G.Harwood Decision: Unanimous

- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr J.Harwood Decision: Unanimous

- 6.3 Cllr Emerson advised the bank statements for the month of June have been received and reconciled. The bank statements had the correct address, but the wrong name and the Clerk had notified the bank accordingly. This revealed that Cllr Emerson was missing from the mandate from 2007 and new forms to correct this have been completed.

- 6.4 The interest for the period April – June 2011 has been received.

- 6.5 The bank mandate to open the new Bonus Saver account has been processed and £10,000 had been transferred from the Business Reserve account.

Opening Balance for the meeting £13,276.61

Receipts since last meeting

Number	Sender	Description	Method	Amount
2011.19	NWB	Interest (Apr – Jun 2011)	Bank	£1.59
Total Receipts this meeting				<u>£1.59</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2011.20	CGM Cambridge	Grass Cutting (May 2011)	000842	£259.07
2011.21	E-On Energy Services	St Lt Maint (Apr – Jun 2011)	000843	£166.19
2011.22	CGM Cambridge	Grass Cutting (June 2011)	000844	£259.07
2011.23	M.H.Hunter	Expenses to 1107	000845	£33.45
Total Expenditure this meeting				<u>£717.78</u>

Closing Balance for this meeting £12,560.42



Chelveston-cum-Caldecott Parish Council

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7 Updates on Projects List.

7.1 Highways and Footways Issues.

Cllr Dale advised MGWSP had carried out remedial resurfacing works on the B645 near *Schoolhouse*. The long grass on the B645/Water Lane junction verges had been cut back and a collapsed duct cover opposite *Church House* had been removed and the duct filled in. Anglian Water contractors had attended to a burst pipe on the B645 opposite Foot Lane.

Cllr J.Harwood reported overhanging brambles in the hedgerow beside the footway on Higham Road and requested that the landowner be asked to cut them back.

7.2 Street Lighting.

The Clerk advised no faults reported.

7.3 Ditches.

The Clerk advised that Anglian Water had attended on a further occasion to jet out the sewer between Chelston Rise and Caldecott, this time near the double bend.

Anglian Water had responded to the Council's letter to confirm they would be carrying out preventative maintenance jetting in Chelston Rise. They also asked that the Council include an article in the next newsletter about avoid disposing of inappropriate items via the sewers.

7.4 E-Government.

The Clerk advised for the 30 day period ending 11th July 2011 of the 1,192 website hits, 7.2% came from the US, 1.2% from Europe and 1.4% from other countries.

The Home Guard and Lords of the Manor pages on the history site had been updated.

7.5 Rights of Way.

Cllr Izzard reported that "boy racers" had broken onto the CRE site and were racing on the taxiway on two nights. The entrance had been made more secure.

7.6 Trees.

The Clerk advised that a resident of Raunds Road wanted the trees on the verge topping and lifting, this had been passed on the NCC.

The Clerk advised that the Woodland Trust were looking to plant 6 million trees for HM Queen's Diamond Jubilee. Free packs of 105 trees (about 30m of hedge) or 420 trees (about 120 m of hedge of 1 acre woodland) were available in 4 themes (Wildlife, Year-round colour, Wood fuel or Wild harvest). The trees must be planted on land that people can enjoy and benefit from (not private gardens or land with no public benefit).

The meeting suggested Water Lane spinney, Chelston Rise and the adjacent to bridleway MM14. The Clerk and Cllr Wooding will discuss with the landowners.

7.7 Community Safety.

Cllr Emerson had nothing to report.

7.8 Allotments.

Cllr Emerson advised that the Allotment Association had connected up the water supply to three tanks on the site.

7.9 Parish Emergency Plan.

Cllr Dale had nothing to report.

7.10 Parish Charities.

Cllr Dale (Educational Foundation) advised that the Village Hall plans had been drawn up and subsequently amended. The next stage would be to apply for planning permission.



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Cllr J Harwood (Sawyers Charity) reported that Cllr Mommersteeg had attended her first meeting. The husband of another Trustee had offered to provide a web-site, if the Council could provide a sub-domain (as per the Village Hall site).

The meeting resolved: to allow the use of a sub-domain from the Council's domain, subject to the usual provisions of acknowledging the Council and not bringing the site or domain into disrepute and instructed the Clerk to act accordingly.

Proposed: Cllr J.Harwood Seconded: Cllr Izzard Decision: Unanimous

8 Update of the damage to the 305th BG memorial.

Cllr Dale updated the meeting on the damage caused to the memorial by a motorist on Friday 17th June, resulting in the 366th BS post being snapped off at the base. The post had been removed to his garage and the stone mason had quoted for the repairs. The Clerk confirmed a claim had been made to the driver's insurers; however there would be delays in settlement.

This being the peak period for visitors to the memorial (one US/French party had visited 10 days after the accident), Cllr Dale asked the Council to consider funding a temporary repair (£100 ex-Vat) to bore and pin the post back onto the stump.

The meeting resolved: to authorise the temporary repair of the 366th BS post (whilst the claim settlement is awaited) and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

9 Review of Traffic Calming measures.

The Clerk updated the meeting on the possible purchase and use of a Vehicle Activated Sign (VAS) that could be deployed at various locations within the 30 mph zone. Following a meeting with the NCC VAS project officer on suitable locations, the updated costs (including data recording) were provided for consideration.

Cllr Derek Lawson had confirmed he was willing to provide £1,000 from the NCC Cllr Empowerment scheme toward the costs.

The meeting resolved: to purchase the VAS and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Izzard Decision: Unanimous

10 Debate on minor village improvements works.

Cllr Dale explained that there were a number of small tasks that could improve the village –

- Painting of the Raunds and Kimbolton road "gates" (Parish Improvement Gang).
- Weedkiller application to paths and gutters (seek licensed contractor details).
- Bench on *The Green* refurbishment (volunteers to clear brambles and ask for those with woodworking skills to assess the bench).
- War memorial clean up (volunteers to clean).
- Fixing/adding posts on the war memorial green (Cllrs Dale & Wooding).

The meeting debated the improvements and the chosen actions are in brackets.

11 Update on adoption of Play Area at Chelston Rise.

The first draft from WPG's solicitor was still awaited. In the meantime the next six monthly inspection was due and WPG had confirmed they would reimburse the costs.

The meeting resolved: to arrange for the six monthly inspection of the Play Area and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Izzard Decision: Unanimous



Chelveston-cum-Caldecott Parish Council

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12 Street Lighting (mercury lantern) replacement – next phase.

Cllr Dale advised the Clerk had issued information on this with the agenda. The meeting felt that replacing 4 lamps per year would be sufficient. Cllr Dale felt that Lamp 30 (dimly lit bend) and Lamp 6 (road junction) should be priorities. Lamps 7 and 14 (residential areas) were also chosen, the latter to have a shield fitted.

The meeting resolved: to replace Lamps 6, 7, 14 and 30 and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Mommersteeg

Decision: Unanimous

13 Responses to Consultations.

The Clerk advised of the following consultations –

1. NCC – MWDF Revised *Development and Implementation Principles SPD* [Due 28th July]. This SPD is an update of the one adopted in March 2007. Of immediate interest is that it now proposes catchment areas for Waste Management facilities –

Local (e.g. 2 LPA areas) = 11 miles radius, sub-regional (e.g. Northants) = 17 miles, regional (e.g. East Midlands) = 44 miles and national = 127miles. Failure to supply an assessment of the catchment area will be grounds for refusal.

The meeting resolved: to support this consultation and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Izzard

Decision: Unanimous

2. NCC – *Review of the Library Service provision* [Due 31st July]. This review looks to the future library provision required to 2015. The overall aim of the library review is to make the 36 libraries more self-supporting over the next four years and therefore reduce council costs by up to 50%.

The initial closure option has been put on hold until 2013, whilst the “Library Plus” model is trialled. Libraries will be open at weekend and Wi-Fi enabled, but may share services with other providers (e.g. NHS, CAB). Some libraries may move to increased volunteer or mutual status and some costs passed to District/Borough Councils. Establish “Friends of the Library” and the Library Trust.

3. ENC – *Open Spaces Supplementary Planning Document* [Due 23rd September]. This SPD lays down the developer contributions (under *Community Infrastructure Levy Regulation 122*), in terms of area and equipment required for on-site LAP (Local Area of Play), LEAP (Local Equipped Area of Play) and NEAP (Neighbourhood Equipped Area of Play) facilities, dependant on numbers of new homes built. The threshold cuts in at 15 new homes or site over 0.42 ha. Below this, contributions will be sought for off-site provision.

The SPD proposes developer consultation with the P&TCs (who will eventually have to maintain the areas) at an early stage. It is noted that whilst the proposed NEAPs require seating and litter bins, LAPs and LEAPs only require seating provision.

Cllr G.Harwood asked that the Council check that the 15 home threshold applied to rural areas.

The meeting resolved: to request that litter provision should be provided for all play areas and to check the threshold applied to rural areas and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr G.Harwood

Decision: Unanimous

14 Visits, Training and Courses.

Thurs 14th July – NCALC/ENC *New Cllr training* at ENC @ 19:00 – 21:00 (free).

Sat 10th Sept – NCALC *Archiving* at Raunds @ 10:00 – 13:00 (£29).

Cllr J Harwood reported on her attendance at the recent NCALC “*Off to a Flying Start*” course and Cllr Dale presented her with her course certificate.



Chelveston-cum-Caldecott Parish Council

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15 Approval of Chairman's and 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 Mommersteeg

Decision: Unanimous

16 Clerk and Councillors' Reports.

The Clerk advised that DCLG had signaled the next wave of Government transparency would be for Councils to publish details of all contracts and tenders over £500 online. This follows the publication of spending over £500 online.

The Clerk advised that in response to P&TC members allowance requests, ENC would be considering whether to set up their own Remuneration Panel or direct the P&TCs to the Welland Remuneration Panel (the officer's recommendation).

Cllr G.Harwood reported on the ENC consultation of the NFRS Fire Training Centre application, to be determined by NCC.

Cllr J.Harwood advised she had contacted the County Council Public Transport Liaison contact for the village regarding the "dial-up" transport service.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 8th August (if required), else on Monday 12th September in the Chelveston Village Hall. The meeting closed at 8:49 p.m.

Issued on 15th July 2011.

Pages 1673 – 1685 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
20/05/2011	I/2011/093/MHH	NCC (Mark Chant)	NCC MWDF C&MD DPD - receipt of Inspector's Report	File
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
04/06/2011	I/2011/101/MHH	NCC (Mark Chant)	NCC MWDF - draft revised Development & Implementation SPD	Awaiting
11/06/2011	I/2011/107/MHH	CGM Cambridge Ltd	Invoice for May grass cut	Actioned
17/06/2011	I/2011/108/MHH	Traffic Commissioner	Request for location of land for KSS representation	Actioned
20/06/2011	I/2011/109/MHH	Western Power Distribution	Unmetered Supplies Certificate	File
20/06/2011	I/2011/110/MHH	Sutcliffe Play	Play furniture flyer	File
25/06/2011	I/2011/111/MHH	NALH	<i>Hindsight</i> Issue 17 & renewal notice	File
25/06/2011	I/2011/112/MHH	ENC Planning	Comments on NF&RS FTC application to be heard on 6 th July @ ENC	File
25/06/2011	I/2011/113/MHH	E-On Energy Services	Invoice for St Lighting Maint (Apr - Jun 11)	Actioned
25/06/2011	I/2011/114/MHH	CGM Cambridge Ltd	Statement	File
27/06/2011	I/2011/115/MHH	C&CD	<i>Clerks & Councils Direct</i> July 2011 Issue 76	File
02/07/2011	I/2011/116/MHH	ENC Planning	Planning granted for Stable block extension at <i>Manor Farm</i>	File
02/07/2011	I/2011/117/MHH	ENC Planning	Planning granted for extension at 45 Water Lane, Chelveston	File
02/07/2011	I/2011/118/MHH	ENC (Louise Morfitt)	Posters for Summer Safety Day on 30 th July 2011	Actioned
06/07/2011	I/2011/119/MHH	NWB	Bank statements	Actioned
06/07/2011	I/2011/120/MHH	NCC (Mark Chant)	MWDF - Control & Management of Development DPD formally adopted	File
06/07/2011	I/2011/121/MHH	Sawyer's charity	Updated list of Trustees	File
06/07/2011	I/2011/122/MHH	NCALC	Course certificate for Cllr J.Harwood	Actioned
09/07/2011	I/2011/123/MHH	CGM Cambridge Ltd	Invoice for June grass cut	Actioned
09/07/2011	I/2011/124/MHH	NCALC	Invoice for Cllr J.Harwood course	Awaiting
09/07/2011	I/2011/125/MHH	E-On	Invoice for St Lt Power (Apr - Jun 11)	Awaiting
09/07/2011	I/2011/126/MHH	ENC (Daniel Ray)	Consultation on Open Space SPD	Awaiting

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.
2011						
06/06/2011	O/2011/070/MHH	Parish Cllrs	Minutes 1106	Delivered		
06/06/2011	O/2011/071/MHH	ENC (Sharn Matthews)	Register of Interest forms [6]	Posted		
13/06/2011	O/2011/072/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1106.6.1	I/2011/090/MHH
13/06/2011	O/2011/073/MHH	ENC Planning	Response to amended application at 45 Water Lane	Posted	1106.5.4	I/2011/105/MHH
13/06/2011	O/2011/074/MHH	ENC Planning	Response to application at Manor Farm	Posted	1106.5.1	I/2011/092/MHH
16/06/2011	O/2011/075/MHH	ENC (Sharn Matthews)	Register of Interest forms [last one]	Posted		
18/06/2011	O/2011/076/MHH	NCC Planning	Response to NFRS application	Posted	1106.5.3	
18/06/2011	O/2011/077/MHH	E-On Energy Services	Correction for under-payment (reason unknown)	Posted	1106.6.3	I/2011/065/MHH
18/06/2011	O/2011/078/MHH	ENC Planning	Copy of NFRS response	Posted	1106.5.3	
22/06/2011	O/2011/079/MHH	BDO LLP	Audit differences	Posted	1106.10	I/2011/059/MHH
26/06/2011	O/2011/080/MHH	Traffic Commissioners	Map of locations	Posted	1106.5.2	I/2011/108/MHH
27/06/2011	O/2011/081/MHH	More Than Insurance	Claim for damage to memorial	Posted		
06/07/2011	O/2011/082/MHH	Parish Cllrs	Agenda 1107	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2011/2012

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq. No.	Sheet No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power	
2011.06	18/04/2011	I/2011/065/MHH	E-On Energy Services	St Lt Maint (Jan - Mar 2011)	000831	222		-£88.49	-£27.70	-£116.19	£10,174.64	St Lighting	SO83	MHH, MLF, ARD	PCA 1957 S3	
2011.07	18/04/2011	I/2011/067/MHH	E-On Energy Services	Renumber & test 14 lamps	000832	222		-£509.80	-£101.96	-£611.76	£9,562.88	St Lighting	SO83	MHH, MLF, ARD	PCA 1957 S3	
2011.08	18/04/2011	I/2011/069/MHH	E-On Energy Services	St Lt replacement (31)	000833	222		-£225.46	-£45.09	-£270.55	£9,292.33	St Light (New)	SO83	MHH, MLF, ARD	PCA 1957 S3	
2011.09	23/04/2011	I/2011/080/MHH	WPG	Donation - St Lt testing	100056	221		£475.80	£0.00	£475.80	£9,768.13	Misc. Receipts			LGFA 1972 S139	
2011.10	27/04/2011	I/2011/077/MHH	ENC	Precept (50%)	BACS	221		£4,750.00	£0.00	£4,750.00	£14,518.13	Precept			LGFA 1992 S41	
2011.11	10/05/2011	I/2011/075/MHH	CGM Cambridge Ltd	Grass-cutting (Mar 2011)	000834	222		-£215.89	-£43.18	-£259.07	£14,259.06	Grass Cutting	1105.11.1	MHH, MJI, MWE	HA 1980 S96	
2011.12	10/05/2011	I/2011/076/MHH	Broker Network Ltd	Insurance (2011)	000835	222		-£462.21	£0.00	-£462.21	£13,796.85	Insurance	1105.11.1	MHH, MJI, MWE	LGFA 1972 S111	
2011.13	10/05/2011	I/2011/083/MHH	E-On Energy Services	Repairs to Lamp 28	000836	222		-£23.47	-£4.69	-£28.16	£13,768.69	St Light Repairs	1105.11.1	MHH, MJI, MWE	PCA 1957 S3	
2011.14	10/05/2011	O/2011/055/MHH	A.R.Dale	Clfr Expenses	000837	223		-£13.20	£0.00	-£13.20	£13,755.49	Gen. Admin	1105.11.2	MHH, MJI, MWE	LGA 1972 S111	
2011.15	10/05/2011	O/2011/054/MHH	M.H.Hunter	Clerk's Expenses 1105	000838	222		-£54.73	£0.00	-£54.73	£13,700.76	Gen. Admin	1105.11.3	MHH, MJI, MWE	LGA 1972 S111	
2011.16	13/06/2011	I/2011/090/MHH	CGM Cambridge Ltd	Grass-cutting (Apr 2011)	000839	223		-£215.89	-£43.18	-£259.07	£13,441.69	Grass Cutting	1106.6.1	MHH, JH, PM	HA 1980 S96	
2011.17	13/06/2011	O/2011/070/MHH	M.H.Hunter	Clerk's Expenses 1106	000840	223		-£115.08	£0.00	-£115.08	£13,326.61	Gen. Admin	1106.6.2	MHH, JH, PM	LGA 1972 S111	
2011.18	13/06/2011	I/2011/065/MHH	E-On Energy Services	Correction for underpayment	000841	223		-£50.00	£0.00	-£50.00	£13,276.61	St Lighting	1106.6.3	MHH, JH, PM	PCA 1957 S3	
2011.19	30/06/2011	I/2011/119/MHH	NWB	Interest (Apr - Jun 2011)	Bank	R133		£1.59	£0.00	£1.59	£13,278.20	Interest				
2011.20	11/07/2011	I/2011/107/MHH	CGM Cambridge Ltd	Grass-cutting (May 2011)	000842			-£215.89	-£43.18	-£259.07	£13,019.13	Grass Cutting	1107.6.1	MHH, JH, PM	HA 1980 S96	
2011.21	11/07/2011	I/2011/113/MHH	E-On Energy Services	St Lt Maint (Apr - Jun 2011)	000843			-£138.49	-£27.70	-£166.19	£12,852.94	St Lighting	1107.6.1	MHH, JH, PM	PCA 1957 S3	
2011.22	11/07/2011	I/2011/123/MHH	CGM Cambridge Ltd	Grass-cutting (Jun 2011)	000844			-£215.89	-£43.18	-£259.07	£12,593.87	Grass Cutting	1107.6.1	MHH, JH, PM	HA 1980 S96	
2011.23	11/07/2011	O/2011/083/MHH	M.H.Hunter	Clerk's Expenses 1107	000845			-£33.45	£0.00	-£33.45	£12,560.42	Gen. Admin	1107.6.2	MHH, JH, PM	LGA 1972 S111	
							Balance C/F	£0.00	£13,007.12	-£446.70	£12,560.42	£12,560.42				

[Database categories are hidden in Column R]

- Statute / SI / Notice
- ACA Audit Commission Act
- C&E Customs & Excise
- HA Highways Act
- LA Litter Act
- LG Local Govt Act
- LGFA Local Govt Finance Act
- LG(MP)A Local Govt (Misc Provisions) Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- SHAA Small Holdings and Allotments Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheques ??? not used

Category	S137	Amount	VAT	Total
B/F		£10,904.43	£0.00	£10,904.43
Allotment receipts		£0.00	£0.00	£0.00
Bank interest		£1.59	£0.00	£1.59
Misc. receipts		£404.80	£0.00	£404.80
Play Area receipts		£71.00	£0.00	£71.00
Precept		£4,750.00	£0.00	£4,750.00
VAT refund		£0.00	£0.00	£0.00
305th BG memorial donations		£0.00	£0.00	£0.00
Income		£16,131.82	£0.00	£16,131.82
Allotment costs		-£30.00	£0.00	-£30.00
Audit		£0.00	£0.00	£0.00
Clerk's salary		£0.00	£0.00	£0.00
Elections		£0.00	£0.00	£0.00
Gen. Admin		-£277.15	£0.00	-£277.15
Grants		£0.00	£0.00	£0.00
Grass cutting		-£863.56	-£172.72	-£1,036.28
Ground works		£0.00	£0.00	£0.00
Insurance		-£462.21	£0.00	-£462.21
Misc. expenses		£0.00	£0.00	£0.00
Play Area costs		£0.00	£0.00	£0.00
Recreation		£0.00	£0.00	£0.00
St Lighting		-£1,098.82	-£219.51	-£1,318.33
St Lighting (new)		-£225.46	-£45.09	-£270.55
St Lighting (repairs)		-£46.94	-£9.38	-£56.32
Subscriptions		-£120.56	£0.00	-£120.56
Traffic calming		£0.00	£0.00	£0.00
Training		£0.00	£0.00	£0.00
Village Hall		£0.00	£0.00	£0.00
305th BG memorial costs		£0.00	£0.00	£0.00
S137	£0.00			£0.00
Expenditure		£0.00	-£3,124.70	-£3,571.40
Income + Expenditure		£0.00	£13,007.12	£12,560.42

Audit tables	
Brought Forward	£10,904.43
Precept	£4,750.00
Other income	£477.39
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£3,571.40
Balance	£12,560.42
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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
06/06/2011	Agenda M1106 items 8 & 15	1					7			
06/06/2011	ENC - Rol forms [6]	1	138			1	1			
13/06/2011	Pre-minutes for Clerk (M1106)	6								
13/06/2011	Annual accounts	4					28			
13/06/2011	CGM Cambridge - payment of invoice		46	1			1			
13/06/2011	ENC Planning - response to application		46	1						
13/06/2011	ENC Planning - response to application		46	1						
13/06/2011	ENC Planning - response to application									
16/06/2011	ENC - Rol form [1]	1	46	1			1			
18/06/2011	E-On - Replacement cheque	1	46	1			1			
18/06/2011	Minutes 1106 - 2 P.Cllrs & File	11					22			
18/06/2011	NCC Planning - response to application	2	46	1			2			
18/06/2011	ENC Planning - Copy of NCC planning resposne	3	46	4			1			
20/06/2011	Orange - ISP									£17.99
26/06/2011	Traffic Commissioner - location map	1	46	1						
27/06/2011	More Th>n insurance - memorial claim	4	46	1			2			
08/07/2011	BDO LLP - Annual Return	2					5			
02/07/2011	Agenda M1107 item 12	1					7			
06/07/2011	Agenda M1107 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£2.52	£5.52	£0.72	£0.00	£0.10	£6.60	£0.00	£0.00	£17.99

TOTAL VALUE = £33.45

Chelveston-cum-Caldecott Parish Council

M1107 item 9: Review of Traffic Calming measures

1. Background.

The Council has decided that Traffic Calming will be a priority for the year. Previous systems have included gateways on the Raunds and Kimbolton roads and a fixed Vehicle Activated Sign (VAS) on the Higham Hill. Additionally, the Safety Camera Partnership and the Safer Community Team have carried out speed checks.

2. A new solution.

A fixed system, either another VAS or chicanes, will incur costs from £5k - £20k depending of type. There may be issues in getting NCC Highways consent for the latter, given the low history of accidents recorded.

A new solution has presented itself in the form of a low cost temporary VAS, based on a traffic light body with LED displays. The unit is battery powered and clips onto suitable posts. The data logger records date/time, actual and average speeds of all passing traffic for later download.

A meeting with the NCC VAS project officer has confirmed the requirements to operate such a system and has examined potential sites within the parish 30 mph zone. The Council will need £5m Public Liability insurance (we have £10m), a licence to keep private property on the public highway and be trained in the use of the equipment (quote included from the supplier).

For three sites, it has been recommended that NCC supply a standard posts with reflective signs and roundel markings. At four other sites, there is a suitable lamppost.

Caldecott Lamppost 33 (near *The Marches*)
Caldecott (near *The Old Vicarage*)
Higham Hill Lamppost 44 (the crossing)
Higham Road Lamppost 41 (near Foot Lane jct)
Kimbolton Road Lamppost 36 (near Lay-by)
Raunds Road (near *Gardenfields*)
Water Lane (near Hall Farm house).

All but lamppost 44 are bi-directional, giving 13 location/direction combinations, this allowing 4x two week slots per year for each option. Of course, the Council may choose to alter the deployment rota in response to known events or residents requests or simply to build up a longer data profile at a particular location.

Due to the NCC budget reductions, the NCC/MGWSP element is now chargeable, but Cllr Derek Lawson has confirmed he is willing to provide funding to cover the NCC/MGWSP costs.

3. Set-up costs.

TWM Modular 300 VAS sign with 30 and SLOW DOWN with 12v rechargeable battery, plus data collection unit and 76mm post mounting clips	£1,905.00
Data collection software and leads	£75.00
Extra 35 Amp/hr rechargeable battery	£70.00
230V Battery Charger to suit the above	£58.00
Additional pair of mounting clips for 76mm lampposts	£16.00
Training course	£100.00
NCC staff time, plus 3x 76mm posts (with Police Speed Check Area signs) and 30 roundels on road at sign locations	£1,000.00
S50 NRSWA 1991 License	£372.00
Annual insurance for theft/damage of unit	£25.00
Public Liability insurance cover	No charge
Total	£3,621.00
Cllr Lawson Empowerment grant for NCC costs	-£1,000.00
Total	£2,621.00

Chelveston-cum-Caldecott Parish Council

The unit does not require any periodic maintenance or calibration, but the Council may wish to consider extending the standard 12 month parts & labour return to base warranty period at a cost of £250 per year up to an additional 4 years. The additional warranty would not include consumables (battery), damage from vandalism, vehicle accidents or extreme weather.

4. Benefits

- A. The proposed system covers 13 positions (including the known "rat runs") within the parish far more cost effectively than a similar number of fixed units.
- B. Because the unit moves about the parish, it doesn't "fade" into the background as drivers get used to it.
- C. The data logger provides records of vehicle speeds/times, which can be fed back to NCC Highways (to provide evidence for additional measures if appropriate) and the Police SCT (so they can target their future speed trap attendance in an intelligence led manner).
- D. The Council has control of the system and the data.

5. Recommendation

That the Councillors consider the funding of the temporary VAS for use at multiple locations within the parish 30 mph zone, using the powers under the *s30 Local Government and Rating Act 1997*

Mark Hunter
Clerk to the Parish Council
6th July 2011

Chelveston-cum-Caldecott Parish Council

M1107 item 12: Street Lighting (mercury lantern) replacement – next phase

1. Background.

The Council is a Lighting Authority. It currently has 58 street lights, of which 17 are Mercury Blended Filament Units (MBFU) or, in simple terms – the white ones.

MBFU lanterns will cease to be available from 2015, in line with the *Energy using Products* (EuP) Directive.

The Council has been steadily replacing the MBFU lanterns with Sodium Oxide (SOX) units, as these are more efficient (200 Lumen/Watt for SOX v under 50 Lumen/Watt for MBFU) and therefore require less power for more light (35w v 80w), resulting in an energy saving to the Council.

2. Possible candidates for the 2011-12 phase.

In view of the Council's previous decision that Traffic Calming should be this year's priority, it will be cheaper to replace the bracket lamps than the column lamps, i.e. approx £250 v £700.

There are currently 7 bracket mounted MBFUs.

Caldecott

Lamp 27 C59, by *The Woodlands*
Lamp 30 C59, opposite Poplar Farm Barns

Chelveston

Lamp 3 Water Lane, by *Scaraben*.
Lamp 6 Water Lane / Sawyers Crescent jct.
Lamp 7 Water Lane, opposite 17.
Lamp 14 High St, opposite 16/18.
Lamp 23 The Green, adjacent *Wood Cottage*.

Chelston Rise

All lanterns are SOX.

3. Criteria

In the 2010-11 replacement phase, the Council gave priority to junctions and then residential areas. If applied this year, Lamp 6 is the only junction lamp. Lamp 30 is the least residential.

4. Recommendations

That the Councillors visit and assess the lamps in 2) and using the criteria in 3), decide which lamps should have the higher priority. The Council must then decide how many lamps should be replaced this year (in 2010-11, 6 lamps were replaced, although only 5 were funded by the Council).

Mark Hunter
Clerk to the Parish Council
2nd July 2011



Chelveston-cum-Caldecott Parish Council

Northamptonshire

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Minutes of an Ordinary Meeting of the Parish Council

8th August 2011

Meeting Number 1108

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 8th August 2011** in the Chelveston Village Hall.

Present: -	Councillors:	Cllr A.R.Dale (Chairman)
		Clr M.W.Wooding (Vice-chairman)
		Cllr M.W.Emerson
		Cllr G.Harwood MBE
		Cllr J.Harwood
		Cllr M.J.Izzard
		Cllr P.A.Mommersteeg
	Clerk:	Mr. M.H.Hunter
	Guests:	Charlotte Tompkins (ENC Waste Services Manager)
		John Ranaghan (KSS Contract Manager for ENC)
		D.Cllr P.Whiting
	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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – None.

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

Cllrs Dale & J.Harwood declared a prejudicial interest in item 6.1 (members of organisation receiving payment) and Cllr G.Harwood declared a non-prejudicial interest in item 4 (Chairman of the ENC board that awarded the waste contract to KSS).

3 Minutes of Previous Meetings.

The minutes of the Ordinary Parish Council Meeting **1107 – 11th July 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1107** with no amendments.

Proposed: Cllr Dale

Seconded: Cllr J.Harwood

Decision: Unanimous

4 Presentation and question/answer session on KSS operations on the CRE site for the new ENC waste contract.

Charlotte Tompkins (ENC Waste Services Manager), John Ranaghan (KSS Contract Manager for ENC) and Cllr G.Harwood (ENC Waste and Recycling Working Party Chairman) gave a presentation on the new waste contract and the operations side of KSS. They then answered questions from the meeting, which included - daily vehicle movements (22), food waste (10%) to Goosey Lodge (until CRE AD plant operational), dry recycling will be bulked at CRE, prior to transport to the Pure Recycling facility at Ettington, Warwickshire (part of Kier Group) and residual will go to either Sidegate Lane or Weldon landfill sites.



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KSS will use approx third (1,000m² / 10,000ft²) of the new reception building (3,000m² / 30,000ft²) when built at the CRE site for bulking the dry recycling, which will be collected 2-3 times a week by Pure Recycling (this movement is in the total). Approx 60 staff had TUPE'd across from Cory, though not all drove to the site – cyclists, car share and drivers collecting their crews' en-route. Staff will be onsite from 6:00 am and are expected to be offsite by 5:00pm. .

Specific wheelie bin /collection issues with the parish were also discussed.

5 Planning and Licensing Matters.

Cllr G.Harwood did not take part in item 5.1 to avoid predetermination at ENC.

- 5.1 **EN/11/01029/FUL – Change of use to the land at the side of the existing dwelling to garden and the erection of a 2 metre high fence to enclose the proposed garden land at No.2 The Crescent, Chelston Rise.**

Cllr Dale explained the plans. The Clerk advised that neighbours had not objected, but commented that other fences on the site were only 1.75m high.

The meeting resolved: not to object to the application, but request the fence be limited to 1.75m high to match the street scene and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Majority

- 5.2 **I/2011/142/MHH – application for a hen house for 8 hens at plot 16, the allotments.**

Cllr Dale explained the plans. The Clerk advised the applicant's original drawings were non-compliant (insufficient dimensions) and he had now submitted further details to allow the Council to make a decision. The Clerk confirmed the size of the shed and run were within the Council's remit.

The meeting resolved: to grant the application and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

- 5.3 **Update on previous applications.**

The Clerk advised that the Northants Fire & Rescue Service application for a Fire Training Centre had been approved by NCC, with conditions. The Hillside garages and *Darsdale Farm* (Raunds) developments have not yet been determined. The *Northdale End* Sustainable Urban Extension (Raunds) appeal had been granted by the planning inspector and costs awarded against ENC.

ENC had now formally adopted the Rural North, Oundle and Thrapston Plan (RNOTP) as a DPD. Work on the Four Towns Plan was scheduled to start in the autumn.

The Traffic Commissioner had advised a Vehicle and Operator Services Agency (VOSA) Traffic Examiner had visited the proposed KSS site at CRE on 22nd July and was minded to approve it. There was confusion over the road names and the Clerk had written to the Traffic Commissioner highlighting the NCC Highways designations. For now KSS were using an interim approval to operate out of the Carr Transport yard on the Upper Higham Lane.

6 Financial Transactions.

Cllr Dale did not take part in item 6.1 and Cllr Wooding chaired the meeting for this item.

- 6.1 The following invoices were due for payment – CGM (grass cutting in July) and E-On (St Lighting Power (Apr – Jun)), NCALC (Cllr J.Harwood course), Chelveston Village Hall (Apr – Jun) and E-On Energy Services (repairs to lamps 16 (No.2 Raunds Rd) and 37 (Water Lane / Foot Lane junction)). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Wooding

Seconded: Cllr Emerson

Decision: Unanimous



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- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Mommersteeg Decision: Unanimous

- 6.3 Cllr Emerson advised the bank statements for the month of July had been received and reconciled.

- 6.4 The Bonus Saver account interest for part of the April - June quarter has been received.

Opening Balance for the meeting £12,560.42

Receipts since last meeting

Number	Sender	Description	Method	Amount
2011.24	NWB	BS Interest (part Apr – Jun 2011)	Bank	£0.23
Total Receipts this meeting				<u>£0.23</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2011.25	CGM Cambridge	Grass Cutting (July 2011)	000846	£259.07
2011.26	E-On	St Lt Power (Apr – Jun 2011)	000847	£375.10
2011.27	NCALC	Cllr J.Harwood course	000848	£29.00
2011.28	Chelveston Village Hall	Hall hire (Apr – Jun 2011)	000849	£60.00
2011.29	E-On Energy Services	Repairs to Lamp 16	000850	£28.16
2011.30	E-On Energy Services	Repairs to Lamp 37	000851	£28.16
2011.31	M.H.Hunter	Expenses to 1108	000852	£110.08
Total Expenditure this meeting				<u>£889.57</u>

Closing Balance for this meeting £11,671.08

7 Updates on Projects List.

7.1 Highways and Footways Issues.

Cllr Dale advised that the landowner had cut back the overhanging brambles in the hedgerow beside the footway on Higham Road.

7.2 Street Lighting.

The Clerk advised that replacing the four lights indentified at the last meeting would cost £901.84, but on inspection Lamp 17 did not require a shield. This had subsequently been confirmed by former Cllr Foulger.

The solicitors acting for WPG had provided a copy of the Land Registry title for Chelston Rise, showing the access deed had been registered, pending identification checks. The Clerk had provided the information requested. WPG had confirmed to E-On that it would pay the street lighting costs up until the transfer to the Council in June.

7.3 Ditches.

Deferred to next meeting.

7.4 E-Government.

The Clerk advised for the 30 day period ending 8th August 2011 of the 1,647 website hits, 7.2% came from the US, 3.6% from Europe and 6.6% from other countries.

The ISP hosting had been renewed for another year. A link had been added to the Chelveston Allotment Association site and a temporary site had been provided for the Sawyers charity, pending their own site being created.



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7.5 Rights of Way (ROW).

Cllr Izzard reported that CRE had installed wooden posts to prevent 4 wheel vehicle access onto bridleway MM14 to Yelden and started moving the metal fencing on bridleway MM18 3m east to separate it from future vehicle traffic.

Cllr Dale reported that bridleway MM17 from Joes/High Lane had a large rabbit warren across the bridleway shortly after it entered the CRE site, the holes of which were a problem for walkers and horse-riders alike. Cllr Izzard would raise this with the ROW officer.

7.6 Trees.

Deferred to next meeting.

7.7 Community Safety.

Deferred to next meeting.

7.8 Allotments.

Cllr Emerson advised that two tenants had requested early release from their tenancies and two replacement tenants had come forward. The Clerk had processed the release paperwork accordingly and arranging the new tenancies. As the Council sheds had been left in good order the bonds of the outgoing tenants had been refunded.

The Clerk asked the meeting for a policy decision. The current tenancy for a 10 pole plot was £20 per year, which runs to the end of February. For new tenants entering into a tenancy part way through the year, did the Council wish to set a lower rate (e.g. £10 for 6 or less months)?

The meeting resolved: to set a lower rate of £10 for 6 months or less tenancies and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson

Seconded: Cllr Izzard

Decision: Unanimous

7.9 Parish Emergency Plan.

Deferred to next meeting.

7.10 Parish Charities.

Deferred to next meeting.

8 Update of the damage to the 305th BG memorial.

Cllr Dale advised that the stone mason had carried out the temporary repair to bore and pin the post back onto the stump, whilst the claim settlement is awaited.

9 Update on adoption of Play Area at Chelston Rise.

Deferred to next meeting.

10 FY11/12 first quarter budget review.

The Clerk went through the forecast and spend to-date with the meeting and the following virements were proposed -

Brought Forward:	+£4,926.35	St Lighting (new)	+£550.00
Bank interest:	+£45.00		
Other Income:	+£1,000.00		
Clerk's Salary:	-£645.75		

The meeting resolved to accept the virements and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr G.Harwood

Decision: Unanimous



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11 Quality Parish Council Renewal.

Deferred to next meeting.

12 Responses to Consultations.

Deferred to next meeting.

13 Visits, Training and Courses.

Sat 24th Sept – NCALC *Archiving* at Raunds @ 10:00 – 13:00 (£29). (Clerk).

Sun 9th Oct - Raunds Town Mayors Civic Service at St Peters church, Raunds @ 15:00.

Sat 15th Oct – SLCC Annual Conference and AGM at Wokefield Park, Reading (£85).

Sat 22nd Oct – NCALC Conference and AGM at Saxon Hall Raunds @ 10:00

The NCALC AGM allows one voting delegate (others are non-voting). The conference will discuss Neighbourhood Planning. The Clerk and Cllrs G and J Harwood expressed interest in attending.

The meeting resolved: to approve the Clerk and Cllrs G and J Harwood to attend the NCALC AGM with Cllr J Harwood as the voting delegate and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Izzard

Decision: Unanimous

14 Approval of Chairman's and Clerk's Correspondence Logs.

Deferred to next meeting.

15 Clerk and Councillors' Reports.

Cllr Wooding advised that HGV tipper Lorries appeared to be coming through Caldecott more frequently than usual. It was agreed to monitor these to find their origin.

Cllr Mommersteeg advised that there appeared to be HGV's travelling up the Raunds Road at 2:00am. It was thought these were Polish and Czech drivers on route to the warehouses at Raunds.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 12th September in the Chelveston Village Hall. The meeting closed at 9:00 p.m.

Issued on 11th August 2011.

Pages 1686 – 1694 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
09/07/2011	I/2011/124/MHH	NCALC	Invoice for Cllr J.Harwood course	Actioned
09/07/2011	I/2011/125/MHH	E-On	Invoice for St Lt Power (Apr - Jun 11)	Actioned
11/07/2011	I/2011/127/MHH	NWB	Bank statements	Actioned
16/07/2011	I/2011/128/MHH	EUKHOST	Invoice for domain hosting (July 11 - July 12)	Actioned
16/07/2011	I/2011/129/MHH	Chelveston Village Hall	Invoice for hall hire (Apr - Jun 11)	Actioned
16/07/2011	I/2011/130/MHH	ENC Planning	Planning granted for extension at 11 Duchy Close, Chelveston	File
21/07/2011	I/2011/131/MHH	ENC Planning	Application of erection of 2m fence at No.2 The Crescent, Chelston Rise.	File
21/07/2011	I/2011/132/MHH	E-On Energy Services	Invoice for repairs to Lamp 16	Actioned
21/07/2011	I/2011/133/MHH	E-On Energy Services	Invoice for repairs to Lamp 37	Actioned
21/07/2011	I/2011/134/MHH	Western Power Distribution	Unmetered Supplies Certificate	File
23/07/2011	I/2011/135/MHH	Peter Bone MP	Letter from PUS for DoT regarding HGV licensing arrangements	File
30/07/2011	I/2011/136/MHH	NCC (Mark Chant)	Acknowledgement of response to consultation	File
30/07/2011	I/2011/137/MHH	Traffic Commissioner	Report on Traffic Commissioner's visit to KSS site	Actioned
30/07/2011	I/2011/138/MHH	Wickstead Playscapes	Order acknowledgement for play area inspection	File
30/07/2011	I/2011/139/MHH	NCALC	Update Issue 4/11 (July - August 2011)	File
30/07/2011	I/2011/140/MHH	ENC (Keith Osbourne)	Update on Members' Allowances - P&TCs	File
30/07/2011	I/2011/141/MHH	ENC (Keith Osbourne)	Consultation on Polling District stations	Awaiting
30/07/2011	I/2011/142/MHH	Peter Smith	Application for hen house on Plot 16	Actioned
05/08/2011	I/2011/143/MHH	EM Councils	Invite to join	Awaiting
05/08/2011	I/2011/144/MHH	SLCC	Training & Events Guide (Sept - Dec)	File
05/08/2011	I/2011/145/MHH	ENC Planning	Amendment to description of EN/11/01029/FUL	Actioned
05/08/2011	I/2011/146/MHH	Peter Smith	Updated plans for hen house on Plot 16	Actioned
06/08/2011	I/2011/147/MHH	ENC Planning	Adopted RNOTP DPD	File

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Clerk's Outgoing Correspondence Log

Date Sent	Document Number	Recipients	Description	Action Required	Action Minute No.	Related Document No.
2011						
07/07/2011	O/2011/083/MHH	Parish Cllrs	Minutes 1107	Delivered		
09/07/2011	O/2011/084/MHH	Traffic Commissioners	Withdrawal of Representation	Posted	SO83	O/2011/067/MHH
12/07/2011	O/2011/085/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1107.6.1	I/2011/107/MHH
12/07/2011	O/2011/086/MHH	E-On Energy Services	Payment of invoice	Posted	1107.6.1	I/2011/113/MHH
12/07/2011	O/2011/087/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1107.6.1	I/2011/123/MHH
12/07/2011	O/2011/088/MHH	W.T.Drage	Order for temporary repair to 366 th BS post	Posted	1107.8	
17/07/2011	O/2011/089/MHH	S.W.Carr	Overhanging hedgerow on Duchy field	Delivered	1107.7.1	
18/07/2011	O/2011/090/MHH	NCC (Mark Chant)	Response to revised Development & Implementation SPD	Posted	1107.13.1	I/2011/101/MHH
22/07/2011	O/2011/091/MHH	Wickstead Playscapes	Order for play area inspection	Posted	1107.11	
30/07/2011	O/2011/092/MHH	Tony Brooks	Mutual termination of tenancy (plot 10)	Delivered		
30/07/2011	O/2011/093/MHH	Kevin Parks	Mutual termination of tenancy (plot 13)	Delivered		
31/07/2011	O/2011/094/MHH	Traffic Commissioners	Identification of roads	Posted	1106.5.2	I/2011/137/MHH
31/07/2011	O/2011/095/MHH	TWM Solicitors	Council identification for Land Registry	Posted	1010.9	
31/07/2011	O/2011/096/MHH	Parish Cllrs	Agenda 1108	Delivered		
30/07/2011	O/2011/097/MHH	Peter Smith	Max sizes for sheds on allotments	Delivered		I/2011/142/MHH
31/07/2011	O/2011/098/MHH	Parish	Newsletter (Aug / Sept)	Delivered		
06/08/2011	O/2011/099/MHH	ENC (Daniel Ray)	Response to Open Spaces SPD	Posted	1107.13	I/2011/126/MHH

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2011/2012

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq. No.	Sheet No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2011.16	13/06/2011	I/2011/090/MHH	CGM Cambridge Ltd	Grass-cutting (Apr 2011)	000839	223		-£215.89	-£43.18	-£259.07	£13,441.69	Grass Cutting	1106.6.1	MHH, JH, PM	HA 1980 S96
2011.17	13/06/2011	O/2011/070/MHH	M.H.Hunter	Clerk's Expenses 1106	000840	223		-£115.08	£0.00	-£115.08	£13,326.61	Gen. Admin	1106.6.2	MHH, JH, PM	LGA 1972 S111
2011.18	13/06/2011	I/2011/065/MHH	E-On Energy Services	Correction for underpayment	000841	223		-£50.00	£0.00	-£50.00	£13,276.61	St Lighting	1106.6.3	MHH, JH, PM	PCA 1957 S3
2011.19	30/06/2011	I/2011/119/MHH	NWB	Interest (Apr - Jun 2011)	Bank	R133		£1.59	£0.00	£1.59	£13,278.20	Interest			
2011.20	11/07/2011	I/2011/107/MHH	CGM Cambridge Ltd	Grass-cutting (May 2011)	000842	224		-£215.89	-£43.18	-£259.07	£13,019.13	Grass Cutting	1107.6.1	MHH, JH, PM	HA 1980 S96
2011.21	11/07/2011	I/2011/113/MHH	E-On Energy Services	St Lt Maint (Apr - Jun 2011)	000843	224		-£138.49	-£27.70	-£166.19	£12,852.94	St Lighting	1107.6.1	MHH, JH, PM	PCA 1957 S3
2011.22	11/07/2011	I/2011/123/MHH	CGM Cambridge Ltd	Grass-cutting (Jun 2011)	000844	224		-£215.89	-£43.18	-£259.07	£12,593.87	Grass Cutting	1107.6.1	MHH, JH, PM	HA 1980 S96
2011.23	11/07/2011	O/2011/083/MHH	M.H.Hunter	Clerk's Expenses 1107	000845	224		-£33.45	£0.00	-£33.45	£12,560.42	Gen. Admin	1107.6.2	MHH, JH, PM	LGA 1972 S111
2011.24	30/06/2011	I/2011/127/MHH	NWB	BS Interest (Apr - Jun 2011)	Bank	B1		£0.23	£0.00	£0.23	£12,560.65	Interest			
2011.25	08/08/2011	I/2011/149/MHH	CGM Cambridge Ltd	Grass-cutting (July 2011)	000846			-£215.89	-£43.18	-£259.07	£12,301.58	Grass Cutting	1108.6.1	MHH, JH, PM	HA 1980 S96
2011.26	08/08/2011	I/2011/124/MHH	NCALC	Training course (Cllr J.Harwood)	000847			-£29.00	£0.00	-£29.00	£12,272.58	Training	1108.6.1	MHH, JH, MWE	LGA 1972 S111
2011.27	08/08/2011	I/2011/125/MHH	E-On	St Lt Power (Apr - Jun 2011)	000848			-£312.58	-£62.52	-£375.10	£11,897.48	St Lighting	1108.6.1	MHH, JH, PM	PCA 1957 S3
2011.28	08/08/2011	I/2011/129/MHH	Chelveston Village Hall	Hall hire (Apr - Jun 2011)	000849			-£60.00	£0.00	-£60.00	£11,837.48	Hall	1108.6.1	MHH, JH, MWE	LGA 1972 S111
2011.29	08/08/2011	I/2011/132/MHH	E-On Energy Services	Repairs to Lamp 16	000850			-£23.47	-£4.69	-£28.16	£11,809.32	St Light Repairs	1108.6.1	MHH, JH, PM	PCA 1957 S3
2011.30	08/08/2011	I/2011/133/MHH	E-On Energy Services	Repairs to Lamp 37	000851			-£23.47	-£4.69	-£28.16	£11,781.16	St Light Repairs	1108.6.1	MHH, MJI, MWE	PCA 1957 S3
2011.31	08/08/2011	O/2011/096/MHH	M.H.Hunter	Clerk's Expenses 1108	000852			-£96.75	-£13.33	-£110.08	£11,671.08	Gen. Admin	1108.6.2	MHH, MJI, MWE	LGA 1972 S111
							Balance C/F	£0.00	£12,246.19	-£575.11	£11,671.08	£11,671.08			

[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
- LG(MP)A Local Govt (Misc Provisions) Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- SHAA Small Holdings and Allotments Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheques ??? not used

Category	S137	Amount	VAT	Total
B/F		£10,904.43	£0.00	£10,904.43
Allotment receipts		£0.00	£0.00	£0.00
Bank interest		£1.82	£0.00	£1.82
Misc. receipts		£404.80	£0.00	£404.80
Play Area receipts		£71.00	£0.00	£71.00
Precept		£4,750.00	£0.00	£4,750.00
VAT refund		£0.00	£0.00	£0.00
305th BG memorial donations		£0.00	£0.00	£0.00
Income		£16,132.05	£0.00	£16,132.05
Allotment costs		-£30.00	£0.00	-£30.00
Audit		£0.00	£0.00	£0.00
Clerk's salary		£0.00	£0.00	£0.00
E-Government		-£101.66	-£13.33	-£114.99
Elections		£0.00	£0.00	£0.00
Gen. Admin		-£272.24	£0.00	-£272.24
Grants		£0.00	£0.00	£0.00
Grass cutting		-£1,079.45	-£215.90	-£1,295.35
Ground works		£0.00	£0.00	£0.00
Insurance		-£462.21	£0.00	-£462.21
Misc. expenses		£0.00	£0.00	£0.00
Play Area costs		£0.00	£0.00	£0.00
Recreation		£0.00	£0.00	£0.00
St Lighting		-£1,411.40	-£282.03	-£1,693.43
St Lighting (new)		-£225.46	-£45.09	-£270.55
St Lighting (repairs)		-£93.88	-£18.76	-£112.64
Subscriptions		-£120.56	£0.00	-£120.56
Traffic calming		£0.00	£0.00	£0.00
Training		-£29.00	£0.00	-£29.00
Village Hall		-£60.00	£0.00	-£60.00
305th BG memorial costs		£0.00	£0.00	£0.00
S137	£0.00			£0.00
Expenditure	£0.00	-£3,885.86	-£575.11	-£4,460.97
Income + Expenditure	£0.00	£12,246.19	-£575.11	£11,671.08

Audit tables	
Brought Forward	£10,904.43
Precept	£4,750.00
Other income	£477.62
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£4,460.97
Balance	£11,671.08
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	C4 Env @ 10p	Copy @ 6p	Phone Calls	Mileage @ 40p/mile	Other
10/07/2011	Traffic Commissioners - withdrawal (KSS)	2	46	1			1			
11/07/2011	Pre-minutes for Clerk (M1107)	6								
11/07/2011	Agenda M1107 item 9	2					14			
12/07/2011	CGM - Payment of invoice [2]		46	1			2			
12/07/2011	E-On Energy Services - payment of invoice		46	1						
12/07/2011	WT Drage - Order for temp repairs	1	46	1			1			
17/07/2011	S.W.Carr - Notice to cut back hedge	1		1			1			
18/07/2011	NCC - Response to consultation	1	46	4			1			
20/07/2011	Orange - ISP								£17.99	
22/07/2011	Wickstead Playscapes - Order for inspection	1	46	1			1			
22/07/2011	Minutes 1107 - 2 P.Cllrs & File	13					26			
24/07/2011	EUKHOST - ISP hosting renewal								£79.99	
30/07/2011	T.Brooks - early tenancy release letter	1		1			1			
30/07/2011	K.Parks - early tenancy release letter	1		1			1			
30/07/2011	New tenancy forms (2)	8					8			
30/07/2011	P.Smith - application not compliant	1		1			1			
30/07/2011	Traffic Commissioners - road identification	1	46	1			1			
01/08/2011	Agenda M1108 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£2.58	£3.22	£0.84	£0.00	£0.00	£5.46	£0.00	£0.00	£97.98

TOTAL VALUE =

£110.08



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

12th September 2011

Meeting Number 1109

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 12th September 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Wooding (Vice-chairman)
Cllr M.W.Emerson
Cllr J.Harwood
Cllr M.J.Izzard

Clerk: Mr. M.H.Hunter

Public: 2 members of the public.
D.Cllr P.Whiting

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 G.Harwood (ENC meeting) and Cllr Mommersteeg (holiday). The meeting agreed to accept these apologies.

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

Cllr Dale declared a prejudicial interest in item 6.1 (Clerk of organisation receiving payment).

3 Notification of Executive Action under SO83.

The Clerk advised that he had consulted the Chairman and Vice-chairman in order to pay two invoices that were due before the next meeting.

4 Minutes of Previous Meetings.

The minutes of the Ordinary Parish Council Meeting **1108 – 8th August 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1108** with no amendments.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

5 Planning and Licensing Matters.

- 5.1 **EN/11/01159/FUL** – Single storey extension to rear elevation to form conservatory at *Wildacre*, Raunds Road, Chelveston.

Cllr Dale explained the plans. The Clerk advised no objection from Highways. ENC Planning had confirmed that granting the application would not create a change of use for the rear garden to a car park.

The meeting resolved: not to object to the application and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Izzard Decision: Unanimous



Chelveston-cum-Caldecott Parish Council

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- 5.2 **EN/11/01203/FUL** – Two storey front extension at *Storfield House*, 1C Kimbolton Road, Chelveston.

Cllr Dale explained the plans. Concerns included - the dominating size of the extension, over-development of the front of the plot, first floor windows overlooking neighbouring property and not being in keeping with the street scene.

The meeting resolved: to object to the application and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 5.3 **Update on previous applications**

The Clerk advised that the Traffic Commissioner had written to the Council to ask if two conditions would be acceptable for the use of the proposed KSS site at CRE (use of route B, not entering Chelveston, Caldecott or Newton Bromswold other than for collections and daily vehicle movements limited to 22).

The meeting resolved: to support the proposed conditions and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr J.Harwood Decision: Unanimous

As expected, CRE had appealed the ENC and Beds BC refusals for the Wind Farm applications. They had requested the appeal be heard by way of a public inquiry. The Council needed to decide if it wished to authorise the Chairman (or any other Cllr in his absence) to attend and speak at any such inquiry.

The meeting resolved: to authorise the Chairman (or any other Cllr in his absence) to attend and speak at any planning inquiry and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

The change of use and fencing at No.2 Chelston Rise has been put on hold and the Hillside garages and the *Darsdale Farm* (Raunds) developments have not yet been determined.

6 Financial Transactions.

Cllr Dale did not take part in item 6.1 and Cllr Wooding chaired the meeting.

- 6.1 The following invoices were due for payment – CGM (grass cutting in August) and Chelveston Village Hall (Jul - Sep)). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

Cllr Dale resumed the Chair.

- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 6.3 Cllr Emerson advised the bank statements for the month of August had been received and reconciled.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Opening Balance for the meeting				£11,671.08
Receipts since last meeting				
Number	Sender	Description	Method	Amount
	None			
Total Receipts this meeting				£0.00
Payments to be made this meeting				
Number	Payee	Description	Cheque	Amount
2011.32	NCC	S50 NRSWA licence	000853	£372.00
2011.33	W.T.Drage	Pinning 366 th Post	000854	£120.00
2011.34	Village Hall	Hall Hire (July – Sept 2011)	000855	£45.00
2011.35	CGM Cambridge	Grass Cutting (Aug 2011)	000856	£259.07
2011.36	M.H.Hunter	Expenses to 1109	000857	£66.81
Total Expenditure this meeting				£862.88
Closing Balance for this meeting				£10,808.20

7 Updates on Projects List.

7.1 Highways and Footways Issues.

The Clerk advised the s50 NRSWA license for the traffic calming had been granted and NCC had tasked MGWSP to install the three posts and 30 roundels.

A resident of Caldecott had asked if "SLOW – HORSES" signs could be erected by the Marches and Bidwell Lane junction, due to the number of riders passing through the village from the equestrian centre. The request had been passed to NCC in the first instance.

Cllr Dale updated the meeting on the hedges by the *Star & Garter* field, which were encroaching onto the B645 (Higham Road). Cllr Izzard advised of a pothole by the BT duct near *Redwood* and Cllr Wooding advised of a pothole near *Ashbury*.

7.2 Street Lighting.

Cllr Dale advised that the 4 replacement lanterns had been fitted over the weekend.

7.3 Ditches.

Cllr Dale advised that one of the pipes under the Water Lane ford was blocked, but the meeting agreed to leave as is for the time being to act as traffic calming.

7.4 E-Government.

The Clerk advised for the 30 day period ending 12th September 2011 of the 1,470 website hits, 3.0% came from the US, 4.0% from Europe and 1.2% from other countries.

A new webpage on the KSS waste collection operation had been added to the main site and at the request of a resident, the County Connect demand bus service link had been added to the Links page.

7.5 Rights of Way

Cllr Izzard reported that the missing 3-way sign on bridleway MM18 was still waiting to be replaced. He will be attending a NCC joint Path Warden / Tree Warden meeting at Brixworth on 21st September.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

7.6 Trees

Cllr Wooding advised he had provided the “free tree” information to two local farmers, but neither had followed this up.

The Clerk advised that the topping and lifting of the trees on the verge of the Raunds Road had not yet happened.

7.7 Community Safety

The meeting went through the Northants Police Authority annual crime priorities exercise and confirmed Anti-Social Behaviour (ASB) and Burglary to be the two priorities for this parish.

7.8 Allotments

Cllr Emerson advised that the tenants would like to install a 20ft container shed for storage. The Clerk advised this was outside this Council’s remit and therefore would need planning permission from ENC. As the shed was intended to be sited outside the allotments (i.e. in the open countryside), the policy was against development (including steel shipping containers or portacabins).

7.9 Parish Emergency Plan

Cllr Dale had advised no progress.

7.10 Parish Charities

Cllr Dale (Educational Foundation) advised that the extension plans had been submitted to ENC and the Trustees were due to meet on 16th September.

Cllr J Harwood (Sawyers Charity) advised that the Trustees were due to meet on 20th September.

8 Update of the damage to the 305th BG memorial.

Cllr Dale advised that the insurance company had still not received the accident report form from the driver, though they had managed to establish the original address they had on file for him was incorrect and had sent new forms to him by recorded delivery.

9 Update on adoption of Play Area at Chelston Rise.

The first draft from WPG’s solicitor was still awaited. The six monthly inspection had been completed with only minor issues (missing contact details). WPG had been notified of the result and the cost.

10 Debate on future parish infrastructure requirements.

Cllr Dale opened the debate by explaining that should any housing development take place within the parish, there was potential future funding, under the New Homes Bonus and the Community Infrastructure Levy, for infrastructure if it was known what the community needed.

Using the recent Parish Appraisal as a guide; recreational (including connecting footways) facilities would appear to be high on the list. A potentially overlooked need will be the replacement for the Churchyard when it is full (uncertain current capacity).

After debate, the meeting considered that the priorities were –

- Extend the B645 footway to opposite Bidwell Lane to create safe circular walk.
- Acquire land for future cemetery provision, preferably near the Churchyard.
- Extend the B645 footway to Higham Ferrers (requires cooperation of Higham Ferrers TC).
- Provide footway from Caldecott to Chelston Rise (the high cost of this would probably mean this is more suited to a s106 agreement from the developer).



Chelveston-cum-Caldecott Parish Council

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11 Quality Parish Council Renewal.

The Clerk advised that the Council had gained QPC status in March 2008 and this would expire in March 2012. The criteria had altered slightly since 2008, with additional tests. Given the time required to adequately prepare a case, the Council needed to decide if it wished to renew its QPC status in 2012.

The meeting resolved: to proceed with the Quality Parish Council status renewal and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr J.Harwood

Decision: Unanimous

12 Village Welcome leaflet – updating to version 9.

The Clerk went through the updates from version 8. The costs for 50 printed, stapled and folded leaflets (including delivery) would be £18.48 in black/white or £28.08 in colour.

Cllr Dale suggested less Chinese and more Indian takeaways, so as to cater for more tastes.

The meeting resolved: to print 50 leaflets in colour and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson

Seconded: Cllr Wooding

Decision: Unanimous

13 Responses to Consultations.

The Clerk advised of the following consultations –

1. ENC – *Review of Polling Districts Places and Stations* [Due 15th September]. With regard to this parish, it suggests the Village Hall is adequate for the purpose.

2. NCALC – *Councillor Survey* [Due 2nd October 2011] – NCALC is seeking the views of individual councillors, rather than the formal view of the council as a body in an on-line survey.

3. DCLG – *Local planning regulations* [Due 7th October 2011]. This consultation looks to change the Planning Inspector's powers to order Local Authorities to modify their local development plans before they can be adopted (e.g. as with the RNOTP).

4. DCLG – *Localising support for Council Tax* [Due 14th October 2011]. This consultation looks at altering the Council Tax Benefit system from 2013-14, achieving a 10% reduction in the Council Tax Benefits bill through transferring responsibility to Local Authority control. Local Precepting Authorities (P&TCs) would be exempt from risk sharing between Billing Authorities and the Major Precepting Authorities if there is a subsequent shortfall of income.

5. DCLG - *Draft National Planning Policy Framework* [Due 17th October]. This is a key part of the government reforms to make the planning system less complex and more accessible, and to promote sustainable growth. It would replace the existing PPS's, PPG's and some Planning Circulars (e.g. 05/05 Planning Obligations) with one document. The media has already publicised the presumption in favour of sustainable development. There is also a Local Green Space designation to protect green areas that are special to a community.

6. NACRE - *Town and Village Services survey 2011* [Due 31st October]. Recurring survey on village facilities and services.

14 Visits, Training and Courses.

Weds 21st Sept – NCC joint Tree Warden / Path Warden meeting at Brixworth (Cllr Izzard).

Sat 24th Sept – NCALC *Archiving* at Raunds @ 10:00 – 13:00 (£29). (Clerk).

Sat 22nd Oct – NCALC Conference and AGM at Saxon Hall Raunds @ 10:00 (Cllrs G & J Harwood & Clerk).



Chelveston-cum-Caldecott Parish Council

Northamptonshire

1700



15 Approval of Chairman's and 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

16 Clerk and Councillors' Reports.

The Clerk advised the previous Council in 2009 had bound the minutes for 2000 - 2004. In a similar manner he suggested quotes for the binding of the minutes for 1994 - 1999 be obtained. The meeting agreed and Cllr Dale suggested obtaining a quote from a company recently used by the Educational Foundation Trustees.

The Clerk advised that an (out of parish) application had been submitted too late for the agenda, for change of use at the former Kiriandra Kennels on the Raunds road to residential and light industry. The submitted details were vague. If the Council wished to respond it would have to be via SO83, in which case the meeting was invited to give guidance.

The change of use description was felt to be too vague (e.g. what category of light industry). Cllr Wooding queried if the light industry could mean vehicles using the B663 that exceeded the existing 7.5 tonnes weight limit.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 10th October in the Chelveston Village Hall. The meeting closed at 8:41 p.m.

Issued on 17th September 2011.

Pages 1695 – 1704 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
11/08/2011	I/2011/149/MHH	CGM Cambridge Ltd	Invoice for grass cutting (July 2011)	Actioned
11/08/2011	I/2011/150/MHH	NWB	Bank statements	File
12/08/2011	I/2011/151/MHH	NCC (Erik Drake)	S50 NRSW Act 1991 license procedure	File
12/08/2011	I/2011/152/MHH	ENC (Michael Burton)	Proposals maps to go with RNOTP DPD	File
13/08/2011	I/2011/153/MHH	ENC Planning	Application for two storey front ext at <i>Storfield House</i> , Kimbolton Rd	Actioned
19/08/2011	I/2011/154/MHH	ENC Planning	Missing drawing	File
20/08/2011	I/2011/155/MHH	BDO LLP	Query on lists	Actioned
26/08/2011	I/2011/156/MHH	NCC (Erik Drake)	S50 NRSW Act 1991 license acceptance	Actioned
27/08/2011	I/2011/157/MHH	C&CD	<i>Clerks & Councils Direct</i> Issue 77 September 2011	File
27/08/2011	I/2011/158/MHH	Northants Police	<i>Have your Say</i> consultation on police priorities	Actioned
27/08/2011	I/2011/159/MHH	SMP Playgrounds	Parish & Community newsletter	File
27/08/2011	I/2011/160/MHH	ENC Planning	Application for conservatory to rear of <i>Wildacre</i> , Raunds Rd	Actioned
02/09/2011	I/2011/161/MHH	ENC Planning	Application for extension and associated alterations at the Village Hall	Awaiting
02/09/2011	I/2011/162/MHH	Traffic Commissioner	Possible conditions for KSS GVOL at CRE site	Actioned
02/09/2011	I/2011/163/MHH	Country Gardens	Flyer	File
02/09/2011	I/2011/164/MHH	Chelveston Village Hall	Invoice for hall hire July - Sept 2011	Actioned
03/09/2011	I/2011/165/MHH	SLCC	Notice of AGM on 15th Oct 2001 at De Vere Hotel Reading	File
11/09/2011	I/2011/166/MHH	CGM Cambridge Ltd	Invoice for grass cutting (August 2011)	Actioned
12/09/2011	I/2011/167/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.
2011						
11/08/2011	O/2011/100/MHH	Parish Cllrs	Minutes 1108	Delivered		
09/08/2011	O/2011/101/MHH	Peter Smith	Chicken shed granted	Delivered	1108.5.2	I/2011/146/MHH
09/08/2011	O/2011/102/MHH	E-On	Payment of invoice	Posted	1108.6.1	I/2011/125/MHH
11/08/2011	O/2011/103/MHH	E-On Energy Services	Order for replacement Lamps 6 7 14 30	Posted	1107.12	
12/08/2011	O/2011/104/MHH	E-On Energy Services	Payment of invoice	Posted	1108.6.1	I/2011/132/MHH
12/08/2011	O/2011/105/MHH	E-On Energy Services	Payment of invoice	Posted	1108.6.1	I/2011/133/MHH
12/08/2011	O/2011/106/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1108.6.1	I/2011/149/MHH
12/08/2011	O/2011/107/MHH	NCALC	Payment of invoice	Posted	1108.6.1	I/2011/124/MHH
13/08/2011	O/2011/108/MHH	ENC Planning	Response to application	Posted	1108.5.1	I/2011/145/MHH
15/08/2011	O/2011/109/MHH	NCC (Erik Drake)	S50 NRSW Act 1991 license application	Posted	1107.9	I/2011/151/MHH
15/08/2011	O/2011/110/MHH	W.T.Drage	Payment of invoice	Posted	1107.8	I/2011/148/MHH
22/08/2011	O/2011/111/MHH	BDO LLP	Response to query	Posted	1106.1	I/2011/155/MHH
27/08/2011	O/2011/112/MHH	NCC (Erik Drake)	S50 NRSW Act 1991 license acceptance	Posted	1107.9	I/2011/156/MHH
29/08/2011	O/2011/113/MHH	Parish	Village Welcome leaflet version 9a	Delivered		
29/08/2011	O/2011/114/MHH	Royal Mail	Caldecott post box collection times query	Posted		
30/08/2011	O/2011/115/MHH	HMRC	PAYE treatment confirmation	Posted		
02/09/2011	O/2011/116/MHH	Parish Cllrs	Agenda 1109	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2011/2012

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq. No.	Sheet No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2011.24	30/06/2011	I/2011/127/MHH	NWB	BS Interest (Apr - Jun 2011)	Bank	B1		£0.23	£0.00	£0.23	£12,560.65	Interest			
2011.25	08/08/2011	I/2011/149/MHH	CGM Cambridge Ltd	Grass-cutting (July 2011)	000846	225		-£215.89	-£43.18	-£259.07	£12,301.58	Grass Cutting	1108.6.1	MHH, JH, PM	HA 1980 S96
2011.26	08/08/2011	I/2011/124/MHH	NCALC	Training course (Cllr J.Harwood)	000847	225		-£29.00	£0.00	-£29.00	£12,272.58	Training	1108.6.1	MHH, JH, MWE	LGA 1972 S111
2011.27	08/08/2011	I/2011/125/MHH	E-On	St Lt Power (Apr - Jun 2011)	000848	225		-£312.58	-£62.52	-£375.10	£11,897.48	St Lighting	1108.6.1	MHH, JH, PM	PCA 1957 S3
2011.28	08/08/2011	I/2011/129/MHH	Chelveston Village Hall	Hall hire (Apr - Jun 2011)	000849	225		-£60.00	£0.00	-£60.00	£11,837.48	Hall	1108.6.1	MHH, JH, MWE	LGA 1972 S111
2011.29	08/08/2011	I/2011/132/MHH	E-On Energy Services	Repairs to Lamp 16	000850	225		-£23.47	-£4.69	-£28.16	£11,809.32	St Light Repairs	1108.6.1	MHH, JH, PM	PCA 1957 S3
2011.30	08/08/2011	I/2011/133/MHH	E-On Energy Services	Repairs to Lamp 37	000851	225		-£23.47	-£4.69	-£28.16	£11,781.16	St Light Repairs	1108.6.1	MHH, MJI, MWE	PCA 1957 S3
2011.31	08/08/2011	O/2011/096/MHH	M.H.Hunter	Clerk's Expenses 1108	000852	225		-£96.75	-£13.33	-£110.08	£11,671.08	Gen. Admin	1108.6.2	MHH, MJI, MWE	LGA 1972 S111
2011.32	15/08/2011	I/2011/148/MHH	NCC	S50 NRSWA license	000853			-£372.00	£0.00	-£372.00	£11,299.08	Traffic Calming	SO83	MHH, MWW, MWE	LGRA 1997 S30
2011.33	15/08/2011	I/2011/151/MHH	W.T.Drage	Temp repair to 366 th BS post	000854	225		-£100.00	-£20.00	-£120.00	£11,179.08	305 Costs	SO83	MHH, MWW, MWE	WM(LAP) 1923 S1
2011.34	12/09/2011	I/2011/164/MHH	Chelveston Village Hall	Hall hire (Jul - Sept 2011)	000855			-£45.00	£0.00	-£45.00	£11,134.08	Hall	1109.6.1	MHH, MJI, MWE	LGA 1972 S111
2011.35	12/09/2011	I/2011/166/MHH	CGM Cambridge Ltd	Grass-cutting (August 2011)	000856			-£215.89	-£43.18	-£259.07	£10,875.01	Grass Cutting	1109.6.1	MHH, MJI, MWE	HA 1980 S96
2011.36	12/09/2011	O/2011/117/MHH	M.H.Hunter	Clerk's Expenses 1109	000857			-£66.81	£0.00	-£66.81	£10,808.20	Gen. Admin	1109.6.2	MHH, MJI, MWE	LGA 1972 S111
							Balance C/F	£0.00	£11,446.49	-£638.29	£10,808.20	£10,808.20			

[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
- LG(MP)A Local Govt (Misc Provisions) Act
- LGRA Local Govt and Rating Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- SHAA Small Holdings and Allotments Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheques ??? not used

Category	S137	Amount	VAT	Total
B/F		£10,904.43	£0.00	£10,904.43
Allotment receipts		£0.00	£0.00	£0.00
Bank interest		£1.82	£0.00	£1.82
Misc. receipts		£404.80	£0.00	£404.80
Play Area receipts		£71.00	£0.00	£71.00
Precept		£4,750.00	£0.00	£4,750.00
VAT refund		£0.00	£0.00	£0.00
305th BG memorial donations		£0.00	£0.00	£0.00
Income		£16,132.05	£0.00	£16,132.05
Allotment costs		-£30.00	£0.00	-£30.00
Audit		£0.00	£0.00	£0.00
Clerk's salary		£0.00	£0.00	£0.00
E-Government		-£101.66	-£13.33	-£114.99
Elections		£0.00	£0.00	£0.00
Gen. Admin		-£339.05	£0.00	-£339.05
Grants		£0.00	£0.00	£0.00
Grass cutting		-£1,295.34	-£259.08	-£1,554.42
Ground works		£0.00	£0.00	£0.00
Insurance		-£462.21	£0.00	-£462.21
Misc. expenses		£0.00	£0.00	£0.00
Play Area costs		£0.00	£0.00	£0.00
Recreation		£0.00	£0.00	£0.00
St Lighting		-£1,411.40	-£282.03	-£1,693.43
St Lighting (new)		-£225.46	-£45.09	-£270.55
St Lighting (repairs)		-£93.88	-£18.76	-£112.64
Subscriptions		-£120.56	£0.00	-£120.56
Traffic calming		-£372.00	£0.00	-£372.00
Training		-£29.00	£0.00	-£29.00
Village Hall		-£105.00	£0.00	-£105.00
305th BG memorial costs		-£100.00	-£20.00	-£120.00
S137	£0.00		£0.00	£0.00
Expenditure	£0.00	-£4,685.56	-£638.29	-£5,323.85
Income + Expenditure	£0.00	£11,446.49	-£638.29	£10,808.20

Audit tables	
Brought Forward	£10,904.43
Precept	£4,750.00
Other income	£477.62
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£5,323.85
Balance	£10,808.20
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 @ 7p	Post pence	DL Env @ 6p	C5 Env @ 7p	C4 Env @ 10p	Copy @ 7p	Phone Calls	Mileage @ 40p/mile	Other
31/07/2011	TWM Solicitors - identification for Land Registry	2	46		1		6			
01/08/2011	Wilson Browne Solicitors - certified copies									£4.00
06/08/2011	August/September Newsletter [220]									£26.40
06/08/2011	ENC Planning Policy - response to consultation	1	46	1			1			
06/08/2011	Receipt book									£0.99
08/08/2011	Pre-minutes for Clerk (M1108)	6								
09/08/2011	Peter Smith - consent to shed on plot 16	1		1			1			
09/08/2011	E-On - payment of invoice		46	1						
11/08/2011	E-On Energy Services - Order	1	46	1			1			
12/08/2011	Minutes 1108 - 2 P.Cllrs & File	9					18			
12/08/2011	E-On Energy Services - payment of invoice [2]		46	1						
12/08/2011	NCALC - payment of invoice		46	1			1			
12/08/2011	CGM Cambridge - payment of invoice		46	1			1			
13/08/2011	ENC Planning - response to consultation	2	46	1			2			
15/08/2011	WT Drage - payment of invoice		46	1						
15/08/2011	NCC - S50 NRSWA license application	14	138			1	14			
20/08/2011	Orange - ISP									£17.99
22/08/2011	BDO LLP - response to query	1	92			1	1			
27/08/2011	NCC - S50 NRSWA license application		46		1					
29/08/2011	Royal Mail - collection times query	1	46	1			1			
30/08/2011	HMRC - PAYE treatment confirmation	1	46	1			1			
02/09/2011	Agenda M1109 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£3.01	£7.82	£0.66	£0.14	£0.20	£5.60	£0.00	£0.00	£49.38

TOTAL VALUE = £66.81



Chelveston-cum-Caldecott Parish Council

Northamptonshire

1705



Minutes of an Ordinary Meeting of the Parish Council

10th October 2011

Meeting Number 1110

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 10th October 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Wooding (Vice-chairman)
Cllr M.W.Emerson
Cllr J.Harwood
Cllr M.J.Izzard

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. None.

1 Apologies.

Cllr Dale opened the meeting at 7:30 p.m. and asked for any apologies – Cllr G.Harwood (ENC meeting), Cllr Mommersteeg (holiday) and D.Cllr P.Whiting (prior engagement). The meeting agreed to accept these apologies.

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

Cllrs Dale (Clerk of organisation), Emerson (Trustee) and J.Harwood (Chair of Management Committee) declared a prejudicial interest in item 5.1.

3 Notification of Executive Action under SO83.

The Clerk advised that he had consulted the Chairman and Vice-chairman in order to respond to an out of Parish planning application which was due before the next meeting.

4 Minutes of Previous Meetings.

The minutes of the Ordinary Parish Council Meeting **1109 – 12th September 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1109** with no amendments.

Proposed: Cllr Dale **Seconded: Cllr J.Harwood** **Decision: Unanimous**

5 Planning and Licensing Matters.

5.1 EN/11/01295/FUL – Extension and associated alterations at the Village Hall, Caldecott Road, Chelveston.

The Clerk explained that as 3 of the 5 Cllrs present had an interest in the application, a dispensation had been requested of the ENC Standards Board for the Cllrs to take part in this item. The Board noted that, if a dispensation were not granted, members of the public would not be able to put forward any comments for the Council to consider in respect of the planning application as the Council would be in-quorate and therefore unable to consider the matter.



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On the other hand it was noted that there was the potential of allegations of bias in any representation made by the Council given the relationship of any number of Cllrs to the charity. On balance the view was that the opportunity for local involvement was more important than the risk of allegations.

Cllr Dale explained the plans. The Clerk advised no objection from Highways. Neighbours had raised concerns about workmen overlooking during the works.

The meeting resolved: not to object to the application and instructed the Clerk to act accordingly.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

5.2 Update on previous applications

The Clerk advised that the Traffic Commissioner had granted the KSS application for a Goods Vehicle Operators License at the CRE site, with the conditions previously agreed by the Council. Errant vehicle movements were being logged, but after the initial start-up hiccups, few of the "sightings" were actually KSS vehicles.

CRE had submitted evidence of their pre-construction mitigation works, as required by the AD plant consent to NCC. This was being passed to various authorities for approval.

The change of use and fencing at No.2 Chelston Rise and the front extension at *Storfield House* had both been withdrawn and the Hillside garages, the *Wildacre* conservatory, the *Kiriandra* change of use and the *Darsdale Farm* (Raunds) developments have not yet been determined.

NCC formally adopted the Development & Implementations Principles SPD on 30th September. This Council had supported the principle of waste catchment areas, which has been adopted, but amended from maximum radius/area to only indicative area.

The new farm on the Raunds road has been named as *High Mere Farm*, with *High Mere Lodge* adjacent (NB. These are in Stanwick parish).

6 Financial Transactions.

- 6.1 The following invoices were due for payment – ENC (printing), E-On Energy Services (replacing 4x lamps), NCALC (training course), BDO LLP (Audit), CGM (grass cutting), Wicksteed Leisure (play area inspection) and E-On Energy Services (St Lt maintenance (Jul - Sep)). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Emerson Decision: Unanimous

- 6.3 Cllr Emerson advised the bank statements for the month of September had been received and reconciled.

Opening Balance for the meeting £10,808.20

Receipts since last meeting

Number	Sender	Description	Method	Amount
2011.37	ENC	Precept (50%)	BACS	£4,750.00
Total Receipts this meeting				<u>£4,750.00</u>



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Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2011.38	ENC	Welcome leaflet printing	000858	£31.84
2011.39	E-On Energy Services	St Lt replacement (x4)	000859	£1,082.21
2011.40	NCALC	Training course (Clerk)	000860	£29.00
2011.41	BDO LLP	External Audit 2010-11	000861	£162.00
2011.42	CGM Cambridge	Grass Cutting (Sept 2011)	000862	£259.07
2011.43	Wicksteed Leisure	Play Area inspection	000863	£85.20
2011.44	E-On Energy Services	St Lt Main (Jul – Sep 2011)	000864	£166.19
2011.45	M.H.Hunter	Expenses to 1110	000865	£53.11
Total Expenditure this meeting				£1,868.62
Closing Balance for this meeting				£13,689.58

7 Updates on Projects List.

7.1 Highways and Footways Issues.

The Clerk advised that NCC installed the three posts, the 30 roundels were awaited. Potholes had been repaired in Caldecott near *Top Gate Farm*. Mechanical road sweepers had also been seen working in the parish. Cllr Mommersteeg had sent a message via the Clerk that the grass-cutters had done a very good job this summer.

Cllr Dale advised he had accepted an offer of 2,000 daffodil bulbs from Bloms Nursery, to be planted in the Chelveston verges to complement the bulbs donated and planted by Cllr & Mrs Wooding in Caldecott.

Cllr Dale updated the meeting on the hedges by the *Star & Garter* field, which were encroaching onto the B645 (Higham Road) and suggested the Council serve a notice (as with the Duchy field hedges).

The meeting resolved: to serve a notice on the *Star & Garter* regarding the state of the hedges on the B645 and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr J.Harwood Decision: Unanimous

7.2 Street Lighting.

The Clerk advised that Lamp 33 (*The Marches*, Caldecott) had been reported as dim red glow and Lamp 57 (no.2 Chelston Rise) had been reported as dead. The Unmetered Supplies Certificate for the 4 replacement lamps has been updated.

7.3 Ditches.

Cllr Emerson advised that the field spring water outflow under the road between Caldecott and Chelston Rise appeared to smell of sewerage. There may be a burst pipe that is contaminating the water. The Clerk will investigate.

7.4 E-Government.

The Clerk advised for the 30 day period ending 10th October 2011 of the 1,325 website hits, 3.4% came from the US, 9.4% from Europe and 4.6% from other countries.

7.5 Rights of Way

Cllr Izzard reported that he had unfortunately failed to attend the NCC joint Path Warden / Tree Warden meeting, held at Brixworth on 21st September, due to misreading the venue.

7.6 Trees

The Clerk advised that the topping and lifting of the trees on the verge of the Raunds Road had not yet happened.



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7.7 Community Safety

Cllr Emerson advised no report.

7.8 Allotments

Cllr Emerson advised that the Allotment Association were in discussions with the farmer to base a steel container on his land, out of view of Disbrowe Court.

7.9 Parish Emergency Plan

Cllr Dale advised no report.

7.10 Parish Charities

Cllr Dale (Educational Foundation) advised that the 80 year old sewage system to the Village Hall and *School House* had been replaced.

Cllr J Harwood (Sawyers Charity) advised that the Trustees had met on 20th September. Cllr Dale asked if they had completed their Trustees Annual Report yet and Cllr J. Harwood confirmed they had.

7.11 Quality Parish Council Renewal

The Clerk went through the Council's training records and the existing Training Policy (adopted October 2009). The Clerk then introduced a draft Training Statement of Intent which is one of the new mandatory tests.

Cllr Dale proposed further changes to the draft, so this was deferred to the next meeting.

8 Update of the damage to the 305th BG memorial.

The Clerk advised that the insurance company were not contesting liability, but were in negotiation with the driver's mother's insurers (whose vehicle he had been driving), to establish which insurance would bear the damages.

9 Update on adoption of Play Area at Chelston Rise.

The first draft from WPG's solicitor was still awaited. WPG were arranging for re-imburement of the six monthly inspection costs.

10 Acceptance of Annual Return for year ending 31st March 2011.

Cllr Dale advised that the external audit has been completed and the Council is required to formally note the issues arising report of the auditor. The auditor's report raised one item for the Council's attention, namely the Restatement of Fixed Assets. As submitted, the current year box did not agree with the previous year box, due to the Council's decision to adopt the auditors' advice and revalue the fixed assets (M1105.16). The previous year value has now been restated as to what it would have been, had the Council's decision been in force then.

The meeting resolved: to accept the Annual Return and the issues arising report of the auditor and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

The statutory notices will now be displayed.

11 Creation of a Joint Working Party on future cemetery provision.

The Clerk advised that the Council had powers as a Burial Authority under the *Local Government Act 1972*. The Council has powers to acquire land for such purposes under the *Open Spaces Act 1906*. The Council may set fees in return for the granting of rights (e.g. reservation of plots, burials, erecting of memorials) under the *Local Authorities' Cemeteries Order 1977*.



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Cllr Dale updated the Council on discussions with the Churchwardens. There was a great deal of uncertainty regarding future capacity of the Churchyard, which might be as low as three years. He had therefore investigated the feasibility of a Ground Penetrating Radar (GPR) survey.

It was suggested the Council and the PCC jointly form a working party of three or four members from either side to investigate further and come back with recommendations to both bodies. The Clerk advised the Cllr Mommersteeg had indicated she would like to serve.

The meeting resolved: to appoint Cllrs Dale, Izzard, Mommersteeg and Wooding to form a joint working party with the PCC, to investigate the burial capacity of the Churchyard and future cemetery provision and to report back to both bodies with recommendations.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

The Clerk would advise the Secretary of the PCC accordingly.

12 Responses to Consultations.

The Clerk advised of the following consultations –

DCLG - *Draft National Planning Policy Framework* [Due 17th October]. This is a key part of the government reforms to make the planning system less complex and more accessible, and to promote sustainable growth. It would replace the existing PPS's, PPG's and some Planning Circulars (e.g. 05/05 Planning Obligations) with one document. The media has already publicised the presumption in favour of sustainable development. There is also a Local Green Space designation to protect green areas that are special to a community.

ENC – *Infrastructure Requirements* [no end date]. This is similar to the exercise recently undertaken by this Council, but now rolled out to the whole district. In addition to the developments and infrastructure potential, the consultation also asks how communication around planning and related issues might be strengthened between ENC and this Council

Boundary Commission for England – *2013 review of Parliamentary constituencies* [Due 5th December]. The draft boundary plans show this parish remaining in the Wellingborough constituency. The meeting indicated it wished to support this.

13 Visits, Training and Courses.

Sat 22nd Oct – NCALC Conference and AGM at Saxon Hall Raunds @ 10:00 (Cllrs G & J Harwood & Clerk).

Weds 2nd Nov – NCC/EA/AW *Flood Fair* at ENC between 11:00 – 19:00 (Cllrs Dale & Izzard).

Weds 9th Nov – KSS visit to Material Recycling Facility (with ENC). (Cllrs Emerson & J.Harwood).

14 Approval of Chairman's and 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 Emerson

Decision: Unanimous

15 Clerk and Councillors' Reports.

The Clerk advised the Remembrance Service would be held on Sunday 13th November, starting at 09:00, with the laying of the wreaths afterwards. Cllr Dale would represent the Council.

The Clerk advised a resident had enquired about the Government announcement of the £250m Weekly Collections Support Scheme fund to restore weekly waste collections. Cllr G.Harwood, as Chairman of ENC's waste and recycling working party, had responded via the Clerk: "*We will, of course, be looking at the fine detail of the proposal, but we recognised early on that people*



Chelveston-cum-Caldecott Parish Council

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wanted a weekly collection, which is why we introduced what has now become a highly successful weekly collection for food waste – the rubbish that creates smells and other problems.

Figures for the first two weeks of the new contract showed we collected more than 150 tonnes of food waste and more than 500 tonnes of mixed recycling, compared with just 220 tonnes for the last two weeks of the old system, which is clearly much better for the environment. We are confident we are on track to increase this even further over the rest of this year and the next”.

The Clerk advised that he was receiving a number of offers for personalised memorabilia for the 2012 Queen’s Diamond Jubilee celebrations. It was suggested this should be discussed by the Council at the next meeting.

The Clerk advised the ENC were hoping to initiate a Community Governance Review (formerly a Parish Boundary Review) in 2012, as the last changes occurred 11 years ago.

Cllr Dale advised that Cllr G.Harwood had notified the Council of an informal complaint from KSS, regarding an unauthorised visitor on their site, who had claimed to be a “Parish Cllr”. He was described as a bike rider, tall and slim. None of the three adjacent Parish Councils were aware of a visit by one of their Cllrs.

The public & press were excluded from item 16 on the grounds that the business transacted involves the likely disclosure of exempt information.

16 Review of Clerk’s Contract.

Cllr Dale reminded the meeting that they were, as the Clerk’s employer, required to review his contract on an annual basis.

The Clerk advised that in June 2010 the coalition government announced a pay freeze for all public sector employees for two years, save for those under £21,000. The national pay award for 2011 remained at no increase.

The Council had now operated for just under three years with the Clerk “remote working” during weekdays. The meeting had to decide if this approach still meets the Council’s needs (i.e. to continue the arrangement or recruit a replacement).

The meeting resolved to: continue with the present arrangements and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Wooding

Decision: Unanimous

The meeting also noted the Clerk’s performance during the year and on behalf of the Parish thanked him for his contribution.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 14th November in the Chelveston Village Hall. The meeting closed at 8:37 p.m.

Issued on 11th October 2011.

Pages 1705 – 1714 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
02/09/2011	I/2011/161/MHH	ENC Planning	Application for extension and associated alterations at the Village Hall	Actioned
17/09/2011	I/2011/168/MHH	NCALC	Course joining instructions	File
17/09/2011	I/2011/169/MHH	ENC Planning	Application withdrawn for fencing at No.2 Chelston Rise	File
17/09/2011	I/2011/170/MHH	Wicksteed Playscapes	Invoice & report on Chelston Rise play area inspection	Actioned
17/09/2011	I/2011/171/MHH	Cory Environmental Trust	Funding request declined	File
17/09/2011	I/2011/172/MHH	NCC (Mark Chant)	NCC MWDF C&MD DPD - legal challenge date now passed	File
17/09/2011	I/2011/173/MHH	NCC (Erik Drake)	S50 NRSW Act 1991 license issued	File
19/09/2011	I/2011/174/MHH	UMSO	Unmetered Supplies Certificate	File
23/09/2011	I/2011/175/MHH	ENC (Rosanne Fleming)	BACS Advice for Precept payment (50%)	File
23/09/2011	I/2011/176/MHH	SLCC	Utility savings offer	File
23/09/2011	I/2011/177/MHH	Boundary Commission	Consultation on changes to parliamentary boundaries	Actioned
23/09/2011	I/2011/178/MHH	Beds BC (Paul Rowland)	Notification of appeal against refusal of Podington Windfarm	File
30/09/2011	I/2011/179/MHH	NCALC	Update - Issue 5/11 September - October 2011	File
30/09/2011	I/2011/180/MHH	ENC (K.Randle)	Invoice for printing Village Welcome leaflets	Actioned
30/09/2011	I/2011/181/MHH	E-On Energy Services	Invoice for replacing 4 St Lamps	Actioned
30/09/2011	I/2011/182/MHH	NCALC	Invoice for training course (Clerk)	Actioned
30/09/2011	I/2011/183/MHH	ENC	Minutes of Standards Board mtg on 21 st September	File
30/09/2011	I/2011/184/MHH	ENC (Sharn Matthews)	Dispensation Letter (and e-mail correction)	File
30/09/2011	I/2011/185/MHH	BDO LLP	Annual Return and invoice	Actioned
01/10/2011	I/2011/186/MHH	Beds BC (Paul Rowland)	Consultation on Bedford Development Framework	File
01/10/2011	I/2011/187/MHH	CPRE	Guide to responding to planning applications	File
03/10/2011	I/2011/188/MHH	E-On Energy Services	Invoice for St Lt maintenance (Jul - Sept)	Actioned
03/10/2011	I/2011/189/MHH	Traffic Commissioner	Decision notice for KSS GVOL at CRE site	File
06/10/2011	I/2011/190/MHH	ENC (Sharn Matthews)	Infrastructure requirements	Awaiting
06/10/2011	I/2011/191/MHH	NCC (Mark Chant)	NCC MWDF Development & Implementations SPD adopted	File
08/10/2011	I/2011/192/MHH	NCC (Flod Risk team)	Northamptonshire Flood Fair	File
08/10/2011	I/2011/193/MHH	ENC Planning	Storfield House application withdrawn	File
08/10/2011	I/2011/194/MHH	NCC (Angela James)	Posters for on-line school place applications	Actioned
08/10/2011	I/2011/195/MHH	Queen's DJ Beacons	Leaflet for Diamond Jubilee beacons	File
08/10/2011	I/2011/196/MHH	E-On	Invoice for St Lt power (Jul - Sept)	Awaiting
10/10/2011	I/2011/197/MHH	ENC (Pauline Matheson)	Posters for Local Democracy week	File
10/10/2011	I/2011/198/MHH	CGM Cambridge Ltd	Invoice for grass cutting (September)	Actioned
10/10/2011	I/2011/199/MHH	NHS Northants	"Your Winter Well Guide" Booklets	File
10/10/2011	I/2011/200/MHH	NWB	Bank statements	Actioned

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.
2011						
03/09/2011	O/2011/117/MHH	Parish Cllrs	Minutes 1109	Delivered		
12/09/2011	O/2011/118/MHH	ENC Planning	Response to application	Posted	1109.5.1	I/2011/160/MHH
12/09/2011	O/2011/119/MHH	ENC Planning	Response to application	Posted	1109.5.2	I/2011/153/MHH
12/09/2011	O/2011/120/MHH	Traffic Commissioners	Response to GVOL conditions	Posted	1109.5.3	I/2011/162/MHH
17/09/2011	O/2011/121/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1109.6.1	I/2011/166/MHH
24/09/2011	O/2011/122/MHH	ENC Planning	Response to application	Posted	SO83	
01/10/2011	O/2011/123/MHH	Parish	Newsletter (Oct - Nov)	Delivered		
30/09/2011	O/2011/124/MHH	TWM Traffic Control	Order for VAS and parts	Posted	1107.9	
03/10/2011	O/2011/125/MHH	Parish Cllrs	Agenda M1110	Delivered		

**Chelveston-cum-Caldecott Parish Council
Clerk's Expenses Record**

S&P= Supply + Print

Date	Item	A4 S & P @ 7p	Post pence	DL Env @ 6p	C5 Env @ 7p	C4 Env @ 10p	Copy @ 7p	Phone Calls	Mileage @ 40p/mile	Other
12/09/2011	Pre-minutes for Clerk (M1108)	5								
12/09/2011	ENC Planning - response to consultation		46	1						
12/09/2011	ENC Planning - response to consultation	1	46	1			1			
12/09/2011	Traffic Commissioner - response to conditions	1	46	1			1			
15/09/2011	Minutes 1109 - 2 P.Cllrs & File	10					20			
17/09/2011	CGM Cambridge - payment of invoice		46	1			1			
20/09/2011	Orange - ISP									£17.99
24/09/2011	ENC Planning - response to consultation	1	46	1			1			
30/09/2011	TWM Traffic Control - VAS order	1	46	1			1			
01/10/2011	Oct/Nov Newsletter [220]									£26.40
03/10/2011	Agenda M1110 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£1.61	£2.76	£0.36	£0.00	£0.00	£3.99	£0.00	£0.00	£44.39

TOTAL VALUE =

£53.11



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

14th November 2011

Meeting Number 1111

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 14th November 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Wooding (Vice-chairman)
Cllr M.W.Emerson
Cllr G.Harwood MBE
Cllr J.Harwood
Cllr M.J.Izzard
Cllr P.Mommersteeg

Clerk: Mr. M.H.Hunter

ENC: D.Cllr P.Whiting

Public: 7 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. Mike Cousins (Preserve) gave a short update on the current appeal process and strategy.

1 Apologies.

Cllr Dale opened the meeting at 7:50 p.m. and asked for any apologies – none.

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

Cllr G.Harwood declared an interest in item 5.1 (member of the ENC Development Control Committee).

3 Notification of Executive Action under SO83.

The Clerk advised that he had consulted the Chairman and Vice-chairman to place an order on the stonemason without delay, following receipt of the claim settlement, before the next meeting.

4 Minutes of Previous Meetings.

The minutes of the Council meeting **1110 – 10th October 2011** had been circulated.

The meeting resolved to: approve the minutes of meeting **1110** with no amendments.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

5 Planning and Licensing Matters.

Cllr G.Harwood did not take part in item 5.1 to avoid predetermination at ENC.

5.1 EN/11/01756/FUL – New front porch and single storey rear extension at 2 St Johns Cottages, Water Lane, Chelveston.

Cllr Dale explained the plans. The Clerk advised that 1 *St Johns Cottages* had no objections.

The meeting resolved: not to object to the plans and instructed the Clerk to inform ENC accordingly.

Proposed: Cllr Dale Seconded: Cllr J.Harwood Decision: Unanimous



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Cllr Wooding advised that a resident had asked if SLOW – HORSES warning signs could be erected in Caldecott, now that the equestrian centre was up and running. The owner supported this and had offered a £200 donation. NCC Highways had indicated one sign/pole would be needed near the Bidwell Lane junction and a second (possibly re-using a redundant post) near the turn to the CRE site.

The Clerk advised Highways signage funding was already allocated, but this Council could provide warning sign funding under s72 *Road Traffic Regulations Act 1984*. Cllr Emerson felt this was a good idea, but suggested the item be deferred until the costs of the signs were known.

Cllr Dale advised a resident was concerned that about HGVs from Robert Wiseman using the Raunds road (B663) in the late evening. They are > 7.5tonnes and shouldn't be using the B663 for access to Warth Park, Raunds. The meeting agreed to write to the firm directly.

Cllr J.Harwood advised of a Chelveston resident who was having problems with the footways when trying to use a mobility scooter. Cllr Dale suggested the footways be surveyed over winter and prioritised for the Spring works.

Cllr Dale advised a resident had asked if parking bays could be marked out on the public highway in front of the High Street (on the triangle), to make it easier and safer to park without causing an obstruction to other users. The Clerk advised this Council had no powers to provide on-road parking and NCC Highways had been notified. Cllr Emerson asked that the Council re-look at pressing for the B645 Kimbolton to B663 Raunds road side of the triangle to be made one-way.

Cllr G.Harwood referred to a recent NCC Highways newsletter and asked if the meeting felt there were any traffic signs that needed removing (decluttering the streetscene)? The meeting did not think this was a problem in the parish.

7.2 **Street Lighting.**

The Clerk advised that Lamp 33 (*The Marches*, Caldecott) and Lamp 57 (no.2 Chelston Rise) had been repaired.

7.3 **Ditches.**

Cllr Emerson advised no report. Cllr Dale advised he would visit *Haleworth* to clear the ditch there, which was reported as blocked with leaves.

7.4 **E-Government.**

The Clerk advised for the 30 day period ending 13th November 2011 of the 1,830 website hits, 7.8% came from the US, 0.8% from Europe and 1.8% from other countries.

On the History site, new pages had been added for Horace Eady's memories and the ARP & Fire Watchers. A timeline had also been added to the History home page.

7.5 **Rights of Way.**

Cllr Izzard advised no report.

7.6 **Trees.**

The Clerk advised that the topping and lifting of the trees on the verge of the Raunds Road had not yet happened. A reminder had been sent to Street Doctor.

7.7 **Community Safety.**

Cllr Emerson advised of a foiled break-in in Duchy Close, where access had been gained via the rear gardens.

Cllr Dale advised the new national non-emergency number for the Police (101) was being rolled out over England and Wales and this has now been implemented in Northamptonshire. Calls will cost 15p from mobiles or landlines, regardless of call length.

7.8 **Allotments.**

Cllr Emerson advised no report.



Chelveston-cum-Caldecott Parish Council

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7.9 Parish Emergency Plan.

Cllr Dale advised no report.

7.10 Parish Charities.

Cllr Dale (Educational Foundation) advised that as planning permission had been granted, he was now making a grant application to ENC.

Cllr J Harwood (Sawyers Charity) advised no report.

7.11 Quality Parish Council Renewal.

The Clerk went through the updated draft Training Statement of Intent which is one of the new mandatory tests.

The meeting resolved: to adopt the Training Statement of Intent and instructed the Clerk to act accordingly.

Proposed: Cllr Izzard Seconded: Cllr Mommersteeg Decision: Unanimous

7.12 Joint Working Party on future cemetery provision.

Cllr Dale advised the PCC had discussed the creation of a JWP and agreed to proceed. The four PCC members would be Fr Grant, Michael Foulger, Arthur Wright and Zara Cunliffe.

Cllr Dale outlined ideas for a Ground Penetrating Radar (GPR) survey of the churchyard, but a Faculty would be required from the Diocese before this could be undertaken.

8 Update of the damage to the 305th BG memorial.

The Clerk advised that the insurance company had now settled the claim and the replacement 366th BS post had been ordered from the stonemason using the same materials to match.

9 Update on adoption of Play Area at Chelston Rise.

WPG had arranged re-imbursement of the six monthly inspection costs.

10 FY11-12 Second Quarter Budget Control Review.

The Clerk went through the forecast and spend to-date with the meeting and the following virements were proposed -

Other Income	+£2,301.00	Elections	+£ 155.00
VAT refund:	+£ 600.00	Cemetery works	+£3,000.00
Verge maintenance:	-£ 600.00	War memorial	+£ 680.00
Clerk's Salary:	-£ 645.75	VAT paid	+£ 292.00
		Unrestricted Reserves	-£ 800.00

The meeting resolved to accept the virements and instructed the Clerk to act accordingly.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

11 Update on the Localism Bill.

The Clerk advised the Localism Bill completed its journey through Parliament on Tuesday 8th November and was now awaiting Royal Assent. It would become law before Christmas, but most of the provisions would come into force on 1st April 2012, or later under secondary legislation.

Of interest to this Council was the General Power of Competence (likely to be based on Quality Council criteria, but with additional training component for the Clerk), revocation of the Regional Spatial Strategies and the Neighbourhood Development Plans and Orders.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

12 Binding of the Council Minutes 1994-1999.

As per the September meeting (M1109.16), the Clerk had contacted a local and a national firm for quotes to bind the 1994 – 1999 minutes, prior to deposit at the Northants Records Office.

The Fine Book Bindery suggested the best covering would be leather spine and corners with cloth sides, which they would do for about £100. A value option would be full cloth or buckram which they would do for about £75.

Shaws offered a Rexine covering and the cost to bind with gold blocking to face and spine would be around £83.70 (including SLCC 10% discount).

The meeting resolved to have the minutes bound by Shaws and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson

Seconded: Cllr Izzard

Decision: Unanimous

13 Further print run of recreational walks leaflets.

The Clerk confirmed that ENC still held the art work and had offered the printing at the same rates, namely 200 leaflets in 100gm glossy finish, folded, for £60 (+VAT & delivery).

The meeting resolved to print 200 leaflets and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Izzard

Decision: Unanimous

14 Grass-cutting arrangements for 2012.

The Clerk advised that NCC had confirmed their service would be for 3 cuts a year, with the grant reduced accordingly. CGM (Cambridge) Ltd had confirmed they wished to apply for the grass cutting for a third season, with their rates rising 11%.

The meeting resolved to award the grass cutting to CGM (Cambridge) Ltd and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr Emerson

Decision: Unanimous

15 Budget Proposals for FY12-13.

The Clerk went through the assumptions and known cost increases so far and the likely budget requirement based on the Council's intentions to date. The preference was for an increased overall funding, but with reduced individual household contributions. The final budget and Precept would be set at the January meeting.

16 Responses to Consultations.

The Clerk advised of the following consultations –

ENC – *Infrastructure Requirements* [no end date]. This is similar to the exercise recently undertaken by this Council, but now rolled out to the whole district. In addition to the developments and infrastructure potential, the consultation also asks how communication around planning and related issues might be strengthened between ENC and this Council.

ENC – *Review of Dog Control Orders* [Due 25th November 2011]. Dog Control Orders were introduced in 2009. At present the parish is covered by the district-wide orders (e.g. *Removal of dog foul, Putting & keeping a dog on a lead when requested by authorised officer*). Some parishes use area specific orders (e.g. *Dog exclusion zone*) to protect play areas.

Local Government Boundary Commission for England – *Review of NCC* [Due 5th December]. The LGBCE was consulting on reducing NCC from 73 to 57 Cllrs.

The meeting agreed to NCC reduction, suggested the Play Area for a possible dog exclusion zone and suggested ENC reinstate the old format ENC – P&TC meetings.



Chelveston-cum-Caldecott Parish Council

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17 Visits, Training and Courses.

Tues 29th Nov – ENC presentation on *Planning and Infrastructure* at ENC @ 19:00.

Tues 6th Mar – SLCC *Cemetery Management* at Newport Pagnell

Cllrs G & J Harwood reported on the NCALC Conference and AGM.

Cllr Dale reported on the NCC/EA/AW *Flood Fair*.

Cllrs J Harwood & Emerson reported on the KSS visit to Material Recycling Facility (with ENC).

Cllrs Dale, Wooding & Izzard reported on the meeting with WPG.

At 9:00 p.m. the meeting agreed to continue under SO1(d).

18 Approval of Chairman's and 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 Mommersteeg

Decision: Unanimous

19 Clerk and Councillors' Reports.

The Clerk advised the Remembrance Service was held on Sunday 13th November and Cllr Dale had represented the Council. Cllrs G. & J. Harwood and Mommersteeg were also present.

Cllr Dale advised of an (out of parish) planning application had been received too late for the agenda, for change of conditions at the Westwood AD plant. The request was to be allowed to work on public/bank holidays (except for Christmas Day). If the Council wished to respond it would have to be via SO83, in which case the meeting was invited to give guidance

Cllr G. Harwood asked that NCC confirm the extra demand for waste recycling was within the 30 mile catchment radius as per condition 25 of the Westwood AD consent.

Cllr Emerson indicated he was ready to collect the donated bulbs from *Bloms Bulbs* this weekend and Cllr Dale agreed to coordinate some volunteers to assist with the planting in Chelveston.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 12th December in the Chelveston Village Hall. In keeping with recent tradition, Cllrs were invited to bring seasonal refreshments to the meeting. The meeting closed at 9:10 p.m.

Issued on 15th November 2011.

Pages 1715 – 1724 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
06/10/2011	I/2011/190/MHH	ENC (Sharn Matthews)	Infrastructure requirements	Actioned
08/10/2011	I/2011/196/MHH	E-On	Invoice for St Lt power (Jul - Sept)	Actioned
14/10/2011	I/2011/201/MHH	ENC Planning	Further details on <i>Kiriandra</i> application	Actioned
14/10/2011	I/2011/202/MHH	ENC (Karen Williams)	Best of British project	File
15/10/2011	I/2011/203/MHH	RSA	Payment for claim on 366 th BS post damage	Actioned
15/10/2011	I/2011/204/MHH	WPG (Jas Rai)	Payment for 6 monthly play area inspection	Actioned
15/10/2011	I/2011/205/MHH	Came & Co	<i>Parish Matters</i> newsletter Autumn 2011	File
22/10/2011	I/2011/206/MHH	ENC Planning	Planning permission granted for <i>Widlacre</i> conservatory	File
28/10/2011	I/2011/207/MHH	Beds BC (Paul Rowland)	CRE Windfarm appeal dates	File
28/10/2011	I/2011/208/MHH	ENC (Claire Patty)	Review of Dog Control Orders	Actioned
29/10/2011	I/2011/209/MHH	C&CD	<i>Clerks & Councils Direct</i> Issue 78 November 2011	File
29/10/2011	I/2011/210/MHH	ENC Planning	CRE Windfarm appeal dates	File
29/10/2011	I/2011/211/MHH	NCC (Lara Inglott)	Grass-cutting S136 agreement 2012 grant details	Actioned
29/10/2011	I/2011/212/MHH	NWB (Steve Wakelin)	Fixed Rate Deposits issue 22	File
04/11/2011	I/2011/213/MHH	Local Govt BCE	Electoral review of NCC	Actioned
04/11/2011	I/2011/214/MHH	HMRC	Acknowledgement of claim and replacement form VAT126	File
04/11/2011	I/2011/215/MHH	NWB	Bank statements	File
05/11/2011	I/2011/216/MHH	CGM Cambridge Ltd	Invoice for grass cutting (October)	Actioned
07/11/2011	I/2011/217/MHH	HMRC	BACS remittance advice for VAT refund	File
11/11/2011	I/2011/218/MHH	ENC (Sharn Matthews)	T&PC Planning & Infrastructure session	File
12/11/2011	I/2011/219/MHH	NCC (P2P Team)	Change required to invoice	Actioned
12/11/2011	I/2011/220/MHH	ENC (Judi Miles)	Supporting statement for election costs	File
12/11/2011	I/2011/221/MHH	ENC Planning	Permssion granted for Village Hall extension	File
12/11/2011	I/2011/222/MHH	ENC Planning	Application for front porch & single storey rear ext a2 <i>St Johns Cottages</i>	Actioned
14/11/2011	I/2011/223/MHH	ENC (Judi Miles)	Missing invoice from I/2011/220/MHH	Awaiting

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.
2011						
11/10/2011	O/2011/126/MHH	Parish Cllrs	Minutes M1110	Delivered		
10/10/2011	O/2011/127/MHH	Parish Cllrs	Training Statement of Intent	Delivered	1110.7.11	
10/10/2011	O/2011/128/MHH	ENC Planning	Response to application	Posted	1110.5.1	I/2011/161/MHH
11/10/2011	O/2011/129/MHH	PCC	Formation of Joint Working Party	Delivered	1110.11	
11/10/2011	O/2011/130/MHH	E-On Energy Services	Payment of invoice	Posted	1110.6.1	I/2011/188/MHH
11/10/2011	O/2011/131/MHH	BDO LLP	Payment of invoice	Posted	1110.6.1	I/2011/185/MHH
11/10/2011	O/2011/132/MHH	E-On Energy Services	Payment of invoice	Posted	1110.6.1	I/2011/181/MHH
14/10/2011	O/2011/133/MHH	W.T.Drage	Order for replacement post for 366th BS	Posted	SO83	
16/10/2011	O/2011/134/MHH	ENC	Payment of invoice	Posted	1110.6.1	I/2011/180/MHH
16/10/2011	O/2011/135/MHH	NCALC	Payment of invoice	Posted	1110.6.1	I/2011/182/MHH
16/10/2011	O/2011/136/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1110.6.1	I/2011/198/MHH
16/10/2011	O/2011/137/MHH	Wicksteed Playscapes	Payment of invoice	Posted	1110.6.1	I/2011/170/MHH
22/10/2011	O/2011/138/MHH	Andrea Claydon	Star & Garter field hedge overhanging B645	Delivered	1110.7.1	
22/10/2011	O/2011/139/MHH	ENC Planning	Response to application	Posted	SO83	I/2011/201/MHH
24/10/2011	O/2011/140/MHH	HMRC	VAT refund request for FY10-11	Posted		
29/10/2011	O/2011/141/MHH	NCC (Lara Inglott)	Grass-cutting S136 agreement 2011 grant request	Posted		I/2011/043/MHH
06/10/2011	O/2011/142/MHH	Parish Cllrs	Agenda M1111	Delivered		

**Chelveston-cum-Caldecott Parish Council
Clerk's Expenses Record**

S&P= Supply + Print

Date	Item	A4 S & P @ 7p	Post pence	DL Env @ 6p	C5 Env @ 7p	C4 Env @ 10p	Copy @ 7p	Phone Calls	Mileage @ 40p/mile	Other
10/10/2011	Pre-minutes for Clerk (M1110)	7								
10/10/2011	Draft Statement of Training Intent	2					14			
10/10/2011	ENC Planning - response to application		46	1						
10/10/2011	PCC - JWP formation	1		1			1			
11/10/2011	E-On Energy Services - payment of invoices [2]		46	1						
11/10/2011	BDO LLP - payment of invoice		46	1						
14/11/2011	W.T.Drage - order for 366 th BS post	1	46	1			1			
16/10/2011	ENC - payment of invoice		46	1			1			
16/10/2011	CGM Cambridge - payment of invoice		46	1			1			
16/10/2011	NCALC - payment of invoice		46	1			1			
16/10/2011	Wicksteed Leisure - payment of invoice		46	1			1			
17/10/2011	Minutes 1110 - 2 P.Cllrs & File	10					20			
18/10/2011	Wreath									£17.00
20/10/2011	Orange - ISP									£17.99
22/10/2011	ENC Planning - response to application	1	46	1			1			
22/10/2011	S&G - hedge letter	1		1			1			
24/10/2011	HMRC - VAT refund claim	1	46	1			2			
29/10/2011	NCC - S136 grant claim	1	46	4			4			
05/11/2011	FY11/12 Q2 Budget Control sheets	1					7			
05/11/2011	FY12/13 draft budget sheets	1					7			
09/11/2011	Agenda M1111 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£2.17	£5.06	£0.96	£0.00	£0.00	£6.58	£0.00	£0.00	£34.99

TOTAL VALUE = £49.76



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

12th December 2011

Meeting Number 1112

Minutes of the **Ordinary Meeting** of the Parish Council held at 7:30 p.m. – **Monday 12th December 2011** in the Chelveston Village Hall.

Present: - Councillors: Cllr A.R.Dale (Chairman)
Cllr M.W.Wooding (Vice-chairman)
Cllr M.W.Emerson
Cllr G.Harwood MBE
Cllr J.Harwood
Cllr M.J.Izzard
Cllr P.Mommersteeg

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 apologies – D.Cllr Whiting (ENC meeting).

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

Cllrs Dale (Clerk of organisation receiving payment), Emerson (Trustee of same) and J.Harwood (Chair of Management Committee of same) declared a prejudicial interest in item 6.1.

3 Notification of Executive Action under SO83.

The Clerk advised that he had consulted the Chairman and Vice-chairman regarding an (out of parish) planning application had been received too late for the last meeting, for a variation of condition 5 to allow public holiday working at the Westwood AD plant.

4 Minutes of Previous Meetings.

The minutes of the Council meeting 1111 – 14th November 2011 had been circulated.

The meeting resolved to: approve the minutes of meeting 1111 with no amendments.

Proposed: Cllr Dale **Seconded:** Cllr Mommersteeg **Decision:** Unanimous

5 Planning and Licensing Matters.

- 5.1 **NCC 11.0078.WAS - Variation of condition 2 of planning permission 08/00002/WAS to increase the annual throughputs from 45,000 to 49,000 tpa and to allow digestate to be applied to farmland up to 5 miles from Westwood AD Plant, Bedford Road, Rushden.**

The meeting noted that 49,000 tpa was close to the 50,000 tpa Environmental Impact Assessment threshold and recalled the problems with odour emissions (involving the Environment Agency) from the digestate spreading earlier this year.

The meeting resolved: not to object to the increased annual throughput, but to object to the extension of the digestate spreading area and instructed the Clerk to inform NCC accordingly.

Proposed: Cllr Dale **Seconded:** Cllr Mommersteeg **Decision:** Unanimous



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5.2 Update on previous applications

The Hillside garages had been approved by committee. The No.2 *St Johns Cottages* extension, *Kiriandra* (Stanwick) change of use and the *Darsdale Farm* (Raunds) developments have not yet been determined.

The CRE appeal by public inquiry would be heard on from 6th – 9th and 12th – 16th March 2012 (total 9 days). The various outline and third party statements had been submitted.

6 Financial Transactions.

Cllr Dale did not take part in item 6.1 and Cllr Wooding chaired the meeting.

- 6.1 The following invoices were due for payment – ENC (2011 election costs), SLCC/ILCM (subscription 2012), Chelveston Village Hall (hall hire (Oct – Dec 2011)) and Broker Network (VAS insurance). The meeting resolved to approve these payments and authorised the appropriate cheques to be signed.

Proposed: Cllr Wooding Seconded: Cllr Izzard Decision: Unanimous

Cllr Dale resumed the chair.

- 6.2 A full list of the Clerk's expenses was included with the agenda. The meeting resolved to approve the payment and authorised the appropriate cheque to be signed.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous

- 6.3 Cllr Emerson advised the November bank statements had been received and reconciled.

Opening Balance for the meeting £13,371.18

Receipts since last meeting

Number	Sender	Description	Method	Amount
2011.53	HMRC	VAT refund 2010-11	BACS	£1,816.06
2011.54	NCC	Grass cutting grant	BACS	£546.88
2011.60	NCC	Cllr Empowerment grant	100059	£1,000.00
Total Receipts this meeting				<u>£2,362.94</u>

Payments to be made this meeting

Number	Payee	Description	Cheque	Amount
2011.55	ENC	Elections 2011	000869	£704.01
2011.56	SLCC / ILCM	Subscription 2012	000870	£96.00
2011.57	Chelveston Village Hall	Hall hire (Oct – Dec 2011)	000871	£45.00
2011.58	Broker Network	VAS insurance cover	000872	£25.00
2011.59	M.H.Hunter	Expenses to 1112	000873	£38.06
Total Expenditure this meeting				<u>£908.07</u>

Closing Balance for this meeting **£16,186.05**

7 Updates on Projects List.

7.1 Highways and Footways Issues.

The Clerk advised that the BT duct excavations on the B645 (Higham Road) had been repaired.



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The Clerk confirmed that in response to Cllr Wooding's suggestion for SLOW – HORSES warning signs and Cllr Emerson's request for a firm price, NCC had quoted £496.82 (ex-VAT) of which the equestrian centre would donate £200.

The meeting resolved: to install SLOW – HORSES signs at the Bidwell Lane junction and near to Chelston Rise and instructed the Clerk to act accordingly.

Proposed: Cllr Emerson Seconded: Cllr Mommersteeg Decision: Unanimous

Cllr Dale advised that further investigations had revealed that the Robert Wiseman HGVs that had used the Raunds road (B663) whilst the A45 roundabout was being repaired had been given false diversionary route information.

7.2 **Street Lighting.**

The Clerk advised no report.

7.3 **Ditches.**

Cllr Dale advised he had dug out the ditch at *Haleworth*, Caldecott.

7.4 **E-Government.**

The Clerk advised for the 30 day period ending 12th December 2011 of the 1,653 website hits, 4.0% came from the US, 1.8% from Europe and 5.8% from other countries.

7.5 **Rights of Way.**

Cllr Izzard advised no report.

7.6 **Trees.**

The Clerk advised that Street Doctor had decided the topping and lifting of the trees on the verge of the Raunds Road was not warranted, as it was not a highway safety issue. Cllr Dale said the issue was now the branches overhanging the footway.

7.7 **Community Safety.**

Cllr Emerson advised there had been a spate of crimes, especially of farm machinery. Cllr G.Harwood advised he was due to meet the Sector Inspector later this week to discuss increased patrolling of the parish.

7.8 **Allotments.**

Cllr G.Harwood asked if pigs could be kept on the allotments. The Clerk confirmed that there was no statutory right to keeping a pig i.e. it could only happen if the Council agreed to it.

7.9 **Parish Emergency Plan.**

Cllr Dale advised no report.

7.10 **Parish Charities.**

Cllr Dale (Educational Foundation) advised the architect is now drawing up the building plans, whilst quotes were obtained from three firms.

Cllr J Harwood (Sawyers Charity) advised no report.

7.11 **Quality Parish Council Renewal.**

The Clerk went through the Terms and Conditions statement, which is one of the mandatory tests.

The meeting resolved: to adopt the Terms and Conditions statement and instructed the Chairman and Clerk to sign.

Proposed: Cllr Dale Seconded: Cllr Wooding Decision: Unanimous



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7.12 Joint Working Party on future cemetery provision.

Cllr Dale advised the first joint meeting was held on 23rd November and it had been agreed to carry out a manual survey of the Churchyard, to identify areas unsuitable for burial, so as to reduce area (and cost) for the Ground Penetrating Radar (GPR) survey. A Faculty would be required from the Diocese before this could be undertaken.

8 Update of the damage to the 305th BG memorial.

The Clerk advised no report.

9 Update on adoption of Play Area at Chelston Rise.

The Clerk advised that following a recent meeting with WPG, they were now considering a proposal to extend the adoption area to include the rest of the inner triangle, so as to protect it as amenity land.

10 Update on Traffic Calming.

The Clerk advised that the VAS had arrived and was set up on the Caldecott Road post. The software had been received and would be tested when the VAS changes position next weekend. For the purposes of assets, the VAS, the two batteries, the charger and the software would be recorded as additional assets this year, whilst leads and clamps would be consumables.

Our County Cllr, Derek Lawson MBE, had provided a £1,000 grant toward the costs, from the NCC Cllr Empowerment Fund, which has been gratefully received.

The Clerk had originally planned to re-use the mounting brackets amongst the 12 positions. However, having now set up the VAS for the first time, it would now be more practical to purchase a further 10 pairs of brackets. A lightweight stepladder would also be required to safely access the VAS.

The meeting resolved to add the 5 assets to the asset register and purchase 10 pairs of brackets and a stepladder and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr J.Harwood

Decision: Unanimous

11 Update on the Localism Bill.

The Clerk advised the *Localism Act 2011* came into being on 15th November. The *Localism Act 2011 (Commencement No 1 and Transitional Provisions) Order 2011* on 2nd December activated parts of the Localism Act, including the Secretary of State's powers to define the eligibility criteria for the General Power of Competence for Parish Councils.

The Council Tax referendums will apply for 2012-13 and for Local Authorities the threshold will be increases exceeding 3.5%. There is no limit for Parish Councils.

ENC has two towns that will receive DCLG "front runner" funding to produce their Neighbourhood Plans. No more will be put forward by ENC as they now wish to concentrate on Community or Parish Plans (albeit funding has been deferred). However, ENC will write in support of a Parish that wishes to apply directly to DCLG for "front runner" funding.

12 Dates for the 2012 meetings.

The Clerk advised the proposed dates are the second Monday of the month, save for Tuesday 10th April (avoiding Easter Monday) and Tuesday 8th May (avoiding the Queen's Diamond Jubilee holiday) for the APA.



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13 Grass-cutting arrangements for 2013 and 2014 seasons.

The Clerk advised the previous meeting resolved (M1111.14) to place the 2012 grass-cutting contract with CGM (Cambridge) Ltd, albeit at 11% increase in price from years 1 & 2. Since then, the Clerk has had further correspondence with CGM over the increase and they have now offered to fix the price for the next 3 years (i.e. years 3, 4 & 5) at the same (year 3) rate. A performance clause has been agreed that would allow the Council to withdraw from the contract if fault were not corrected.

Cllr G.Harwood suggested that a budgetary provision be made in years 4 and 5 against any increase in year 6.

The meeting resolved to award the grass cutting to CGM (Cambridge) Ltd for 2013 and 2014 and instructed the Clerk to act accordingly.

Proposed: Cllr Dale

Seconded: Cllr J.Harwood

Decision: Unanimous

14 Responses to Consultations.

The Clerk advised of the following consultations –

NCC – *Transport Plan* [Due 20th January 2012]. Proposals include £100k per Community Area (4 in the county) for community requests, £100k countywide for road safety minor requests and £50k countywide for dropped kerb requests.

15 Visits, Training and Courses.

Tues 6th Mar – SLCC *Cemetery Management* at Newport Pagnell
Cllr Dale and the Clerk reported on the recent meeting with WPG.

16 Approval of Chairman's and 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

17 Clerk and Councillors' Reports.

The Clerk confirmed that ENC had approved the application via district Cllr G Harwood for funding the 200 recreational walks leaflets from the ENC Cllr Empowerment Fund.

Cllr Emerson advised of a visiting fiend who was also a Cllr and who had borrowed a number of items (e.g. welcome leaflet) to show his Council as exemplars.

Cllrs Dale and G.Harwood & the Clerk reported on outline discussions regarding Community Benefits.

Date of Next Meeting:

Cllr Dale advised that the next meeting will be held on Monday 9th January 2012 in the Chelveston Village Hall. This would be the Precept meeting. The meeting closed at 8:56 p.m.

Issued on 14th December 2011.

Pages 1725 – 1734 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
2011				
26/02/2011	I/2011/029/MHH	NCC (Addi Tartaglia)	NCC service posters (Feb - Aug)	On-going
04/03/2011	I/2011/039/MHH	ENC	Reports of Committees (28 February 2011)	Circulated
19/01/2011	I/2011/049/MHH	ICO	FOI training DVD	Awaiting
23/05/2011	I/2011/095/MHH	NCC (Erik Drake)	Authorisation form - bench on Caldecott Rd near Bidwell Lane jct	Awaiting
29/10/2011	I/2011/211/MHH	NCC (Lara Inglott)	Grass-cutting S136 agreement 2012 grant details	Actioned
11/11/2011	I/2011/218/MHH	ENC (Sharn Matthews)	T&PC Planning & Infrastructure session	File
14/11/2011	I/2011/223/MHH	ENC (Judi Miles)	Missing invoice from I/2011/220/MHH	Actioned
14/11/2011	I/2011/224/MHH	NWB	Bank statements	File
18/11/2011	I/2011/225/MHH	CGM Cambridge Ltd	Quote for grass cutting for 2012	Actioned
18/11/2011	I/2011/226/MHH	ENC (David Oliver)	Precept demand 2012-13	Awaiting
21/11/2011	I/2011/227/MHH	TWM Solicitors	Official copy of Land Registry title showing Charge for Council's Deed	File
25/11/2011	I/2011/228/MHH	Denford PC	Request for info on Street Lighting	Actioned
25/11/2011	I/2011/229/MHH	NCC (Mark Chant)	NCC MWDF - Development & Implementation SPD - no challenge	File
25/11/2011	I/2011/230/MHH	ENC Planning	Hillside garages to be heard by ENC DCC on 30 November 2011	File
25/11/2011	I/2011/231/MHH	NRHA	Northants Rural Housing Assoc - Annual Report 2011	Circulated
25/11/2011	I/2011/232/MHH	NCC	BACS advice for grass cutting payment	File
26/11/2011	I/2011/233/MHH	SLCC	Subscription for 2012	Actioned
28/11/2011	I/2011/234/MHH	HMRC	Web FAQ information letter	File
02/12/2011	I/2011/235/MHH	Chelveston Village Hall	Invoice for VH hire for Oct - Dec 2011	Actioned
02/12/2011	I/2011/236/MHH	NCC (Catherine Greenfield)	NCC Cllr Empowerment grant awarded	File
02/12/2011	I/2011/237/MHH	NCC (Mark Chant)	Hardcopies of NCC MWDF - C&Md DPD, D&IP SPD, Proposals Map	File
02/12/2011	I/2011/238/MHH	ENC Planning	Outline permission granted for Hillside garages redevelopment	File
02/12/2011	I/2011/239/MHH	NCALC	Update issue 6/11 and training calendar	File
03/12/2011	I/2011/240/MHH	PPS (Al Morrow)	Invite to "without prejudice" mtg on Community Benefits Fund	Actioned
06/12/2011	I/2011/241/MHH	Came & Co	Invoice for additional premium for VAS cover	Actioned
06/12/2011	I/2011/242/MHH	NCC	Cheque for Cllr Empowerment grant	Actioned
08/12/2011	I/2011/243/MHH	NACRE	Subscription for 2012	Awaiting

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.
2011						
13/11/2011	O/2011/143/MHH	Parish Cllrs	Minutes M1111	Delivered		
13/11/2011	O/2011/144/MHH	NCC P2P Team	Grass-cutting S136 agreement 2011 grant request	Posted		I/2011/219/MHH
14/11/2011	O/2011/145/MHH	ENC Planning	Response to application	Posted	1111.5.1	I/2011/222/MHH
15/11/2011	O/2011/146/MHH	E-On	Payment of invoice	Posted	1111.6.1	I/2011/196/MHH
15/11/2011	O/2011/147/MHH	CGM Cambridge Ltd	Payment of invoice	Posted	1111.6.1	I/2011/216/MHH
18/11/2011	O/2011/148/MHH	ENC (Mike Greenway)	ENC Cllr empowerment grant application	Posted	1111.13	
21/11/2011	O/2011/149/MHH	Planning Inspectorate	CRE appeal submission	Posted	1111.5.2	I/2011/210/MHH
21/11/2011	O/2011/150/MHH	NCC Planning	Response to application	Posted	SO83	
22/11/2011	O/2011/151/MHH	ENC (Sharn Matthews)	Response to infrastructure & communications	Posted	1111.16	I/2011/190/MHH
22/11/2011	O/2011/152/MHH	ENC (Claire Patty)	Response to Dog Control Orders review	Posted	1111.16	I/2011/208/MHH
26/11/2011	O/2011/153/MHH	Cllr D.Lawson	NCC Cllr empowerment grant application	Delivered	1107.9	
03/12/2011	O/2011/154/MHH	Shaw & Sons	Minute binding order	Posted	1111.12	
03/12/2011	O/2011/155/MHH	CGM Cambridge Ltd	Contract for 2012-14 seasons	Posted	1112.12	I/2011/225/MHH
05/12/2011	O/2011/156/MHH	Parish	Parish newsletter (December - January)	Delivered		
06/12/2011	O/2011/157/MHH	PPS (Al Morrow)	Confirmation to meet to discuss CBF	Posted		I/2011/240/MHH
07/12/2011	O/2011/158/MHH	Parish Cllrs	Agenda M1112	Delivered		

CHELVESTON-cum-CALDECOTT PARISH COUNCIL

Receipts and Payments Account 2011/2012

Transact. Number	Date	Document Number	Payee/Sender	Description	Chq. No.	Sheet No.	S137	Amount	VAT	Total	Running Balance	Category	Authorising Minute	Signatories	Power
2011.46	30/09/2011	I/2011/200/MHH	NWB	Interest (Jul - Sep 2011)	Bank	R136		£0.26	£0.00	£0.26	£13,689.84	Interest			
2011.47	30/09/2011	I/2011/215/MHH	NWB	BS Interest (Jul - Sep 2011)	Bank	B2		£21.18	£0.00	£21.18	£13,711.02	Bonus			
2011.48	17/10/2011	I/2011/203/MHH	RSA	366th BS post repair/replace		100057	227	£730.00	£0.00	£730.00	£14,441.02	Misc. Receipts			LGA 1972 S1139
2011.49	17/10/2011	I/2011/204/MHH	WPG	Grant for play area inspection		100058	227	£71.00	£0.00	£71.00	£14,512.02	Play Receipts			LGA 1972 S111
2011.50	14/11/2011	I/2011/196/MHH	E-On	St Lt Power (Jul - Sep 2011)		000866	228	-£393.34	-£78.67	-£472.01	£14,040.01	St Lighting	1111.6.1	MHH, PM, JH	PCA 1957 S3
2011.51	14/11/2011	I/2011/216/MHH	CGM Cambridge Ltd	Grass-cutting (October 2011)		000867	228	-£215.89	-£43.18	-£259.07	£13,780.94	Grass Cutting	1111.6.1	MHH, PM, JH	HA 1980 S96
2011.52	14/11/2011	O/2011/143/MHH	M.H.Hunter	Clerk's Expenses 1111		000868	228	-£49.76	£0.00	-£49.76	£13,731.18	Gen. Admin	1111.6.2	MHH, PM, JH	LGA 1972 S111
2011.53	07/11/2011	I/2011/217/MHH	HMRC	VAT refund 2010-2011	BACS	228		£1,816.06	£0.00	£1,816.06	£15,547.24	VAT			VA 1994 S33
2011.54	23/11/2011	I/2011/232/MHH	NCC	Grant for garss cutting	BACS	228		£546.88	£0.00	£546.88	£16,094.12	Misc. Receipts			LGA 1972 S136
2011.55	12/12/2011	I/2011/223/MHH	ENC	Election 2011 recharge		000869		-£704.01	£0.00	-£704.01	£15,390.11	Elections	1112.6.1	MHH, PM, GH	LGA 1972 S111
2011.56	12/12/2011	I/2011/233/MHH	SLCC / ILCM	Subscription renewal		000870		-£96.00	£0.00	-£96.00	£15,294.11	Subscriptions	1112.6.1	MHH, PM, GH	LGA 1972 S143
2011.57	12/12/2011	I/2011/235/MHH	Chelveston Village Hall	Hall Hire (Oct - Dec 2011)		000871		-£45.00	£0.00	-£45.00	£15,249.11	Hall	1112.6.1	MHH, PM, GH	LGA 1972 S111
2011.58	12/12/2011	I/2011/241/MHH	Broker Network Ltd	VAS insurance cover		000872		-£25.00	£0.00	-£25.00	£15,224.11	Insurance	1112.6.1	MHH, PM, GH	LGA 1972 S111
2011.59	12/12/2011	O/2011/159/MHH	M.H.Hunter	Clerk's Expenses 1112		000873		-£38.06	£0.00	-£38.06	£15,186.05	Gen. Admin	1112.6.2	MHH, PM, GH	LGA 1972 S111
2011.60		I/2011/242/MHH	NCC	Cllr Empowerment grant		100059		£1,000.00	£0.00	£1,000.00	£16,186.05	Misc. Receipts			LGA 1972 S1139
							Balance C/F	£0.00	£17,243.95	-£1,057.90	£16,186.05	£16,186.05			

[Database categories are hidden in Column R]

- Statute / SI / Notice
- ACA Audit Commission Act
- HA Highways Act
- LA Litter Act
- LGA Local Govt Act
- LGFA Local Govt Finance Act
- LG(MP)A Local Govt (Misc Provisions) Act
- LGRA Local Govt and Rating Act
- PCA Parish Councils Act
- RTRA Road Traffic Regulations Act
- SHAA Small Holdings and Allotments Act
- VA VAT Act
- WM(LAP) War Memorials (Local Authorities' Powers) Act

Cheques ??? not used

Category	S137	Amount	VAT	Total
B/F		£10,904.43	£0.00	£10,904.43
Allotment receipts		£0.00	£0.00	£0.00
Bank interest		£1.85	£0.00	£1.85
Bank Bonus interest		£21.41	£0.00	£21.41
Misc. receipts		£2,752.68	£0.00	£2,752.68
Play Area receipts		£71.00	£0.00	£71.00
Precept		£9,500.00	£0.00	£9,500.00
VAT refund		£1,816.06	£0.00	£1,816.06
305th BG memorial donations		£0.00	£0.00	£0.00
Income		£25,067.43	£0.00	£25,067.43
Allotment costs		-£30.00	£0.00	-£30.00
Audit		-£135.00	-£27.00	-£162.00
Clerk's salary		£0.00	£0.00	£0.00
E-Government		-£101.66	-£13.33	-£114.99
Elections		-£704.01	£0.00	-£704.01
Gen. Admin		-£506.51	-£5.31	-£511.82
Grants		£0.00	£0.00	£0.00
Grass cutting		-£1,727.12	-£345.44	-£2,072.56
Ground works		£0.00	£0.00	£0.00
Insurance		-£487.21	£0.00	-£487.21
Misc. expenses		£0.00	£0.00	£0.00
Play Area costs		-£71.00	-£14.20	-£85.20
Recreation		£0.00	£0.00	£0.00
St Lighting		-£1,943.23	-£388.40	-£2,331.63
St Lighting (new)		-£1,127.30	-£225.46	-£1,352.76
St Lighting (repairs)		-£93.88	-£18.76	-£112.64
Subscriptions		-£216.56	£0.00	-£216.56
Traffic calming		-£372.00	£0.00	-£372.00
Training		-£58.00	£0.00	-£58.00
Village Hall		-£150.00	£0.00	-£150.00
305th BG memorial costs		-£100.00	-£20.00	-£120.00
S137	£0.00	£0.00	£0.00	£0.00
Expenditure		-£7,823.48	-£1,057.90	-£8,881.38
Income + Expenditure	£0.00	£17,243.95	-£1,057.90	£16,186.05

Audit tables	
Brought Forward	£10,904.43
Precept	£9,500.00
Other income	£4,663.00
Wages	£0.00
Loan interest	£0.00
Other Expenditure	£8,881.38
Balance	£16,186.05
Bank books	#
Assets	£93.00
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 @ 7p	Post pence	DL Env @ 6p	C5 Env @ 7p	C4 Env @ 10p	Copy @ 7p	Phone Calls	Mileage @ 40p/mile	Other
13/11/2011	Pre-minutes for Clerk (M1111)	7								
09/11/2011	Draft Statement of Training Intent	2					14			
13/11/2011	NCC - S136 grant claim	1	46	1			1			
14/11/2011	E-On - payment of invoice		46	1						
14/11/2011	CGM Cambridge - payment of invoice		46	1			1			
14/11/2011	ENC Planning - response to application	1	46	1			1			
19/11/2011	Minutes 1111 - 2 P.Cllrs & File	10					20			
20/11/2011	Orange - ISP									£17.99
21/11/2011	Planning Inspectorate - response to appeal	2	46	1			6			
21/11/2011	ENC - Cllr G.Harwood - grant request	2	46	1			2			
21/11/2011	NCC Planning - response to application	1	46	1			1			
22/11/2011	ENC - Infrastructure & communications	1	46	1			1			
22/11/2011	ENC - Dog Control orders		46	1			2			
26/11/2011	NCC - Cllr D.Lawson - grant request						6			
03/12/2011	Shaw & Sons - binding	1	567			1	2			
03/12/2011	E-roll (Clerk's copy)	7								
06/12/2011	PPS - meeting confirmation	1	46	1			1			
08/12/2011	Agenda M1112 - 7 P.Cllrs. 3 notices & File	4					32			
TOTALS		£2.80	£10.27	£0.60	£0.00	£0.10	£6.30	£0.00	£0.00	£17.99

TOTAL VALUE = £38.06