



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Minutes of an Ordinary Meeting of the Parish Council

13th June 2022

Meeting Number 2206

Present: - Councillors: Cllr A.K.Seaman (Chair)
Cllr A.Cuthbert
Cllr C.R.S.Hill
Cllr P.K.Smith

Clerk: Mr. M.H.Hunter

Public and Guests: NNC Cllrs Bone & Pentland.

1 To receive Apologies for Absence.

Apologies were received from Cllrs Harwood & Parsons (holidays) and NNC Cllr Jackson. The meeting agreed to accept the apologies of Cllrs Harwood & Parsons.

2 To receive Declarations of Interest and requests for Dispensation Grants.

Cllr Seaman declared an interest in item 9.1 (Trustee of a body receiving payment).

3 To allow members of the public to speak on any agenda item.

None.

4 To approve the Minutes of the Previous Meeting.

The minutes of the 128th Annual Meeting of the Parish Council **M2205 – 9th May 2022** had been circulated.

The meeting resolved to approve the minutes of meeting M2205.

Proposed: Cllr Smith

Seconded: Cllr Hill

Decision: Unanimous

5 To receive reports from the Unitary Councillors.

NCC Cllr Pentland read out a [report](#) on behalf of all three NNC ward members.

6 Notification of executive actions by the Clerk (SO26) since the last meeting.

The Clerk advised he had requested approval to pay three electricity invoices (nBS finally issuing the invoices dating back to Sep 21), the memorial cleaning/repainting invoice and the insurance invoice (new provider). He had also requested approval for the signing and sealing of a deed as per SO23. These had all been agreed. The Council noted the report.

7 To receive the Chair's Announcements.

Cllr Seaman advised that "*since the last meeting, the Council has launched the Bin Twining in the village to promote environmental awareness, rolled out the second defibrillator, funded the free to attend TTS 'Chelveston Remembers' event and provided a Platinum Jubilee treasure hunt, picture painting, and tea party in partnership with the church. We will hear more on the latter in the Events Team report.*

Now that the Jubilee has passed, this has been removed as a standing item from the agenda, and Emergency Planning returns, as we start to prepare for winter.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

8 To be consulted on Planning and Licensing matters.

8.1 Update on previous applications.

As requested at the previous meeting, the Clerk had conveyed the Council's disagreement with the decision regarding the Upper Higham Lane widening. The NNC case officer confirmed he had circulated it to key parties (including our engineers and the developer), so they are aware of the Parish Council's views.

Previously considered applications not yet determined -

- The Rushden Sustainable Urban Extension (SUE).
- 6 chicken sheds in Newton Bromswold parish.
- Replacement and improvements to existing site access and track with a new site access road and gate house at the Chelveston Renewable Energy Park.

9 To approve Financial Transactions.

Cllr Seaman did not take part in item 9.1 and Cllr Cuthbert took the Chair.

9.1 The invoices listed below were due for payment.

The meeting resolved to approve these payments, and authorised the payments to be made.

Proposed: Cllr Smith

Seconded: Cllr Hill

Decision: Unanimous

Opening Balance for the meeting **£16,559.51**

Receipts since last meeting

Number	Sender	Description	Method	Amount
2022.15	Windfarm Trust	Grant award for QPJ	BACS	£150.00
Total Receipts this meeting				£150.00

Payments made since last meeting

Number	Payee	Description	Method	Amount
2022.11	IMI	Memorial (cleaning/painting)	BACS	£2,292.00
2022.12	nBS	St Light power (Sep 21)	BACS	£34.27
2022.13	nBS	St Light power (Oct-Dec 21)	BACS	£134.27
2022.14	nBS	St Light power (Jan-Mar 22)	BACS	£135.78
2022.16	ENCFR	CPR / AED training course	BACS	£50.00
2022.17	BHIB	Insurance 2022-23	BACS	£344.34
Total Prior Expenditure				£2,990.66
Sub-Total				£13,718.85

Payments to be approved at this meeting

Number	Payee	Description	Method	Amount
2022.18	Mowerman	May grass cuts (x4)	BACS	£1536.00
2022.19	Colemans	Stationery	BACS	£5.99
2022.20	Chelveston Village Hall	Cleaning – TTS event	BACS	£45.00
2022.21	Kathy Ayre Bookkeeper	Internal audit	BACS	£58.00
2022.22	DATS Print Services	Newsletter colour printing (x2)	BACS	£78.00
2022.23	BHIB	Insurance - Personal Accident cover	BACS	£28.21
2022.24	Barry Parsons	QPJ Bunting (10m x 5)	BACS	£35.12
2022.25	Barry Parsons	QPJ quiz, canvasses and frame.	BACS	£149.41
2022.26	DATS Print Services	Quiz printing	BACS	£84.00



Chelveston-cum-Caldecott Parish Council

Northamptonshire

2022.27	M.H.Hunter	Clerks expenses (M2206)	BACS	£315.00
		Total Expenditure this meeting		£2,334.73
		Closing Balance for the meeting		£11,384.12

Cllr Seaman resumed the Chair.

9.2 The full list of the [Clerk's expenses](#) was included with the agenda.

The meeting resolved to approve this payment, and authorised the payment to be made.

Proposed: Cllr Cuthbert

Seconded: Cllr Hill

Decision: Unanimous

9.3 The bank statements for the month of May have been received and reconciled.

10 Updates on Standing Items / Projects List.

10.1 Highways.

The "Golden Gravel" has finally been laid on the 2019 Gigaclear trench works in Caldecott.

The Caldecott – Newton Bromswold road outside Chelston Rise is closed from the 9th to 24th June 22, whilst Gladstone Construction are installing a new sewer.

Cllr Cuthbert advised that a resident who was familiar with highways work had indicated the absence of kerbstones (other than on the bend) would mean the new tarmac road surface laid by Gladstone Construction would fall away into the verge once trafficked.

[Post-Meeting Note: Highways advise that on minor rural roads, kerbstones would only be placed at the edge to protect adjacent footways, or on bends/junctions to prevent over/under-running.]

Cllr Seaman advised of a spreading laurel hedge on the Green that was extending over the footway and needed cutting back by the landowner.

10.2 Grounds Maintenance.

The Clerk advised the new grass cutting contractor had undertaken four cuts in May.

10.3 Street Lighting.

The Clerk advised that nBS have finally issued the delayed invoices from Sept 21 to Mar 22.

10.4 Ditches.

No report.

10.5 E-Government.

The grant application to the NNC Community Fund last year for the IT upgrade has been successful and the Council has entered into a deed for the award of the funding.

WNC have issued a GDPR questionnaire to 10,000 suppliers, including the P/TCs who receive the s136 grant for the grass cutting. The Council's DPO has been informed and the current advice is to park it for the time being, pending a collective response by the P/TCs.

10.6 Rights of Way.

The Parish Path Warden advised all footpaths walked are starting to show signs of being overgrown. Requests have been put on FixMyStreet (FMS) for the two main paths to /from the CRE Park (MM16 & MM17). The standard FMS reply is that these are on two annual cuts per year and then they close down the request. Requests have also been put into Beds BC for the footpaths on their side of the CRE Park, as yet no confirmation back.

The damaged gate at the top of MM17 has now been added to FMS, as the repairs promised by CRE have not been forthcoming despite several conversations.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

With regard to the 450 v 600mm step height on the stile on MM6, this had been referred back to Highways, and the Area 1 Manager (Corby, Wellingborough & East Northants) has advised that the Northants standards aren't currently published and at present there are no plans to make this information public. However he has raised this matter with colleagues.

He also confirmed that the standard detail drawings used for highway works are currently under review to ensure that they meet or exceed the requirements set out in legislation and guidance that has been passed since the previous review. He will ensure that following the review, the stile at this location will be re-assessed.

10.7 Trees.

A resident had reported that the Cherry tree on the triangular green (junction of B645 and B663) was starting to obscure visibility of the junction. Cllr Smith would visit the site and, if felt necessary, raise a FMS to have the crown raised.

10.8 Police liaison.

Cllr Cuthbert advised the [police crime map](#) for April 2022 shows one theft at Chelston Rise. He advised that at the next Northants CALC review of the scheme, he would be seeking an explanation of the crime map recording e.g. were events on or near the CRE Park being recorded as Chelston Rise, etc.

10.9 Allotments.

Cllr Seaman advised that all plots were tenanted.

The tenant at plot 15 has undertaken the shed roof repairs and submitted a claim for £39.15, which is lower than the £76 that the Council agreed in April (M2204.10.9), as different materials were used.

The meeting resolved to agree to fund the £39.15 costs to the tenant of plot 15, and instructed the Clerk to act accordingly.

Proposed: Cllr Hill

Seconded: Cllr Smith

Decision: Unanimous

10.10 Charities.

Educational Foundation

Cllr Seaman advised *School House* was empty and works were being carried out on the chimney. The hall had been used for 144 hours in May.

Sawyers

No report.

Chelveston Wind Farm Community Benefit Fund Trust

No report.

Michael and Christine Foulger Charitable Trust

No report.

10.11 Traffic Calming.

Cllr Seaman advised that the Council was still waiting for the Raunds Road SID to be taken down, ready to be sent back.

Cllr Hill advised he was looking for volunteers to conduct Community Speed Watch (CSW) activities within the parish for the month of July.

10.12 Events Team.

Cllr Seaman read a report on behalf of Cllr Parsons –

Bunting was put up for the *Trucks, Troops, and Stores* "Chelveston Remembers" event on the weekend 28th – 29th May, and the visit by 28 personnel from the 305th AMW on Sunday 29th May.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

The main focus has been on the celebrations for the QPJ, with the team putting up bunting at the Village Hall and more, plus a flag, by the 305th BG(H) memorial.

With enormous help from Claire Worsop, the team organised a very well received treasure hunt around the parish. Clues and stickers were positioned around all three settlements. Each participant received a 'goody bag' containing a variety of activities, and a canvas which formed part of a big picture. Most people brought their contribution to St Johns Church on the Sunday afternoon where everyone was warmly welcomed and enjoyed a great afternoon tea!

All the canvasses have now been added to a large frame (made by Claire's husband, Paul) which will remain on display at the church. The team plan to place a dedication to the Queen, and a list of all participants, in a smaller accompanying frame.

Other events were organised by, and held at, The *Star and Garter*, with a barbeque and live music on Friday and Sunday evenings. Residents at Chelston Rise held a street party with tea on the lawn.

The next event will be a lawn and garage sale which is planned for Sunday 10th July (or 17th if wet). This will be dedicated to the late Liz Potter to acknowledge the huge contribution she made to these events.

The meeting reviewed the QPJ costs to date.

10.13 LCAS renewal.

The submission has passed through the Triage stage with no referrals back. Assessment is due on 24th July with results announced on 5th August.

10.14 Defibrillators.

The Clerk reported on the progress to date;

- Caldecott – live from 23rd April 2022.
- Chelveston – live from 13th June 2022.
- Chelston Rise – new connection request submitted to WPD via the developer.
- 12 people attended a training session on CPR and defibrillators on 21st May 2022.

10.15 Emergency Planning.

The "parish emergency" email address has been changed to "emergency coordinator", to make the role clearer.

According to some media sources, central government contingency plans have been drawn up for rolling 3-5 hour power cuts from December to March to deal with the gas shortage reducing generating capacity. Gas supplies won't be cut to homes, but obviously boilers won't work.

Following contact with the NNC Emergency Planning Officer at Thrapston and the utility providers, the following has been determined –

- The current analogue telephone network will provide power through the network from the main exchanges for up to 7 days, but this is due to be replaced by 2025 by the digital service with short duration battery backup in the remote fibre cabinets.
- OfCom have a legal requirement on all telecoms providers that their customers should be able to contact the emergency services for a period of one hour into a power cut. This requirement does not apply to internet phone service providers.
- Of the two cell masts covering the parish, the EE/O2 mast does have battery back-up, but EE do not know how long for. EE have stated tests will be undertaken.
- Gigaclear has advised their network should stay up for two hours.

So in the event of extended rolling power cuts, a proportion of households in the parish will immediately lose all voice and data connectivity, unless they prepare for it (with charged mobiles



Chelveston-cum-Caldecott Parish Council

Northamptonshire

or battery backup). The remainder will lose connectivity within two hours as the cell masts and the fibre cabinets in the parish (OpenReach and Gigaclear) run out of battery power.

The Council may wish to draw up a contingency plan for the Village. This might be as simple as an advice leaflet explaining what might happen so that they can prepare, through to using the Village Hall as a reception centre for the more vulnerable. With this in mind, the emergency generator connection is to be tested for safety.

The meeting decided to await the results of the generator connection safety test and the further responses regarding the mast site battery backups.

10.16 NDP Review 2022.

Cllr Seaman suggested a call go out for volunteers to serve on the NDP review working party in the August – September newsletter, with the aim of starting in autumn.

10.17 Asset Management Project Working Group.

No report.

10.18 Environment

Cllr Seaman advised that the Bin Twinning waste management awareness stickers were located on 7 bins around the parish, and a successful litter pick had been undertaken by 25 volunteers on Sat 28th May. The first Environmental Special Edition newsletter had been printed in colour with favourable feedback.

Another resident had borrowed one of the Council's litter pick kits so that she could undertake regular picks, and accordingly, the Clerk sought approval to apply for a £500 grant from NNC Cllr Pentland's Member Empowerment Fund (MEF) to purchase additional litter pick kits.

The meeting resolved to apply for a £500 MEF grant for litter pick kits, and instructed the Clerk to act accordingly.

Proposed: Cllr Cuthbert Seconded: Cllr Hill Decision: Unanimous.

11 To consider and agree the Annual Internal Audit Report for FY21-22.

The meeting reviewed the Internal Auditor's [report](#) (no matters arising).

The meeting resolved to agree the Internal Auditor's report and instructed the Chair and Clerk to sign the accounts accordingly.

Proposed: Cllr Cuthbert Seconded: Cllr Smith Decision: Unanimous.

12 To consider and agree the Annual Governance Statement for FY21-22.

Cllr Seaman reminded the meeting that the Council needed to formally review and adopt the Annual Governance Statement. He then went through the governance statements.

The meeting resolved to agree the Annual Governance Statement for the year ending 31st March 2022 and instructed the Chair and Clerk to sign accordingly

Proposed: Cllr Hill Seconded: Cllr Cuthbert Decision: Unanimous

13 To consider and agree to the Accounting Statements for FY21-22.

Cllr Seaman reminded the meeting that the Council needed to formally review and adopt the Accounting Statements.

The meeting resolved to agree the Accounting Statements for the year ending 31st March 2022 and instructed the Chair and RFO to sign accordingly.

Proposed: Cllr Smith Seconded: Cllr Hill Decision: Unanimous



Chelveston-cum-Caldecott Parish Council

Northamptonshire

14 To consider and agree to Council's action plan for 2022-23.

Cllr Seaman advised the [action plan](#) covers both the Council's "wish list" of future projects, some of which are waiting for funding or third party events, and current on-going tasks. A draft of existing actions had been sent out prior to the meeting, but it was for the Council to decide what actions should be added to the list and when funding should be allocated.

The meeting resolved to agree the revised action plan for 2022-23, and instructed the Clerk to act accordingly.

Proposed: Cllr Cuthbert

Seconded: Cllr Hill

Decision: Unanimous

15 To consider and agree to reinstate Personal Accident cover to the Council's insurance.

Cllr Seaman advised a [briefing note](#) had been sent out prior to the meeting.

The meeting resolved to agree to reinstate Personal Accident cover to the Council's insurance, and instructed the Clerk to act accordingly.

Proposed: Cllr Smith

Seconded: Cllr Cuthbert

Decision: Unanimous

16 To consider and agree an updated Risk Assessment for newsletter delivery.

Cllr Seaman advised a [draft Risk Assessment](#) had been sent out prior to the meeting.

Cllr Cuthbert suggested adding draught excluders in the mitigation section to hazard 5.

The meeting resolved to adopt the amended Risk Assessment for newsletter delivery, and instructed the Clerk to act accordingly.

Proposed: Cllr Cuthbert

Seconded: Cllr Hill

Decision: Unanimous

17 To consider and agree to a flag flying policy.

Cllr Seaman advised a draft [policy](#) had been sent out prior to the meeting.

Cllr Cuthbert highlighted some problems encountered at Chelston Rise with flag flying.

Cllr Seaman proposed the Council purchase a flag of St George and this was agreed.

The meeting resolved to adopt the flag flying policy and to purchase a flag of St George, and instructed the Clerk to act accordingly.

Proposed: Cllr Hill

Seconded: Cllr Smith

Decision: Unanimous

18 To consider and agree to a revised proposal for the sound system upgrade, subject to funding.

The Clerk advised that the Council had agreed he could seek grant funding for the IT and PA upgrades (M2111.10.5 & M2201.15). The funds granted total £3,093.18, of which £734.18 (ex-VAT) was for the upgrade to the PA system.

However, the move back to the U table layout had identified problems with cabling, and that currently only one person can pre-configure the cables & connections for the meeting. The audio designer had therefore been asked to identify a "plug & play" solution whereby there were pre-connected sockets in a floorbox near the U table, and the table microphones would simply plug into these,

Two options were proposed for consideration -

AAAQ2994 - Primarily includes the upgrade of the Ui12 digital mixer to its larger sibling Ui24, therefore keeping the familiar control via the tablet, however this does not have the ability to prioritise



Chelveston-cum-Caldecott Parish Council

Northamptonshire

inputs over others, such as may be required in a Parish Council meeting where the Chair may wish to interject and override all others speaking. £2,746.12.

AAAQ2995 - Is an upgrade to a sound processor which will replicate all functions of the current Ui12 but has better functions more suited to conference style use such as Parish Council meetings – including the ability to prioritise inputs as mentioned above. £3,680.95.

The Council was asked for its preference and approval to proceed subject to grant funding

The meeting felt the second option was more practical.

The meeting resolved to agree to the procurement of the AAAQ2995 option, subject to funding, and instructed the Clerk to act accordingly.

Proposed: Cllr Cuthbert

Seconded: Cllr Hill

Decision: Unanimous

19 To consider and agree responses to consultations.

NNC - *UK Shared Prosperity Fund (UKSPF)* [Due midday Weds 22nd June]. NNC has been allocated £4.8m core UKSPF over three years from 2022/23, and is keen to hear what the top three challenges are affecting NN for each of the three themes (Communities & Place, Local Business, and People & Skills). It also wants to know what are the best ways to tackle these challenges and why.

NNC - *Proposed Hackney Carriage and Private Hire Licensing Policy* [Due Weds 27th July]. This draft policy is intended to replace the four legacy sovereign policies and conditions that are currently in place, with the intention of having one new policy and conditions to cover the whole of North Northamptonshire. The policy creates four zones, replicating the four legacy Council areas, so that all existing bylaws and fares will carry forward within these zones. It is acknowledged that vehicle requirements and some other matters may differ between these zones.

20 To consider and agree Visits, Training and Courses.

None.

21 To approve the Clerk's Correspondence Logs.

The meeting resolved to accept the Correspondence Logs and the various actions required dealing with each item.

Proposed: Cllr Cuthbert

Seconded: Cllr Smith

Decision: Unanimous

22 To receive the Clerk and Councillors' Reports.

The Clerk advised the Jun/July newsletter would go out later this week.

Cllr Seaman read out a report from Cllr Parsons - *as a Cllr I was invited to attend the WI Branch Centenary at the Village Hall on 23rd May. The Rev Lesley Mc Cormack led a short prayer and WI Branch President Kate Hawson acknowledged contributions made by all members over the many years. Adrian Dale made a short speech and assisted with the raising of the new WI Branch flag, and then we all sang a stirring rendition of Jerusalem! Inside we were treated to a lovely buffet and then entertained by a new group of burlesque dancers based in Corby. We were invited to learn to 'shimmy' with varying results and much laughter...*

I am sure the Council will offer the WI warm congratulations and best wishes for the future.



Chelveston-cum-Caldecott Parish Council

Northamptonshire

Date of Next Meeting:

Clr Seaman advised that the next meeting of the Parish Council would be held at the Village Hall on Monday 11th July 2022.

The meeting closed at 08:39 pm.

Issued on 15th June 2022

Pages 2955 – 2967

Chair of the Parish Council

DRAFT

Chelveston-cum-Caldecott Parish Council

DRAFT PAYMENTS LIST

Voucher	Cheque	Code	Name	Description	Amount
17	2022.18	35 - Grass Cutting	Mowerman Grounds Maintenance	Grass cutting	1,536.00
				<i>May grass cutting - 4 cuts</i>	
18	2022.19	29 - Consumables	Colemans	Consumables	5.99
				<i>Hazard Tape</i>	
19	2022.20	27 - Hall hire / cleaning	Chelveston Village Hall	Cleaning	45.00
				<i>Cleaning the Village Hall after the TTS 80th event</i>	
20	2022.21	24 - Audit - Internal	Kathy Ayre Bookkeeper	Internal Audit	58.00
				<i>Internal Audit of FY2021-22</i>	
21	2022.22	44 - External Printing	DATS Print Services Ltd	Printing	78.00
				<i>Newsletters (x2) in colour</i>	
22	2022.23	32 - Insurance	BHIP	Insurance	28.21
				<i>Personal Accident cover</i>	
23	2022.24	42 - QPJ costs	Barry Parsons	Bunting	35.12
				<i>QPJ bunting (4x10m Union and 10m USA)</i>	
24	2022.25	42 - QPJ costs	Barry Parsons	Quiz/Canvass/Frame	149.41
				<i>QPJ quiz, canvasses and frame.</i>	
25	2022.26	42 - QPJ costs	DATS Print Services Ltd	Printing	84.00
				<i>Quiz printing</i>	
26	2022.27	37 - Litter / Waste	Mark Hunter (Clerk)	Bin Twinning	315.00
				<i>7x Bin Twinning applications</i>	
TOTAL					2,334.73

DRAFT

2964

Chelveston-cum-Caldecott Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2022		
	Cash in Hand 01/04/2022		9,958.49
	ADD Receipts 01/04/2022 - 31/05/2022		12,600.00
			22,558.49
	SUBTRACT Payments 01/04/2022 - 31/05/2022		8,839.64
		13,718.85	
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2022	0.00	
	Unity Trust Bank - Savings Account 31/05/2022	7,566.39	
	Unity Trust Bank - Current Account 31/05/2022	6,152.46	
			13,718.85
	Less unrepresented payments		
			13,718.85
Plus unrepresented receipts			
		13,718.85	
	A = B Checks out OK		

Chelveston-cum-Caldecott Parish Council
Northamptonshire

Clerk's Incoming Correspondence Log

Date of Receipt	Document Number	Correspondent	Description	Action Required
2022				
10/05/2022	I/2022/047/MHH	Independent Memorial Inspection	Memorial report and invoice for cleaning	Actioned
12/05/2022	I/2022/048/MHH	nBS	Invoice for St Lt power (Sep 21)	Actioned
12/05/2022	I/2022/049/MHH	nBS	Invoice for St Lt power (Oct - Dec 21)	Actioned
12/05/2022	I/2022/050/MHH	nBS	Invoice for St Lt power (Jan - Mar 22)	Actioned
13/05/2022	I/2022/051/MHH	WNC (Highways)	Order for grass cutting 2022 season	File
13/05/2022	I/2022/052/MHH	C&CD	<i>Clerks & Councils Direct Issue 141 May 2022</i>	File
19/05/2022	I/2022/053/MHH	DATS Print Services Ltd	Invoice for Newsletter printing (250 x 2) - Colour	Actioned
24/05/2022	I/2022/054/MHH	BHIB Councils Insurance	Invoice for insurance 2022-23	Actioned
27/05/2022	I/2022/055/MHH	NNC Planning	Consent for 6m flagpole at the Village Hall	File
28/05/2022	I/2022/056/MHH	NNC (Tracey Montgomery)	NNC litter Pick equipment (x10) loan form	File
01/06/2022	I/2022/057/MHH	Kathy Ayre Bookkeeper	Invoice for internal audit	Actioned
01/06/2022	I/2022/058/MHH	Chelveston Village Hall	Invoice for cleaning for TTS event	Actioned
04/06/2022	I/2022/059/MHH	Colemans of Higham Ferrers	Invoice for stationery	Actioned
06/06/2022	I/2022/060/MHH	Colemans Group	Notification of closure of branches and transfer of account to Oundle	File
07/06/2022	I/2022/061/MHH	DATS Print Services Ltd	Invoice for QPJ printing	Actioned
07/06/2022	I/2022/062/MHH	Mowerman Grounds Maint	Invoice for grass cutting (May 22)	Actioned
08/06/2022	I/2022/063/MHH	UTB	Bank statements	Bank File
08/06/2022	I/2022/064/MHH	Carol & Barry Parsons	Events Teams costs - QPJ bunting (5x 10m)	Actioned
09/06/2022	I/2022/065/MHH	Carol & Barry Parsons	Events Teams costs - QPJ quiz/canvass/frames	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.
2022						
09/05/2022	O/2022/045/MHH	Parish	Minutes APA22	Delivered		
09/05/2022	O/2022/046/MHH	Parish Councillors	Minutes M2205	Delivered		
09/05/2022	O/2022/047/MHH	Parish	Flag Pole - duties & responsibilities	Delivered		
11/05/2022	O/2022/048/MHH	Parish	Newsletter (Annual Report Special Edition)	Delivered		
18/05/2022	O/2022/049/MHH	Russell Barnes	Allotment plot tenancy	Delivered		
18/05/2022	O/2022/050/MHH	Parish Councillors	Risk Assessment for newsletter/leaflet delivery	Delivered	M2206.16	
29/05/2022	O/2022/051/MHH	Kith Carr	Allotment Water agreement	DRAFT		
06/06/2022	O/2022/052/MHH	NNC (Shannon Petrossian)	Deed for NNC grant	Delivered	M2111.10.5	
06/06/2022	O/2022/053/MHH	Parish Councillors	Agenda A2206	Delivered		
09/06/2022	O/2022/054/MHH	Parish Councillors	Action Plan 2022-23	Delivered	M2206.14	
10/06/2022	O/2022/055/MHH	Parish	Newsletter (Jun - Jul 22)	Delivered		

DRAFT