



HELMDON PARISH COUNCIL

MINUTES



of the **Ordinary** meeting of Helmdon Parish Council, held in the Reading Room,
Church Street, Helmdon on **Wednesday 22nd March, 2017.**

Present: Cllrs Coatsworth, Moody, Wheeler, Thorpe, Garner, Vicars, R. Duncombe, Cllr Hart and the Clerk (Helen du Bois)

In attendance: 5 members of the public

1. Apologies for absence

Apologies were accepted from Cllr P. Duncombe.

2. Declarations of Interest

Cllr Hart declared an interest in agenda item 15.

3. Approval and signature of the minutes of the meeting of 25th January, 2017

The minutes were approved by all and signed by the Chairman without amendment.

4. Matters arising

Item 4 (Item 22): Cllr Coatsworth confirmed that the council's application to the New Homes Bonus for the Pump Garden renovations had been approved. It was resolved to move forward with the project.

Action: Cllr Coatsworth/the Clerk to contact the contractors.

Item 5: Outstanding Actions:

Cllr Coatsworth has contacted the War Memorials Trust for advice on the two names missing from the War Memorial and is awaiting a response.

Item 11: Cllr Coatsworth explained that the restored Helmdon sign had been put back in place. It was agreed that Mr Lee had done an excellent restoration job. Cllr Coatsworth has taken the Helmdon sign from the Sulgrave Road village entrance to Mr Lee for similar work.

Item 12: Cllr R Duncombe confirmed that he has surveyed the two benches and felt that it will require a telehandler to transport them up to the top of the playing field. He recommended that we wait until the weather has warmed and the field dried out as it is water logged at present.

Item 15: It was agreed that the litter pick had been a success. Over 40 people volunteered, many sacks of litter were collected and the refreshments provided by the team from the village café were very much appreciated. It was suggested that the event is held at least annually.

Cllr Coatsworth expressed thanks to the team at Blackpits for collecting litter around the crossroads and asked Phillip Ward to pass on the Council's thanks.

Item 21: Cllr Moody confirmed that NCC personnel had undertaken a site inspection of the area up near the Jubilee wall and that he should receive a response shortly.

5. Open Forum

The Chairman invited questions on any subject.

- A member of the public asked if there was a way to keep the verges leading from Station House to the Welsh Road clear of litter. It was agreed that another litter pick should be organised for the autumn to keep on top of the litter along that road. Cllr Hart explained that she does litter pick along the road from Station House up to the bridge and is happy to keep doing so.

- A question was raised as to whether SNC could be asked to install a public litter bin up at the Jubilee wall. It was agreed to raise this once we have received a response about creating a formal layby in that area.
- A member of the public enquired as to the progress of the Asset of Community value application for the pub and the Clerk explained that this had been granted last year and was in place.
- Concern was expressed about the state of the verges on the road up to Falcutt – they have been greatly damaged by large vehicles and are making passing very difficult in some places. Cllr Moody stated that for action to be taken, the council needs evidence of the damage being caused. **Action:** Cllr Moody to notify Street Doctor.
- A member of the public asked if the new grass cutting team could be reminded not to cut any of the flowering bulbs. The Clerk confirmed that this requirement had already been added to the grass cutting contract.
- A member of the public expressed concern that the church graveyard may need more funding this year to support the maintenance work done by volunteers. Cllr Coatsworth confirmed that the regular £400 payment had already been secured in the 2017/18 budget as it has been in previous years. He also explained that the Friends for Helmdon Churchyard are very welcome to submit a grant application when the small grants process opens later in the year, as they have done in previous years. The member of the public also questioned how the grants were allocated in 2016/17 and Cllr Coatsworth ran through a summary of the grants provided.
- A member of the public asked for an explanation into the 4% rise in precept for 2017/18 and Cllr Coatsworth agreed to go through the budget with them. **Action: The Clerk** to provide Cllr Coatsworth with full details of the 2017/18 budget.
- Finally, it was suggested that the sign on The Green would also benefit from restoration from Mr Lee. Cllr Coatsworth agreed that the council would consider it.

6. To receive an update regarding flooding related issues

Cllr Thorpe gave a summary of the flood prevention work that had been successfully carried out at Grange Lane recently. It was agreed that the Parish Council should send written thanks to the Tims family who have been extremely helpful throughout the process. **Action: Cllr Coatsworth** to write a letter of thanks.

Cllr Coatsworth has spoken to Matt Grant of Badnell Properties who has confirmed that he is arranging to meet with the Tims family shortly and is planning to have the work done by the end of June. Cllr Coatsworth will continue to contact Mr Grant on a regular basis and will provide further information when possible.

Cllr Hart asked if anyone was aware of why the land owned by Badnell Properties had been surveyed recently but it was not known.

7. Finance:

a. Financial statement

The Clerk presented the latest financial statement (see appendix A). The report showed a balance of £16,475.92 on 15th March, 2017 and an expected balance once payments and invoices have been settled of £14,627.87

b. To note payments received

There have been no payments received since 25th January, 2017

c. To consider invoices to be paid

It was resolved to pay the following invoices:

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY PROVISION
1	NCC	School License Fees	300076	£500	Open Spaces Act 1906, s14
2	Staff	Wages	BACS	£839.29	Local Government Act 1972, s112 (2)
3	Staff	Expenses	BACS	£113.42	Local Government Act 1972, s112 (2)
4	E.On	Electricity Repairs	BACS	£37.97	Parish Councils Act 1957, s3
5	S J Waldron	Allotment Gate Repairs	BACS	£180.00	Small Holdings and Allotments Act 1908, part II, 26 (1)
6	Linnell Bros	Allotment Gate Post	BACS	£52.44	Small Holdings and Allotments Act 1908, part II, 26 (1)
7	E.On	Electricity Maintenance	BACS	£124.93	Parish Councils Act 1957, s3
			Total	£1848.05	

8. To consider the a) Code of Conduct b) Risk Assessment c) System of Internal Control and d) Asset Register and confirm that all documents meet the needs of the council.

It was agreed that the Code of Conduct meets the needs of the Council and a copy was signed by the Chairman.

The Risk Assessment and System of Internal Control documents were reviewed. It was felt that they should be reviewed fully by the Finance Committee and it was resolved to add them to the agenda for the next meeting of the Finance Committee in May. **Action: The Clerk** to add a review of both documents to the agenda for the next meeting of the Finance Committee.

The Asset Register was reviewed and updated. **Action: The Clerk** to update the register and provide to Cllr Coatsworth for his signature.

9. To receive an update from the Planning Committee

Cllr Coatsworth provided a summary of the planning applications considered during the two planning meetings that have occurred since 25th January 2017.

10. To receive a report and recommendations from the working group on land transfer in Station Road.

A report from the Station Road Land working group had been circulated prior to this meeting (see http://www.helmdon.com/parishcouncil/hpc_meeting_papers_22MAR17.pdf) and Cllr Moody gave a brief summary. It was resolved to accept all the recommendations made and progress with the purchase of the land. **Action: The Clerk** to move forward with the land purchase.

11. To receive a report and recommendations from the Flag working group.

A report from the Flag working group had been circulated prior to this meeting (see http://www.helmdon.com/parishcouncil/hpc_meeting_papers_22MAR17.pdf) and Cllr Moody gave a brief summary. It was resolved to accept all the recommendations made. **Action: The Clerk** to action recommendations from the report.

12. To receive an update from the Blackpits monitoring group.

Mr Phillip Ward gave a summary of progress. Last year over 120 complaints about odours were made. The monitoring group met with Material Change in November and since then there have been significant changes made to improve the management of the composting facility at the plant. Phillip Ward felt hopeful that these changes should result in fewer odours this summer.

13.To receive an update from the Health and Safety Officers

Cllr Coatsworth confirmed that a Health and Safety check had been carried out and there were no areas of risk. However, every item on the report has a recommended maintenance requirement of varying degrees. It was resolved to obtain quotes for the work required.

Action: Cllr Coatsworth and the Clerk to obtain quotes.

14.To receive a report on the Speed Radar project

A report from Cllr Vicars had been circulated prior to this meeting (see appendix B) and he gave a brief summary. It was resolved to accept the report's proposal for a solar powered speed radar, and to accept location one, subject to agreement from Steve Barber (KierWSP) **Actions: The Clerk** to contact Steve Barber (KierWSP)

15.To consider a request from Acorns Pre-School for support for their application to the New Homes Bonus to replace the outdoor play surface

A statement from the Acorns manager had been circulated prior to this meeting. It was resolved to support Acorn's application to the New Homes Bonus for a £5,000 grant on the condition that if the final quote for the work exceeds £15,000, Acorns look to apply for funding from the community fund rather than Helmdon's allowance.

16.To receive an update from the Playground Committee

Cllr Wheeler presented the new safety sign that will be displayed in the playground.

Action: Cllr Wheeler to install the sign at the playground.

He explained that a recent safety check from Universal (Helmdon Primary School's play equipment inspector) had highlighted damage to the climbing net and the toddler swings. Cllr Wheeler has repaired both items and does not consider that they needed replacing at this stage. It was agreed that no further action was required at present - the council's annual safety inspection from Wicksteed is due in June 2017.

17.To receive an update from the Allotment Committee

Cllr Coatsworth confirmed that the repair to the allotment gate had been carried out, at a cost of over £200. It was also highlighted that the council had arranged for the grass access way to be mowed on a fortnightly basis from April – October 2017. Due to these new costs, it was resolved to increase the annual rental for each plot from £10.00 to £15.00. Cllr Hart queried whether tenants should be given 12 months' notice of a rental increase. **Action: The Clerk** to check the tenancy agreement before sending out invoices for 2017/18.

Cllr Garner suggested that the tenants be asked to volunteer a representative who can attend meetings of the Allotment Committee on behalf of all tenants. **Action: The Clerk** to contact the tenants with this suggestion.

18.To consider taking part in the beacon tribute for the 2018 Battle's Over commemoration.

It was resolved to take part in the commemoration and suggested that the beacon could be sited at the sports field. **Actions: The Clerk** to notify the beacon committee of Helmdon's wish to get involved. **Cllr Coatsworth** to speak to the Sports Club about the location of the beacon.

19.To confirm arrangements for this year's Annual Parish Meeting

The Clerk confirmed that both Cllr Morris and Cllr Marinker had agreed to speak at the meeting. It was agreed that Cllr Vicars and Cllr Garner would give a presentation on the Speed Radar project.

The Police Crime Commissioner, Stephen Mold has not yet confirmed his attendance and it was decided that that if he is unable to attend then Cllr Moody will give a presentation on the Flag Pole project, and the Station Road land purchase.

Actions: The Clerk to contact Stephen Mold again.

20.To receive an update on the War Memorial repairs and the garden renovation

Cllr Coatsworth will be submitting a grant application for the repairs to the War Memorials Trust by the end of March, 2017. **Action: Cllr Coatsworth** to submit the grant application.

Cllr Coatsworth confirmed that the council's application to the New Homes Bonus fund for a grant for the war memorial garden design, plants procurement and planting had been successful. It was resolved to proceed with the project. **Action: The Clerk** to contact Helen Tims.

21.To consider renewing the council's membership of CPRE and ACRE

It was resolved to renew the membership for both of these organisations but to make the payment in the next Ordinary meeting on May 24th 2017.

22.To consider Councillor attendance at the NACRE Neighbourhood Plan day, 25th May 2017

Cllr Vicars volunteered to attend and this was supported. It was resolved that Cllr Vicars attend this day and report back to the council in the next meeting. Action: The Clerk to reserve a place for Cllr Vicars.

23.Councillor Questions

- Cllr Wheeler confirmed that he has now been fully registered with the Neighbourhood Watch scheme and would keep the council updated.
- Cllr Vicars enquired as to whether the small road leading off Church Street past numbers 4 and 4a is a public or private road. The residents there have expressed concern about the number of people using the road to turn their vehicles around.
Action: Cllr Moody to check with Highways.

24.Close

The meeting closed at 9:45 pm

Signed _____ dated _____

Councillor John Coatsworth, Chairman

Appendix A

Helmdon Parish Council Finance Report 22/03/17

Accounts:

Balance of Unity Trust account as of 15/03/17:	£16,475.92
Expected balance once payments and invoices settled:	£14,627.87

Direct payments out since 25/1/17

1	2-Feb-2017	OPUS	Electricity Supply	DD	£79.00
2	2-Mar-2017	OPUS	Electricity Supply	DD	£70.46
				Total	£149.46

Invoices to be settled on 22/03/17

	PAYEE	DESCRIPTION	TYPE	AMOUNT	STATUTORY PROVISION
1	NCC	School License Fees	3000 76	£500	Open Spaces Act 1906, s14
2	Staff	Wages	BACS	£839.29	Local Government Act 1972, s112 (2)
3	Staff	Expenses	BACS	£113.42	Local Government Act 1972, s112 (2)
4	E.On	Electricity Repairs	BACS	£37.97	Parish Councils Act 1957, s3
5	S J Waldron	Allotment Gate Repairs	BACS	£180.00	Small Holdings and Allotments Act 1908, part
6	Linnell Bros	Allotment Gate Post	BACS	£52.44	Small Holdings and Allotments Act 1908, part
7	E.On	Electricity Maintenance	BACS	£124.93	Parish Councils Act 1957, s3
			Total	£1848.05	

2016/17 Day Book Current

2016						Current Account			16-Mar-17
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Cheque Cleared date	Payee	Item Description	Total Received	Total Paid	Balance
							DR	CR	
16-Mar-17	Totals						32935.83	16959.91	15975.92
Balance B/Fwd 2015							14128.24		14128.24
03-Jan-17	61416535	18-Dec-16	DD		Opus	Electricity Supply		77.66	17616.96
11-Jan-17					NCALC	Transparency Fund grant	1150.77		18767.73
25-Jan-17	101	01-Dec-16	BACS		Playmaintain	Playground Repairs		120.00	18647.73
25-Jan-17	OL-2016-02101		BACS		Get Mapping	Parish Online		33.60	18614.13
25-Jan-17	71350	12-Dec-16	BACS		E.On	Electricity maintenance		124.93	18489.20
25-Jan-17			BACS		Helen du Bois	Wages		839.29	17649.91
25-Jan-17			BACS		Helen du Bois	Wages (additional hours)		656.00	16993.91
25-Jan-17	1885	05-Jan-17	BACS		Marcus Young	Bin emptying		67.20	16926.71
25-Jan-17	1723	16-Jan-17	BACS		Helmdon.com	Website management fees		150.00	16776.71
25-Jan-17	72210	17-Jan-17	BACS		E.On	Electricity Repairs		56.33	16720.38
02-Feb-17	61735409		DD		Opus	Electricity Supply		79.00	16641.38
25-Jan-17	179	11-Nov-16	30075	07-Feb-17	Reading Room	Room Bookings		85.00	16556.38
25-Jan-17			30074	09-Feb-17	SNAST	Donation		10.00	16546.38
02-Mar-17			DD		Opus	Electricity Supply		70.46	16475.92
22-Mar-17	317201	13-Feb-17	CHEQUE		NCC	School License Legal Fees		500.00	15975.92
22-Mar-17			BACS		Helen du Bois	Wages		839.29	15136.63
22-Mar-17			BACS		Helen du Bois	Expenses		113.42	15023.21
22-Mar-17	72732	09-Feb-17	BACS		E.On	Electricity repairs		37.97	14985.24
22-Mar-17			BACS		S J Waldron	Allotment gate post repairs		180.00	14805.24
22-Mar-17	185612	21-Feb-17	BACS		Linnell Bros	Allotment gate post		52.44	14752.80
22-Mar-17	73606	14-Mar-17	BACS		E.On	Electricity maintenance		124.93	14627.87

2016/17 Day Book Budget

Code	EXPENDITURE	2015-2016			2016-2017		
		Budget	Actual	Remaining	Budget	Actual	Remaining
100	1. Lighting	1,175.00	1,424.36	- 249.36	1,619.00	1,336.03	282.97
101	Electricity Supply	750.00	1,377.42	- 627.42	919.00	817.54	101.46
102	Electricity repairs	425.00	46.94	378.06	200.00	102.05	97.95
103	Other						
104	Electricity maintenance			-	500.00	416.44	83.56
200	2. Parks & Open Spaces	3,050.00	25,665.04	-22,615.04	6,855.00	2,797.84	4,057.16
201	Grass cutting	1,500.00	1,369.97	130.03	1,600.00	1,596.25	3.75
202	Playground equip. inspection	75.00	65.00	10.00	65.00	54.00	11.00
203	School field rent	350.00	350.00	-	350.00	850.00	-500.00
204	War memorial and pump garden bulbs	150.00	-	150.00	150.00		150.00
205	Bulbs	75.00	52.07	22.93	75.00	26.94	48.06
206	Specific projects from sinking funds	750.00	23,258.00	-22,508.00	4,000.00		4,000.00
207	General maintenance	150.00	570.00	- 420.00	150.00	20.95	129.05
208	Other		-	-	465.00	249.70	215.30
300	3. Sinking Fund	-	-		2,025.00	2,078.40	see
301	Playground equipment		-	see	1900.00	2,078.40	sinking
302	Notice boards		-	sinking			fund
303	Computer		-	fund	125.00		doc
304	War memorial		-	doc			
305	Village seats		-				
306	Other		-				
400	4. General Administration	7,575.01	6,461.71	1,113.30	11,948.00	8,579.38	3,368.62
401	Audit charge	255.00	255.00	-	400.00	402.00	-2.00
402	Clerk's salary	4,015.00	3,415.63	599.37	4,480.00	4,923.47	-443.47
403	Clerk's expenses	150.00	173.27	- 23.27	150.00	245.26	-95.26
404	Election expenses		39.00	- 38.99			
405	Insurances	1,220.00	1,099.43	120.57	1,170.00	1,225.34	-55.34
406	NCALC training	150.00	298.33	- 148.33	982.00	839.00	143.00
407	Subscriptions	450.00	462.39	- 12.39	921.00	512.31	408.69
408	Reading Room rent	225.00	127.50	97.50	225.00	145.00	80.00
409	Leaflets & Advertising	960.00	431.16	528.84	270.00	119.00	151.00
410	Web site	150.00	150.00	-	150.00	150.00	
411	Traffic calming measures		-	-	3,200.00		3,200.00
412	Other		10.00	- 10.00		18.00	-18.00
500	Grants	1,350.00	525.00	825.00	2,050.00	2,050.00	
501	Grants to Village Organisations	1,350.00	500.00	850.00	1,350.00	2,050.00	-700.00
502	VOY and school prizes		25.00	- 25.00	200.00		200.00
503	S. 137		-	-	500.00		500.00
600	6. Burial Grounds	900.00	400.00	500.00	400.00	400.00	
601	Churchyard Maintenance	400.00	400.00	-	400.00	400.00	
602	Contingency	500.00	-	500.00			
	Total Regular Expenditure	14,050.01	34,476.11	-20,426.10	24,897.00	17,241.65	7,655.35
701	Transfer Out		-				
702	To Deposit Account		-				
703	Other		-				
704	Vat Paid		701.62			996.86	
	Total Expenditure		35,177.73		24,897.00	18,238.51	
900	INCOME						
901	Precept	14,660.00	14,660.00	-	16,142.00	16,142.00	
902	Interest	25.00	20.81	- 4.19	25.00	4.82	-20.18
903	Allotments	160.00	-	- 160.00	100.00	110.00	10.00
904	Newsletter		-	-			
905	Grants +Prizes	22,808.00	22,808.00	-	8,165.00	2,150.77	-6,014.23
906	Donations		-	-		400.00	-400.00
907	Dividends		-	-			
908	Village Hall - Reading Room		-	-			
910	Vat Repayment	-	528.48	528.48			
	Total Regular Income		38,017.29		24,432.00	18,807.59	
909	Misc Transfers In		-				
	Total Working Income		38,017.29			18,807.59	
	Balance		2,839.56		-465.00	569.08	

Appendix B

Speed Radar for Helmdon – Cllr Vicars

Update and Questions for the Parish Council

At the previous meeting on the 25th January, it was agreed that in the absence of any meeting with Coeval Limited, we would proceed with a single potential supplier, Traffic Technology (TT) of Buckingham.

Harry Shaw of TT had met with Cllrs Vicars, Garner and the Parish Clerk a few days before that meeting to demonstrate a battery-operated unit and to discuss possible locations for siting a unit. This demonstration took place in Station Road, just above Hintons Close and was primarily aimed at vehicles entering the village from the South.

In summary, the unit was clear and appeared to be effective in that most (but not all) vehicles did noticeably slow down when the unit was spotted. It was also apparent at that demonstration that the unit would need to be on the Hintons Close side of Station Road as visibility on the other side is restricted by trees.

In an earlier Council Meeting, we had agreed that units powered by batteries were to be avoided due to the overhead of changing/charging power units and we were leaning towards mains-powered units. However, following that demonstration and a later email exchange with Graeme Hill of Western Power, it seems that a solar powered unit might be preferable as it would:

- (a) offer more versatility in terms of location in that the location is not dependent upon a nearby power supply...
- (b) not incur the connection charge or running costs associated with mains power, albeit the solar powered unit is slightly more expensive – around £300 more per unit.

A solar unit would need to be sited slightly further down Station Road than we first considered owing to the tree canopy at that end of Station Road.

Next Steps

The next action is for the Parish Clerk to apply for the "Section 50 Street Works Licence"; this is the process to obtain permission to place new apparatus on a public verge. However, before the Clerk can proceed with that application, **the Parish Council need to address the following:**

- 1) The type of unit must be agreed – the recommendation is solar powered.
- 2) The location – see following page
- 3) Whether we use an existing post or require a new post to be installed – in all likelihood, a new post will be necessary.
- 4) The Section 50 application requires the signature of residents fronting (and thereby potentially affected by) the new unit. We may need to rethink should this not be forthcoming

Suggested locations (see orange circle) are, of course, subject to Highways and resident approval

- 1) The unit would be unobstructed by the trees and would be visible to cars as they reach the houses.



- 2) Just below Hintons Close – but is this too far down? Will cars already be at the houses before seeing / activating the display?

