



# HELMDON PARISH COUNCIL

## MINUTES



of the Ordinary meeting of Helmdon Parish Council, held in the Reading Room,  
Church Street, Helmdon on **Wednesday 23<sup>rd</sup> March, 2016 at 7:30pm**

**PRESENT:** Cllrs Coatsworth, Moody, Hart, Wheeler, Thorpe, Vicars, Duncombe, Adhemar, Garner and the Clerk. Cllr Hart left at 9.20pm.

**IN ATTENDANCE:** 4 members of the public attended.

### 1. Apologies for absence

None.

### 2. Declarations of Interest

None.

### 3. Approval and signature of the minutes of the meeting of 27<sup>th</sup> January, 2016

The minutes were approved by all and signed by the Chairman.

### 4. Matters arising

Item 4 (Item 8): Cllr Moody expressed concern that although we now had a correct plan, some of the other documentation sent by Wright Hassel was incorrect. A working group was formed to review the documents – group members: Cllr Moody, Cllr Vicars and Cllr Thorne. **Action: Working group** to review the documents and decide next steps.

Item 4 (Item 10): The Clerk confirmed that Anglian Water are sure that the pipe is not theirs, and is waiting for a response from Highways. **Action: The Clerk** to continue with investigation.

Item 4 (Item 14): Cllr Hart has not seen the car park on the verge again but will speak to the Head Teacher if she thinks it is still an issue.

Item 10: Cllr Coatsworth and Cllr Moody signed the Direct Debit mandate and the Clerk confirmed that the switch to Opus would be made within the next week.

Item 15: **Action: Cllr Wheeler** to send Playground Inspection reports to the Clerk.

Item 25a): Great Western Power have visited the site of the leak and repaired the damage caused to the drainage pipe. There was discussion about a leak higher up Church Street that Anglian Water had investigated in the previous week, when they had found chlorine in the water sample. It was discussed that it is possible that the leak is from the overflow of a septic tank in the nearby field **Action: The Clerk** to inform Anglian Water of this possibility.

Item 25b) Cllr Moody confirmed that the website had been updated and given a more modern look.

Item 25d) Cllr Wheeler confirmed that he was happy to take on the role of Neighbourhood Watch Co-ordinator.

### 5. Open Forum

The Chairman invited questions on any subject. Concern was expressed about the Council's decision not to replace the fencing around the war memorial, based on feedback from the

recent village survey. Requests were made for something to be done to define the sacred area of the memorial, such as a box hedge, paving or stones. Cllr Vicars confirmed that although the war memorial itself is listed, there are no restrictions on what can be done to the grassed area. Cllr Coatsworth thanked the audience for their input and agreed that the Council would take time to consider their views.

**6. To receive an update regarding flooding related issues:**

Cllr Coatsworth confirmed that a meeting had been arranged at Grange Lane with Bulkhead properties and that everyone who had been invited was able to attend. The flooding on 9<sup>th</sup> March, 2016 was discussed and it was agreed that water running down Grange Lane contributed greatly to the flood water problem. Cllr Hart and the Clerk highlighted the valiant efforts of Richard Farquharson to keep the drain at The Green end of Station Road clear, which helped to keep the flood water away from properties.

**7. Finance:**

**a. Financial statement**

The Clerk presented the latest financial statement (see appendix A). The report showed a balance of £15,064.01 at 16<sup>th</sup> March, 2016.

**b. To note payments received**

There were no payments received since 27<sup>th</sup> January, 2016

**c. To consider invoices to be paid**

It was resolved to pay the following invoices:

1	NCALC	NCALC Training	BACS	£34.00
2	NCALC	NCALC Training	BACS	£39.00
3	NCALC	The Good Councillor Guide	BACS	£25.00
4	H du Bois	Wages	BACS	£635.70
5	H du Bois	Office expenses	BACS	£55.99
6	ACRE	Village of the Year entry fees	300060	£25.00
7	E.On	Lighting Maintenance	BACS	£124.93
			Total	£939.62

**d. To receive an update from the Internal Controls Councillor:**

It was confirmed that the Clerk and the Internal Controls Councillor (Cllr Hart) had met and the Internal Controls Councillor presented her report. The Internal Controls document was reviewed and it was resolved to sign off the system of internal control and internal audit.

**e. To consider an annual salary increase for the Clerk**

It was resolved to increase the Clerk's salary by one SCP from CP 18 to SCP 19 for the 2016/17 financial year. The Clerk expressed thanks.

**f. To consider the preparations required for the forthcoming annual internal audit.**

The Clerk confirmed that Lynn Lavender had been appointed as the internal auditor and was due to visit on 7<sup>th</sup> June, 2016. The Clerk also mentioned that the 2015/16 External Audit paperwork had arrived from BDO and their submission date is 20<sup>th</sup> June, 2016.

**g. To consider the date of the next meeting of the Finance Committee.**

It was agreed that the next scheduled Finance Meeting should be delayed by a few weeks to tie in with this year's village grants submissions. To be discussed further at point item 12.

### **8. Correspondence review**

The Clerk presented a list of all correspondence received (see appendix B). Cllr Adhemar mentioned the email received from The Bridge Players about a missing grant payment in 2015/16. The Chair of the Bridge Players did not complete a grant application form but had emailed the then Clerk at the time to apply and was told that the grant application had been accepted. It was agreed that as this decision was not minuted, payment could not be made automatically now. However, Cllr Moody commented that any application made by the Bridge Players in the 2016/17 grants process would be considered favourably.

The Clerk explained that they had received a memory stick containing the HS2 Amended Bill since the correspondence report was created. It was agreed to load this to the HS2 TV stored in the Reading Room so residents could view the documents themselves. **Action: The Clerk** to update the HS2 TV with the new memory stick.

The time taken by the Clerk to prepare the correspondence review was discussed and there was some discussion about whether Councillors considered the report useful or not. It was agreed that as the Clerk regularly forwarded on pertinent emails, the correspondence list was duplication and not necessarily needed. **Action: Cllr Moody** to review the past 3 correspondence reports to see if they contain any information that had not already been passed on to the Parish Council. It was agreed that in the meantime, a correspondence email address would be set up and the Clerk would send copies of all correspondence. Councillors could access this email inbox before meetings to check. **Action: Cllr Moody** to set up the correspondence email address and **the Clerk** to forward copies of all correspondence.

### **9. To consider the changes recommended by the Clerk for the following documents a) Standing Orders b) Financial Regulations c) Risk Assessment**

The current documents had been previously circulated for review ahead of this meeting:

#### **a) Standing Orders:**

- a. **Section 1f:** Cllr Vicars raised a query regarding this section but Cllr Moody confirmed that he had discussed with the legal authority at NCALC and it was deemed to be correct. It was resolved to leave this as it is.
- b. **Section 15b xiv** – it was resolved to remove this section.
- c. **Section 18c** - it was noted that this paragraph was not in line with the Financial Regulations. It was agreed that this should be left as is but that it would be reviewed when the new model Financial Regulations are published later this year.

It was resolved that once the above changes had been made, the Council would re-adopt the Standing Orders document. **Action: The Clerk** to make the approved changes.

- b) **Financial Regulations:** Cllr Moody informed the Council that new model Financial Regulations were being published by NALC in the next couple of months. In light of this it was resolved to re-adopt the existing document and to schedule a further review of the document alongside the new model document in the next Finance Committee meeting.
- c) **Risk Assessment:** The Parish Council reviewed the risks to achieving its objectives and the adequacy of measures taken to manage these risks. It was noted that the measures taken to minimise significant risks include Standing Orders, Financial Regulations, Risk Assessment, reference to NCALC, Clerk's training courses, Cllrs' training courses and seminars attended, Internal Control Councillor and the review of Risk Management Policy. It was resolved that the Parish Council accept that to its current knowledge no significant risks exist. It was resolved to re-adopt the existing Risk Assessment document and to schedule an in-depth review in the next Finance Committee meeting.

### **10. To consider the current Code of Conduct and resolve whether it meets the needs of the Council**

The current code had been previously circulated; after due consideration it was felt that it continued to meet the needs of the council.

**11. To consider arrangements for the Annual Parish Meeting**

The date was confirmed as Wednesday 27<sup>th</sup> April, 7:30pm. The list of speakers for the meeting was discussed. The Clerk was given a budget of £15 for food and drink and it was agreed that the Chairman would organise the wine.

**12. To consider arrangements for the 2016/17 Village Grant application process**

The existing grant form was considered fit for purpose. The grant applications will be reviewed by the Finance Committee at a meeting on Wednesday, 11<sup>th</sup> May, 2016 and recommendations made to the full Parish Council for payment at the meeting on 25<sup>th</sup> May, 2016. It was agreed that the grant application window should be open from 1<sup>st</sup> April to 30<sup>th</sup> April and that the grants process should be publicised widely. **Action: The Clerk** to ensure the Grants process is well publicised throughout the village.

**13. To review the draft Heads of Terms document for the School Field License**

The clause regarding the emptying of bins during the school holidays was discussed. The Clerk had received a quote from Marcus Young Landscapes for emptying the bin near the picnic table of £65 + VAT for 13 visits a year. However, it was discussed that there are two bins on the school field. **Action: The Clerk** to obtain new quote to include both bins.

The clause regarding the tennis court was discussed including the complex issues of a booking procedure and insurance for both the net and the pavilion during weekends and holidays. It was agreed to advertise within the village to see if there was anyone interested in setting up a tennis club to use these new facilities. **Actions: Cllr Coatsworth** to speak to the Sports Club and **Cllr Moody** to advertise on the website.

**14. To consider the updated New Homes Bonus and discuss possible projects for grant application from the 2016/17 budget.**

It was resolved to apply for a grant to pay for the pump garden renovations. **Actions: Cllr Coatsworth** and **the Clerk** to process the application.

**15. To note decisions of the Planning Committee since 27<sup>th</sup> January 2016**

- a. Application no: **S/2016/0069/MAR, Radstone Fields, Brackley**  
After considering the information contained in the documentation, the committee resolved to support the application, but to record their concerns about the unsuitability of the Radstone Road to accept an increase in traffic volume.
- b. Application no: **S/2016/0481/MAR, Foxhill Land North of Northampton Road, Brackley:** After considering the information contained in the documentation, the committee resolved to support the application, but to record their concerns about the unsuitability of the Radstone Road to accept an increase in traffic volume.
- c. Application No: **S/2016/0510/FUL, 53 Station Road, Helmdon, NN13 5QT:**  
After considering the information contained in the documentation, the committee resolved to support the application.

**16. To receive a report from the Highways Warden**

Cllr Moody gave a summary of issues that had been reported to Street Doctor and their resolution. He also gave an update on the layby at the top of the village and it was agreed that it already looks better as the ground has dried and the grass has started to grow. It was agreed to leave for now and monitor its condition over the year.

Cllr Moody also confirmed that a link to Street Doctor is available on [www.helmdon.com](http://www.helmdon.com) and that residents are urged to use it to report any problems.

Cllr Adhemar enquired about a pot hole that has appeared at the edge of the bridge on Grange Lane **Action: Cllr Moody** to report it to Street Doctor.

**Outstanding Action: Cllr Duncombe** to speak to owner of farm land at the top of Church Street regarding the ditch.

**17. To receive a report on the village web site**

A report from Cllr Moody had been previously circulated (see appendix C) and Cllr Moody expressed thanks and gratitude for Audrey Forgham for her dedicated work as website editor.

**18.To consider the implications for Helmdon Parish Council of the proposed merger of South Northamptonshire Council and Cherwell District Council**

It was agreed to ask District Councillor, Cllr Ian Morris, for an update on this when he speaks at the Annual Parish Meeting.

**19.To consider the Consultation on the proposal by NCC to amend the 2015 roadworks permit scheme**

Concern was expressed about proposed changes to procedures for advance notice of activity. **Action: Cllr Moody** to respond to NCC on behalf of the Council.

**20.To consider arrangements for retaining a permissive path over the viaduct**

The Footpaths Warden gave a summary of the current situation. It was resolved that the Parish Council would apply for a permissive path over the viaduct - Cllr Coatsworth confirmed that the Council's insurance company were happy to support this so long as the Council carried out a risk assessment and erected warning notices.

The Footpaths Warden would like to use this opportunity to review the existing signs positioned at the other permissive paths in the village as he felt that the wording should be updated and the signs renewed. **Actions: The Footpaths Warden** to obtain quote for updating the permissive paths signs. **Cllr Moody** to provide advice on the wording for the signs. **Cllr Coatsworth** to work with **the Clerk** to apply to the New Homes Bonus for grant funding for the gate.

**21.To receive an update from the Blackpits Monitoring Group**

Cllr Vicars confirmed that the new reporting system was now live on [www.helmdon.com](http://www.helmdon.com)

**22.To consider changing the structure of the Allotment and Playground committees to working groups and delegate spending power for these groups to the Clerk.**

It was resolved to move forward with this change.

**Outstanding Action: Cllr Coatsworth** to create a list of actions for the Allotment Committee and **Cllr Adhemar** and **Cllr Wheeler** to do the same for the Playground Committee.

**23.To receive an update from the Playground Committee**

It was confirmed that repair work was due to commence over the Easter Holidays and the Clerk will inform Cllr Duncombe when the work is finished so that he can distribute the bark. **Actions: Cllr Wheeler** to visit the site to inspect the repair work. **The Clerk** to inform Cllr Duncombe when repair work is finished and **Cllr Duncombe** to spread out the new bark.

The possibility of changing the inspection supplier was discussed and it was agreed that the Playground Committee should meet to choose a new inspection provider from the options the Clerk has already provided. **Action: The Clerk** to organise a meeting of the Playground Committee.

**24.To receive an update from the Allotment Committee and review updated Tenancy Agreement.**

The Clerk presented an updated tenancy agreement based on a NALC model agreement provided by Cllr Moody. All the suggested changes were approved and it was resolved by vote to insert a clause stating that "Priority will be given to Helmdon residents when allocating plots". **Action: The Clerk** to finalise the new tenancy agreement and send it out to plot holders in April.

**25.To review the Clerk's queries from the NALC Local Council Survey 2016**

The Clerk asked for advice on a couple of queries. Councillors were reminded to complete their individual surveys by 15<sup>th</sup> May.

**26.To receive an update on the repairs to the War Memorial**

Cllr Vicars confirmed that he had received one quote for the work involved and that he had put in a pre-application grant request from the War Memorial's Trust. He explained the difficulty of finding a company suitable to carry out the work as they must be authorised to work on listed monuments. A member of the public suggested contacting the National War Memorial Arboretum for advice on repair experts.

**Action: The Clerk** to confirm if the Council's insurance policy includes cover for accidental damage to the War Memorial.

**27.Councillor questions**

- a. Cllr Thorpe asked if a date had been given for the Judges inspection for the Village of the Year Competition. **Action: Cllr Adhemar** to inform the Council as soon as a date has been confirmed.
- b. Cllr Coatsworth suggested that Councillors who are due to report or present findings at a main meeting should circulate their report to the Parish Council in advance of meetings. It was resolved that all reports and documentation should be sent out two weeks in advance of main meetings.

**28.Close**

The meeting was closed at 10.02pm

The next ordinary meeting of the Council will take place on Wednesday 25<sup>th</sup> May, 2016 in the Reading Room.

Signed \_\_\_\_\_ dated \_\_\_\_\_

Councillor John Coatsworth, Chairman

# Appendix A

## Helmdon Parish Council Finance Report 23/03/16

### Accounts:

Balance at Unity Trust account as of 16/03/16: £15,064.01  
Expected balance once invoices settled: £14,124.39

### Payments received since 13/1/16

None received.

### Invoices to be settled 23/03/16

1	NCALC	NCALC Training	BACS	£34.00
2	NCALC	NCALC Training	BACS	£39.00
3	NCALC	The Good Councillor Guide	BACS	£25.00
4	H du Bois	Wages	BACS	£635.70
5	H du Bois	Office expenses	BACS	£55.99
6	ACRE	Village of the Year entry fees	300060	£25.00
7	E.On	Lighting Maintenance	BACS	£124.93
			Total	£939.62

## 2015/16 Day Book Current

2015					Current Account			26-Mar-16	
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Payee	Item Description	Total Received	Total Paid	Balance	Code
						DR	CR		
26-Mar-16					Totals	49820.45	34720.44	15100.01	
					Balance B/Fwd 2014	11807.01		11807.01	
02-Apr-15			BACS	Co-op	Interest	1.54		11808.55	902
09-Apr-15		25-Mar-15	500437	Reading Room	Room Hire		72.50	11736.05	408
15-Apr-15		25-Mar-15	500434	P Burns	Lottery Licenses		20.00	11716.05	412
15-Apr-15		25-Mar-15	500435	S Adhemar	Trophy & Prizes		46.95	11669.10	412
15-Apr-15		25-Mar-15	500439	P Burns	Photos		93.60	11575.50	502
17-Apr-15			BACS	SNC	Precept PART 1	7330.00		18905.50	901
20-Apr-15			BACS	Co-op	Fee Copy Item		10.00	18895.50	412
05-May-15			BACS	Co-op	Interest	1.94		18897.44	902
05-Jun-15			BACS	Co-op	Interest	2.75		18900.19	902
10-Jun-15		28-May-14	500400	1st Helmdon Rangers	Grants to Village Organisations		125.00	18775.19	501
03-Jul-15			BACS	Co-op	Interest	1.69		18776.88	902
20-Jul-15		25-Mar-15	500433	E.On	Electricity		160.28	18616.60	101
27-Jul-15	3844	30-Apr-15	BACS	Brown and Barden	Grass Cutting		234.85	18381.75	201
27-Jul-15	3858	11-Jun-15	BACS	Brown and Barden	Grass Cutting		234.85	18146.90	201
27-Jul-15	3870	26-Jun-15	BACS	Brown and Barden	Grass Cutting		234.85	17912.05	201
27-Jul-15	3886	30-Jul-15	BACS	Brown and Barden	Grass Cutting		234.85	17677.20	201
27-Jul-15		01-Apr-15	BACS	E.On	Electricity		156.81	17520.39	101
27-Jul-15	H11AD697EE	09-Jul-15	BACS	E.On	Electricity		478.22	17042.17	101
27-Jul-15	4938	01-Apr-15	BACS	NCALC	Internal Audit		155.00	16887.17	401
27-Jul-15	4938	01-Apr-15	BACS	NCALC	Subscription		353.39	16533.78	407
27-Jul-15	017557	01-Jul-15	BACS	Playsafety Ltd	Playground Inspection		78.00	16455.78	202
27-Jul-15		01-Jun-15	BACS	S Loake	Wages		669.20	15786.58	402
27-Jul-15		25-Jul-15	BACS	S Loake	Newsletter		105.16	15681.42	409
27-Jul-15		25-Jul-15	BACS	S Loake	Wages		494.93	15186.49	402
27-Jul-15		25-Jul-15	BACS	S Loake	Office expenses		9.60	15176.89	403
27-Jul-15		25-Jul-15	BACS	S Loake	General Maintenance (Bark)		190.00	14986.89	207
27-Jul-15	00017743	27-Apr-15	BACS	Top Print	Newsletter		144.25	14842.64	409
28-Sep-15			BACS	SNC	School Drainage Project	22808.00		37650.64	905
28-Sep-15			BACS	SNC	Precept PART 2	7330.00		44980.64	901
30-Sep-15			BACS	Unity	Interest	3.36		44984.00	902
07-Oct-15	07888	27-Jul-15	300052	Linnell Bros	General Maintenance (Bark)		456.00	44528.00	207
12-Oct-15	3904	21-8-115	300053	Brown and Barden	Grass Cutting		234.85	44293.15	201
12-Oct-15		22-Sep-15	300056	S Lidgley	Bulbs		62.48	44230.67	205
19-Oct-15		04-Jun-15	300054	SNAST NHW	Subscription		10.00	44220.67	407
09-Oct-15		20-Sep-15	BACS	H du Bois	Office expenses		33.98	44186.69	403
09-Oct-15		20-Sep-15	BACS	H du Bois	Wages		319.28	43867.41	402
08-Oct-15		08-Oct-15	BACS	ACRE	Subscription		35.00	43832.41	407
08-Oct-15	547/2079383	01-Sep-15	BACS	Came & Company	Insurance		1169.09	42663.32	405
08-Oct-15	049914	24-Sept 14	BACS	E.On	Lighting Maintenance		124.93	42538.39	101
08-Oct-15	054273	25-Mar-15	BACS	E.On	Lighting Maintenance		124.93	42413.46	101
08-Oct-15	056162	09-Jun-15	BACS	E.On	Lighting Maintenance		124.93	42288.53	101
08-Oct-15	058621	11-Sep-15	BACS	E.On	Lighting Maintenance		124.93	42163.60	101
08-Oct-15	5257	21-Jul-15	BACS	NCALC	NCALC Training		39.00	42124.60	406
09-Oct-15	E2047002408	08-May-15	BACS	Helmdon Primary	School Field Rent		350.00	41774.60	203
08-Oct-15	E2047002409	14-Sep-15	BACS	Helmdon Primary	School Drainage Project	22808.00		18966.60	206
08-Oct-15	POL-2015-02101	31-Aug-15	BACS	Parish Online	Mapping Subs		33.60	18933.00	407
08-Oct-15			BACS	Helmdon WI	Grants to Village Organisations		100.00	18833.00	501
08-Oct-15			BACS	Helmdon Fellowship	Grants to Village Organisations		150.00	18683.00	501
08-Oct-15			BACS	Whistley Scouts	Grants to Village Organisations		250.00	18433.00	501
14-Oct-15		23-Sep-15	300055	Helmdon Churchyard	Chuchyard Maintenance		400.00	18033.00	601
26-Oct-15				HMRC	VAT refund	528.48		18561.48	910
07-Dec-15	3924	29-Sep-15	BACS	Brown and Barden	Grass Cutting		234.85	18326.63	201
07-Dec-15	3087833	30-Sep-15	BACS	SNC	Election Expenses		39.00	18287.63	404
07-Dec-15	1430231	26-Sep-15	BACS	BDO LLP	External Audit		120.00	18167.63	401
07-Dec-15	153	29-Sep-15	BACS	Clare Nash Architecture	Pump Garden Plans		450.00	17717.63	206
07-Dec-15	059528	09-Oct-15	BACS	E.On	Electricity Repairs		56.33	17661.30	102
07-Dec-15	3943	24-Oct-15	BACS	Brown and Barden	Grass Cutting		234.85	17426.45	201
07-Dec-15	5105	30-Apr-15	BACS	NCALC	NCALC Training		11.33	17415.12	406
07-Dec-15		24-Nov-15	BACS	H du Bois	Wages		648.26	16766.86	402
07-Dec-15		24-Nov-15	BACS	H du Bois	Office expenses		40.74	16726.12	403
07-Dec-15	00018291	04-Aug-15	BACS	Top Print	Newsletter		181.75	16544.37	409
22-Dec-15	149	03-Nov-15	300058	Reading Room	Room Hire		127.50	16416.87	408
31-Dec-15				Unity	Interest	5.68		16422.55	902
29-Jan-16	5353	25-Nov-15	BACS	NCALC	NCALC Training		150.00	16272.55	406
29-Jan-16	061029	03-Dec-15	BACS	E.On	Lighting Maintenance		124.93	16147.62	101
29-Jan-16		27-Jan-16	BACS	H du Bois	Wages		648.26	15499.36	402
29-Jan-16		27-Jan-16	BACS	H du Bois	Office expenses		32.96	15466.40	403
29-Jan-16	H1263E544A	01-Jan-16	BACS	E.On	Electricity		216.39	15250.01	101
29-Jan-16	01573	12-Jan-16	BACS	D Moody	WebSite Management		150.00	15100.01	410
22-Feb-16		27-Jan-16	300059	CPRE	Subscription		36.00	15064.01	407
23-Mar-16	5405	09-Feb-16	BACS	NCALC	NCALC Training		34.00	15030.01	406
23-Mar-16	5446	29-Feb-16	BACS	NCALC	NCALC Training		39.00	14991.01	406
23-Mar-16	5436	16-Feb-16	BACS	NCALC	The Good Council/lor Guide		25.00	14966.01	406
23-Mar-16		16-Mar-16	BACS	H du Bois	Wages		635.70	14330.31	402
23-Mar-16		16-Mar-16	BACS	H du Bois	Office Expenses		55.99	14274.32	403
23-Mar-16		15-Mar-16	300060	ACRE	Best Village competition		25.00	14249.32	502
23-Mar-16	063620	19-Mar-16	BACS	E.On	Lighting Maintenance		124.93	14124.39	101



## 2015/16 Day Book Budget

Code	EXPENDITURE	2013-2014			2014-2015			2015-2016		
		Budget	Actual	Remaining	Budget	Actual	Remaining	Budget	Actual	Remaining
<b>100</b>	<b>1. Lighting</b>	<b>1,500.00</b>	<b>1,131.82</b>	<b>368.18</b>	<b>1,500.00</b>	<b>925.59</b>	<b>574.41</b>	<b>1,175.00</b>	<b>1,514.68</b>	<b>-339.68</b>
101	Street lighting	1,100.00	1021.97	78.03	1,100.00	613.26	486.74	750.00	1,467.74	-717.74
102	Electricity repairs	400.00	109.85	290.15	400.00	312.33	87.67	425.00	46.94	378.06
103	Other									
<b>200</b>	<b>2. Parks &amp; Open Spaces</b>	<b>7,667.00</b>	<b>7,861.44</b>	<b>-194.44</b>	<b>3,087.00</b>	<b>7,334.40</b>	<b>-4,219.15</b>	<b>3,050.00</b>	<b>25,665.04</b>	<b>-22,615.04</b>
201	Grass cutting	1,400.00	1369.97	30.03	1,420.00	1,448.25	-28.25	1,500.00	1,369.97	130.03
202	Playground equip. inspection	72.00	65	7.00	72.00	65.00	7.00	75.00	65.00	10.00
203	School field rent	350.00	350		350.00	350.00		350.00	350.00	
204	War memorial and pump garden	75.00	26.73	48.27	75.00		75.00	150.00		150.00
205	Bulbs	20.00	45	-25.00	20.00	255.82	-235.82	75.00	52.07	22.93
206	Specific projects from sinking fund	3,250.00	1567.07	1,682.93	750.00	5,215.33	-4,465.33	750.00	23,258.00	-22,508.00
207	General maintenance	150.00	679.17	-529.17	150.00		150.00	150.00	570.00	-420.00
208	Other (Jubilee Wall)	2,350.00	3758.5	-1,408.50	250.00		250.00			
<b>300</b>	<b>3. Sinking Fund</b>	<b>625.00</b>		<b>see</b>	<b>625.00</b>	<b>4,732.00</b>	<b>see</b>			<b>see</b>
301	Playground equipment			sinking			sinking			sinking
302	Notice boards	500.00		fund	500.00		fund			fund
303	Computer	125.00		doc	125.00		doc			doc
304	War memorial									
305	Village seats									
306	Other									
<b>400</b>	<b>4. General Administration</b>	<b>8,097.12</b>	<b>7,499.26</b>	<b>597.86</b>	<b>7,712.79</b>	<b>7,144.32</b>	<b>568.47</b>	<b>7,575.01</b>	<b>5,965.46</b>	<b>1,609.55</b>
401	Audit charge	280.00	272.21	7.79	280.00	100.00	180.00	255.00	255.00	
402	Clerk's salary	4,504.49	4504.44	0.05	4,601.79	4,902.22	-300.43	4,015.00	2,779.93	1,235.07
403	Clerk's expenses	140.00	261.73	-121.73	140.00	80.99	59.01	150.00	173.27	-23.27
404	Election expenses	200.00		200.00	200.00		200.00	0.01	39.00	-38.99
405	Insurances	1,278.00	1160	118.00	1,278.00	1,194.78	83.22	1,220.00	1,099.43	120.57
406	NCALC training	58.00		58.00	58.00	365.99	-307.99	150.00	298.33	-148.33
407	Subscriptions	231.63	269.63	-38.00	240.00	75.00	165.00	450.00	462.39	-12.39
408	Reading Room rent	150.00	160	-10.00	150.00	-7.16	157.16	225.00	200.00	25.00
409	Newsletter (Talkabout)	555.00	696.25	-141.25	565.00	282.50	282.50	960.00	431.16	528.84
410	Web site	150.00	150		150.00	150.00		150.00	150.00	
411	Traffic calming measures	500.00		500.00						
412	Other (now Vof Yr)	50.00	25	25.00	50.00		50.00		76.95	-76.95
<b>500</b>	<b>Grants</b>	<b>1,250.00</b>	<b>5,168.60</b>	<b>-3,918.60</b>	<b>1,250.00</b>	<b>1,150.00</b>	<b>100.00</b>	<b>1,350.00</b>	<b>743.60</b>	<b>606.40</b>
501	Grants to Village Organisations	1,250.00	5050	-3,800.00	1,250.00	1,125.00	125.00	1,350.00	625.00	725.00
502	Village of the Year - Nat comp		118.60	-118.60			25.00	-25.00	118.60	-118.60
503	S. 137									
<b>600</b>	<b>6. Burial Grounds</b>	<b>300.00</b>	<b>300.00</b>		<b>400.00</b>	<b>400.00</b>		<b>900.00</b>	<b>400.00</b>	<b>500.00</b>
601	Churchyard Maintenance	300.00	300.00		400.00	400.00		400.00	400.00	
602	Contingency							500.00		500.00
	<b>Total Regular Expenditure</b>	<b>19,439.12</b>	<b>21,961.12</b>	<b>-2,522.00</b>	<b>14,574.79</b>	<b>16,954.31</b>	<b>-2,379.52</b>	<b>14,050.01</b>	<b>34,288.78</b>	<b>-20,238.77</b>
701	Transfer Out									
702	To Deposit Account									
703	Other									
704	Vat Paid		966.86			1,463.99			771.58	
	<b>Total Expenditure</b>		<b>22,927.98</b>			<b>18,418.30</b>			<b>35,060.36</b>	
<b>900</b>	<b>INCOME</b>									
901	Precept	13,385.00	14,058.21		14,660.00	14,660.00		14,660.00	14,660.00	
902	Interest	36.00	32.55		25.00	19.51	5.49	25.00	16.96	-8.04
903	Allotments	160.00	125.00		160.00	145.00	15.00	160.00		-160.00
904	Newsletter									
905	Grants+Prizes					250.00	-250.00	22,808.00	22,808.00	
906	Donations		250.00			60.00	-60.00			
907	Dividends									
908	Village Hall - Reading Room									
910	Vat Repayment	100.00				3,173.93	-3,173.93		528.48	528.48
	<b>Total Regular Income</b>		<b>14,465.76</b>			<b>18,308.44</b>			<b>38,013.44</b>	
909	Misc Transfers In									
	<b>Total Working Income</b>		<b>14,465.76</b>			<b>18,308.44</b>			<b>38,013.44</b>	
	<b>Balance</b>		<b>-8,462.22</b>			<b>-109.86</b>			<b>2,953.08</b>	

# Appendix B

## Correspondence received by Helmdon Parish Council 23<sup>rd</sup> January 2016 – 16<sup>th</sup> March 2016

### **South Northamptonshire Council**

- Cllr Simon Marinker: Helmdon Annual Parish Meeting
- CIL Presentation Slides
- Weekly Planning Application listings
- New Homes Bonus Allocations
- Statement released on behalf of the leaders of Borough and District Councils in Northamptonshire
- Planning Applications:
  - S/2016/0069/MAR at Radstone Fields Brackley
  - S/2015/2884/MAR at Radstone Fields Brackley
  - S/2016/0481/MAR at Foxhill Land North Of Northampton Road Brackley
  - S/2016/0510/FUL at 53 Station Road Helmdon NN13 5QT
  - S/2016/0584/FUL at Grange Farm Road to Grange Farm Helmdon NN13 5QF
- Confirmation of receipt of online planning consultation comments
- Electoral register monthly changes – February & March
- Various communications regarding the Parish Clerk's Forum 18<sup>th</sup> March 2016
- Press releases: *Council given £30,000 to road test food waste campaign, Council run MOT station comes one step closer, Make informed food choices by asking 'where's the sticker' if you don't see one, Food hygiene courses support local catering businesses, Chairman has tough questions on behalf of charities, Residents invited to have their say on Courteenhall conservation area review, Towcester's community building shortlisted for design award, Another chance to learn the Nordic walk, Town nets funding for new women only sports team, Booking lines open for a SPLAT at half-term, Don't be rejected; register to choose elected, Former Councillor John Kilmister, New contractor set to make a big splash in South Northamptonshire, Public protected from taxi driver willing to ply for trade illegally, Communities to come together for Queen's spring clean, Council Leader Supports Simplification of Local Government Proposal, Funding for King's Sutton flood alleviation scheme gets the go ahead, Responses sought on the review of Tiffield's conservation area, Green light for next stage of Moat Lane development, Long serving council workers rewarded with Royal Garden Party, The wrong type of tip during Cheltenham Festival*

### **Northamptonshire County Council**

- Cllr Ian Morris: Annual Parish Meeting
- Northamptonshire County Council Consultations:
  - North Northamptonshire Joint Planning Unit: Proposed Main Modifications to the Submitted JCS Consultation Draft Northamptonshire Parking Standards Consultation
  - Northampton Northern Orbital Route Consultation
- My County Council Newsletters – February

### **NCALC**

- Survey of Parish & Town Councils
- The Northants CALC Councillor Survey 2016
- Communication from Lynn Lavender regarding 2015-16 audit
- New Courses Added to Northants CALC Training Calendar
- eUpdate – January/February 2016
- Details of clerking vacancies
- CiLCA 2016 training
- New edition of the Good Councillor's Guide

- 2016 Best Village Competition

## **Miscellaneous**

- Anglian Water: Help us reduce pollution in your parish!
- Wicksteed: Playground Inspections
- Andrea Leadsom: My Vote on the EU Referendum
- Kevin Durno: Found some money
- Phillip Ward: Contact Details for Ed Bastow at Material Change
- Northants Police: PCC to announce new major road safety initiative
- Enquiry from Richard Johnson regarding allotment plot 3a
- Alastair Crabb: query regarding Jeffs Yard
- Erica Sereno (Michael Graham): enquiry into advertising in Helmdon Voice
- Enquiry from Helmdon Bridge Players regarding grant funding
- Kierwsp: Annual Parish Survey reminders, For information - Consultation on the proposal by Northamptonshire County Council to amend the 2015 roadworks permit scheme, Planning Your Journey Better - Roadworks.org
- January - April 2016 What's On programme at Northampton Museums & Art Gallery including Half Term workshops
- CPRE: Field Work newsletter, Countryside Voice Magazine, C4Q meets StD for Litter Heroes
- Clerks and Councils Direct: welcome letter, Local Councils Update March
- Northants ACRE: Best Village Competition, Membership, Winter Village Viewpoint Magazine, Poster for Best Village Competition judges wanted, Neighbourhood plan roadshow, Would a new kitchen help your community facility?, E-Bulletin for Parish Councils, Best Village Competition 2016 - £1000 prize for the overall winner
- E.ON Monthly Market Report March 2016
- Helmdon School Bursar: License agreement, Defibrillator application
- Helmdon School: Grant for Queen's 90<sup>th</sup>
- Came & Company: The Queen's 90th Birthday
- Gavin Curley, Western Power Distribution: Helmdon Village Electricity Works
- Rural Vulnerability Service: Newsletter
- NAB: Visit of Mobile Sight Centre to Daventry & Brackley
- Various communications from Grass Cutting contractors
- Various communications from Allotment holders
- Richard Farquharson: Helmdon, Surcharging Foul Sewer, ref 52343977, 09 March 2016 - Foul Sewers, Thank you for reporting a flood
- Towcester News About My Area Newsletters
- Neighbourhood Alerts
- Gateway.gov.uk – receipt of online submission
- Parish Online – latest news, top tips and new tools
- Various communications from SLCC
- Various communications from SNAG
- Various communications from SNVB
- Various communications from Rural Services Network
- Various communications from Northants CAB
- Fields in Trust newsletters
- Superfast Northamptonshire E News
- editor@Helmdon.com: Noticeboards, War Memorial Repairs
- Trading Standards Newsletter 9
- Northants Fifty Plus Network Magazine
- ERTA Voluntary Transport: Amptill Forum and Northampton-Bedford Brochure
- NAYC LINK event 23rd March

# Appendix C

## Report to Helmdon Parish Council – 23 March 2016 by Cllr Moody

With Best Village judging not far away I thought it might be useful to provide the parish council with a report on the village web site:

- The web site was built in 1999/2000 and launched in November 2000. It was one of the first community web sites in the country.
- It is run under the auspices of Helmdon Parish Council and Helmdon WEA, both of which have made small financial contributions to its development. The parish council provides a grant of £150 pa towards web site costs. The remainder of the cash costs of the web site are paid for by Danny Moody personally. However, the biggest "cost" is time...
- Audrey Forgham (Editor) and Danny Moody (Webmaster) have constituted the web site team since the beginning (Renhart Gittens was involved in 1999 in setting up the basic starting structure of the web site). Over the past 16 years Audrey and Danny have contributed well in excess of 5,000 hours of voluntary time between them.
- The web site has won multiple awards in its lifetime, notably being chosen as the best community web site in the UK in 2003. In 2005 the web site won the ICT (Information Communication Technology) category in the Calor Village of the Year for Central England 2005, which resulted in a trip to London for the web site team! The web site has featured several times on the BBC and Radio 5 Live for its innovative design and wealth of content. In 2013 the web site won the Best Informative Site category in the Best Community Website competition run by ACRE and came second in the overall competition. Despite all the accolades the web site team does it as a labour of love and for the positive comments received from Helmdon residents...
- Several families who have moved to Helmdon have reported that they came here because they had found the village web site and had seen what a friendly and active community Helmdon is. Picking up on this the local estate agents refer prospective buyers to the web site for information about the school, churches, village groups and organisations and facilities, such as superfast broadband. Apart from the positive effect on house prices (which is good news for all of us!) the main benefit is in attracting new residents who will carry on the friendly and active community spirit - the web site is like a shop window for prospective buyers. Residents have also commented that they have become involved in a group or activity because they saw it on the web site "I had no idea [the group] existed but I found it on the web site and through it looked fun so I went along and two years later I'm now the chairman!" The web site therefore supports groups to attract new members and remain vibrant and active.
- A web site is a combination of good design and content. One without the other is pointless. The Helmdon web site marries the two in perfect balance. It is not the most aesthetically pleasing web site (or "arty farty" as the webmaster describes it!) because it is an informational web site; its purpose is to convey information, not to just look pretty. Elements of a web site gradually become dated and so the web site team meets two or three times a year to review the site and set priorities for development. The site is well laid out with easy to use navigation, a powerful search facility and all the latest updates set out clearly on the home page.
- Whilst design is important it is content that is king. The web site has well in excess of 1,200 pages and contains almost 4,000 images. The site is updated almost every day, which is an enormous commitment but one that keeps the site relevant, accurate and worth visiting and coming back to. On the front page alone there have been over 4,500 posts in 16 years making sure that residents in Helmdon never miss important information.
- The site is absolutely packed full of local history (87 articles, 45 historical documents either imaged or transcribed, 327 press cuttings dating back to the 1930s, and complete memorial records dating back to the 1500s). But the web site has become a history resource in itself, charting all that has happened in Helmdon over the past 16 years. Births, deaths, marriages, good times, bad times, disasters and celebrations are all on the web site for posterity.
- Most of the information on the web site is discretionary, but the web site also allows the parish council to meet its statutory duties, with publication of every agenda and all the minutes (since 2000) within the statutory timeframes, the provision of documentation under the Freedom of Information Act and, more recently, the publication of information in compliance with the Transparency Code. The web site team are volunteers but are nonetheless quite happy to provide a service that enables the council to comply with these statutory requirements.
- Having achieved so much it would be easy for the web site to rest on its laurels but instead the approach is one of constant development and improvement. For example, the web site supported the innovative Advent Windows Project in 2015, with a dedicated section on the web site that was updated on a daily basis throughout December 2015 with a stunning image of each day's window. The most recent development was the launch in March 2016 of a new section on the web site allowing residents to report issues such as potholes, streetlights not working and any other environmental concerns online which sends a report automatically to the responsible authority, whether it be the parish council or the Environment Agency.

• What the future holds for the web site is anyone's guess. But if the last 16 years are anything to go by the web site will continue to grow, adapt and develop to suit the needs of the community and will continue to do its bit to make sure Helmdon stays the best place to live in Northamptonshire!  
[www.helmdon.com](http://www.helmdon.com)