



HELMDON PARISH COUNCIL

MINUTES



of the **Ordinary** meeting of Helmdon Parish Council, held in the Reading Room, Church Street, Helmdon on **Wednesday 23rd November, 2016.**

Present: Cllrs Coatsworth, Moody, Wheeler, Thorpe, Garner, Vicars, P. Duncombe, R. Duncombe, Hart and the Clerk.

In attendance: 3 members of the public attended.

1. Apologies for absence

There were no absentees.

2. Declarations of Interest

None

3. Approval and signature of the minutes of the meeting of 28th September, 2016

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

4. Matters arising

Item 5 (Item 13): The Clerk presented the legal requirements for a notice at the playground and confirmed that the Primary School had agreed that a sign could be put up. The costs vary depending on the size of the sign and the method of installing it so it was agreed for the Clerk to meet with Cllr Wheeler at the playground to discuss requirements further. **Action: The Clerk and Cllr Wheeler** to meet at playground to define the sign requirements.

Item 14: **Outstanding Action: Cllrs Moody, Hart and Coatsworth** to meet to review old paperwork.

Item 12: The Clerk explained that she had been in touch with the Clerk at Silverstone Parish Council regarding their new footpath, which had cost Silverstone PC approx. £20K for a footway of similar size. It was agreed that the Clerk could continue to investigate the costs and procedures further. **Action: The Clerk** to gather further information on the costs and processes required to add the footpath.

Item 19: Cllr Coatsworth is still waiting for a quote to be provided by a 2nd specialist after which the grant application will be submitted. **Outstanding Action: Cllr Coatsworth** to submit grant application to the War Memorials Trust.

Item 21: Cllr Vicars gave an update on progress made by the Speed Radar working group. He explained that it was the group's informed opinion that the project should begin with just one unit, at the top of Station Road and that the unit should be mains driven, rather than battery or solar powered. This decision was supported by Cllr Hart based on her experience with the battery operated speed indication device used at Wappenham. It was resolved to contact the two preferred suppliers and request a site visit. **Action: Cllr Vicars** to organise site visits from the preferred suppliers.

Item 22: **Outstanding Action: Cllr Coatsworth** to continue to obtain quotes for the work required (Church Street pump garden)

5. Open Forum

The Chairman invited questions on any subject:

- a. A resident asked for the Best Village 2016 certificates to be displayed in the Reading Room. **Action: Cllr Coatsworth** to hang the new certificates up.
- b. A resident expressed concern that the ground will soon be too hard to enable the work to be done to increase the size of the flowerbed at the Jubilee Wall (as agreed in the meeting on 28th September, 2016). **Action: Cllr Coatsworth** to speak to Mr Gartside again.
- c. A resident requested that the Parish Council consider adding the names of two soldiers that are missing from the War Memorial, William John Major and Edward Stanley Strachan. Cllr Vicars confirmed that William Major was already commemorated on the memorial in Syresham church. Cllr Moody suggested that we contact the War Memorial Trust to ask for advice on if and how this should be done. **Action: Cllr Coatsworth** to contact the WMT.

6. To receive an update regarding flooding related issues

Cllr Thorpe explained that he had recently met with KierWSP who have put a proposal forward involving the removal of several trees along the ditch line, re-profiling a section of the road to encourage flood water towards the ditch and digging out a ditch across the neighbouring field to transport flood water down towards the brook. Cllr Thorpe is in the process of confirming that the cost for this work would be covered by the funds already offered up from the Floodwatch team.

Cllr Coatsworth informed the Council that he had received an email from Mr Matt Grant from Badnell Properties LTD confirming that a site meeting would be held during the week commencing 28th November, 2016 and that this would be tackled as a matter of urgency. A member of the public requested that any proposed plans should be future proof, with an ability to cope with extreme weather conditions.

7. To receive an update from the Blackpits Monitoring Group

Cllr Vicars gave an update - please see appendix B

8. Finance:

a. Financial statement

The Clerk presented the latest financial statement (see appendix A). The report showed a balance of £19,758.39 on 23rd November, 2016 and an expected balance once payments and invoices have been settled of £17,381.62

b. To note payments received

There were no payments received since 29th September, 2016.

c. To consider invoices to be paid

It was resolved to pay the following invoices:

1	NCALC	Training	BACS	£65.00
2	NCALC	Training	BACS	£102.00
3	Brown & Barden	Grass Cutting	BACS	£258.85
4	Brown & Barden	Grass Cutting	BACS	£258.85
5	Staff	Wages	BACS	£675.29
6	Staff	Expenses	BACS	£39.36
7	Playmaintain Ltd	Playground repairs	BACS	£938.42
8	NCALC	Training	BACS	£39.00
			Total	£2376.77

9. To receive an update from the Finance Committee.

The minutes from the most recent meeting of the Finance Committee were read out.

10.To review the Clerk's salary and contracted hours (moved to after agenda point 21 – members of the public and the Clerk left the room)

It was resolved to increase the Clerk's contracted hours to 10 hours per week, backdated to 1st April 2016. **Action: the Clerk** to implement the increase in the Dec/Jan 2017 salary payroll.

11.To review and approve the Document Retention Policy

This was approved and signed without amendment, to be reviewed annually.

12.To approve the application to the Transparency Fund

The Clerk presented an application for £1,150.77. This was approved and it was resolved to submit the application to the Transparency fund. **Action: The Clerk** to submit the application.

13.To receive an update from the Planning Committee

Cllr Coatsworth provided a summary of the planning applications considered during the three planning meetings that have occurred since 29th September, 2016.

14.To receive an update on the transfer of land in Station Road from South Northants Homes to the Parish Council.

The working group have made some progress which includes confirming that Hintons Close has been adopted. The working group are meeting again on 5th December, 2016.

15.To consider repairing the village sign on the Wappenham Road

It was resolved to make enquiries into the cost of repairing the two cast iron signs on the Wappenham Road and Sulgrave Road entrances into the village. **Action: The Clerk** to provide estimates for repairs.

16.To consider a response to the consultation on the Police & Crime Plan

The Consultation has already been published on www.helmdon.com for public feedback but it was resolved not to provide a response from the Parish Council to this Consultation.

17.To consider the policy for fly posters on the village telegraph poles

It was agreed that it was acceptable for village groups to display leaflets for village events on the telegraph poles within the village, so long as they are removed after the event. However, the Parish Council do not want notices promoting events outside the village to be posted on the poles – these can be posted on village noticeboards with prior arrangement with the Clerk.

Residents are requested to be sympathetic to notices about village events and not remove them until after the event has occurred. **Action: Cllr Moody** to add a notice about this approach to www.helmdon.com.

The large advertisements that have appeared at the entrance to the village off the Welsh Road were discussed and it was agreed that residents should contact www.kierwsp.co.uk/talk-to-us/street-doctor if they have concerns that these notices are making the turning hazardous.

18.To consider a response to SNC's consultation regarding the village telephone box

A question about whether or not to allow the telephone box to be removed had been posted on the village Facebook page and the majority of responses against the idea had been due to a lack of signal in the village. Cllr Moody explained that BT had already issued a statement saying that they did not consider lack of mobile coverage to be a reason for keeping underused phone boxes, and that the Parish Council would struggle to make a case for keeping it on this basis alone. As the phone box has only been used 4 times in the past year it was resolved to not object to the proposal to remove it. **Action: The Clerk** to respond to SNC's communication.

19.To receive an update on Allotment related matters

Cllr Coatsworth gave an update:

- Permission has been granted to Mr Goodman to remove the sycamore at the edge of his plot, so long as it is disposed of away from the allotment and not burnt on site. **Action: The Clerk** to inform Mr Goodman.
- The residents of no. 8 The Green have agreed to the large shrub that overhangs their garden to be removed. **Action: The Clerk** to inform Mr Goodman.
- Cllr Coatsworth explained that he had spent some time researching pump options and had come to the conclusion that a petrol operated pump was the only solution. However, there was concern about the security of a petrol pump. An alternative solution was proposed which involved providing better access to the riverside and re-instating the hand pump.
- Cllr Coatsworth reported that for various practical reasons it was unlikely that Mr Tims would be able to deliver manure to the allotments as had been done in the recent past. The matter will be kept under review.
- The Clerk provided a quote for replacing the gate post – it was resolved to replace the post with a new wooden post, so long as the total cost for purchasing and fitting the post was £150 or less. **Action: The Clerk** to order a replacement post and **Cllr Coatsworth** to organise the fitting.

20. Councillor questions

- Cllr Wheeler expressed concern about the condition of the layby next to Jubilee Wall. It was agreed that this was only a problem during wet weather and that as the layby was not a Parish Council owned area there was nothing that could be done.
- Cllr P Duncombe enquired as to whether anything should be done regarding the increasing number of works lorries from the Radstone Fields development coming through the village. Cllr Coatsworth agreed to contact SNC Planning to confirm the terms of the planning permission granted and to also speak to Cllr Marinker about the problem. **Action: Cllr Coatsworth** for confirm terms of planning permission and to contact Cllr Marinker.
- Cllr Coatsworth confirmed that Peter Burns had kindly agreed to supply the wreath laid by the Parish Council on Remembrance Sunday. The Parish Council gave their thanks to Mr Burns.
- Cllr Coatsworth gave an update on the repairs to the wall at Tor House. He confirmed that Mr Scott had recently arranged a consultation visit from a structural engineer who had provided the following feedback: "Further to our visit of the above property on 1st November 2016, we confirm that the existing retaining wall has been stabilised by the introduction of temporary scaffold poles. The wall still requires rebuilding but we have no objection with this waiting until Spring 2017" Mr Scott has confirmed that he will be seeking further quotes for the wall to be replaced with a view to works starting next spring.

21. Close

The meeting was closed at 9.25pm.

Signed _____ dated _____

Councillor John Coatsworth, Chairman

Appendix A

Helmdon Parish Council Finance Report 23/11/16

Accounts:

Balance of Unity Trust account as of 23/11/16:	£19,758.39
Expected balance once payments and invoices settled:	£17,381.62

Invoices to be settled on 23/11/16

1	NCALC	Training	BACS	£65.00
2	NCALC	Training	BACS	£102.00
3	Brown & Barden	Grass Cutting	BACS	£258.85
4	Brown & Barden	Grass Cutting	BACS	£258.85
5	Staff	Wages	BACS	£675.29
6	Staff	Expenses	BACS	£39.36
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8	NCALC	Training	BACS	£39.00
			Total	£2376.77

2016/17 Day Book Current

2016						Current Account			28-Nov-16	Bank Reconciled
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Cheque Cleared date	Payee	Item Description	Total Received	Total Paid	Balance	
							DR	CR		
28-Nov-16						Totals	31385.06	16380.21	15004.85	
						Balance B/Fwd 2015	14128.24		14128.24	
03-Oct-16	60937662	17-Sep-16	DD		Opus	Electricity Supply		54.02	22826.33	17
05-Oct-16	22287	19-Aug-16	BACS		Texprep	Blackpits notices		142.80	22683.53	17
05-Oct-16		01-Aug-16	BACS		Came & Company	Insurance		1225.34	21458.19	17
05-Oct-16			BACS		Helen du Bois	Wages		675.29	20782.90	17
05-Oct-16			BACS		Helen du Bois	Expenses		26.36	20756.54	17
05-Oct-16	731577	16-Sep-16	BACS		Wicksteed	Playground Repairs		25.14	20731.40	17
05-Oct-16	4089	29-Aug-16	BACS		Brown & Barden	Grass Cutting		258.85	20472.55	17
05-Oct-16	68350	02-Sep-16	BACS		E.On	Electricity maintenance		124.93	20347.62	17
05-Oct-16	67939	09-Aug-16	BACS		E.On	Electricity repairs		28.16	20319.46	17
05-Oct-16	4076	30-Jul-16	BACS		Brown & Barden	Grass Cutting		258.85	20060.61	17
13-Oct-16	1537769	31-Aug-16	BACS		BDO	Audit		240.00	19820.61	17
02-Nov-16	61097272	18-Oct-16	DD		Opus	Electricity Supply		62.22	19758.39	
23-Nov-16	5953	27-Sep-16	BACS		NCALC	Training		65.00	19693.39	
23-Nov-16	5991	11-Oct-16	BACS		NCALC	Training		102.00	19591.39	
23-Nov-16	4110	30-Sep-16	BACS		Brown & Barden	Grass Cutting		258.85	19332.54	
23-Nov-16	4123	28-Oct-16	BACS		Brown & Barden	Grass Cutting		258.85	19073.69	
23-Nov-16			BACS		Helen du Bois	Wages		675.29	18398.40	
23-Nov-16			BACS		Helen du Bois	Mileage Expenses		39.36	18359.04	
23-Nov-16	61	05-Oct-16	BACS		Playmaintain	Playground Repairs		938.42	17420.62	
23-Nov-16	5991	11-Oct-16	BACS		NCALC	Training		39.00	17381.62	

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	763.53	855.47
101	Electricity Supply	750.00	1,377.42	- 627.42	919.00	531.84	387.16
102	Electricity repairs	425.00	46.94	378.06	200.00	23.47	176.53
103	Other						
104	Electricity maintenance			-	500.00	208.22	291.78
200	2. Parks & Open Spaces	3,050.00	25,665.04	-22,615.04	6,855.00	2,048.14	4,806.86
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	350.00	
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		465.00
300	3. Sinking Fund	-	-		2,025.00	1,978.40	see
301	Playground equipment		-	see	1900.00	1,978.40	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	5,840.38	6,107.62
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	2,588.89	1,891.11
403	Clerk's expenses	150.00	173.27	- 23.27	150.00	131.84	18.16
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	474.31	446.69
408	Reading Room rent	225.00	127.50	97.50	225.00	60.00	165.00
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			
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	Churtyard 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	13,080.45	11,816.55
701	Transfer Out		-				
702	To Deposit Account		-				
703	Other		-				
704	Vat Paid		701.62			853.54	
	Total Expenditure		35,177.73		24,897.00	13,933.99	
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	1,000.00	-7,165.00
906	Donations		-	-			
907	Dividends		-	-			
908	Village Hall - Reading Room		-	-			
910	Vat Repayment	-	528.48	528.48			
	Total Regular Income		38,017.29		24,432.00	17,256.82	
909	Misc Transfers In		-				
	Total Working Income		38,017.29			17,256.82	
	Balance		2,839.56		-465.00	3,322.83	

Appendix B

Blackpits Monitoring Group

Update for Parish Council Meeting 23rd November 2016

The Monitoring Group had a very useful meeting with representatives of Material Change (MC) at the Blackpits site on 3rd November to discuss a number of issues and concerns.

- ***The extent to which the site is being managed in line with their own Odour Management Plan*** – the site is managed to the plan but the very wet weather early this spring caused an unusual amount of wet green waste and that led to an increase in odours. This was noted at similar plants throughout the country. MC have increased stocks of ‘woody material’ which, when mixed with green waste, breaks down the waste and reduces production of the gas that causes the strong odours.
- ***The effectiveness of the odour new reporting system and whether their analysis of the reports can be linked with specific site activity (e.g. shredding, turning etc.)***. It was agreed that the reporting is proving useful but there was no definitive activity that could be proven to be the source of the odours – the likeliest candidate is the shredding process (i.e. the initial processing of green waste). At the moment, liquid run off from this process is held in an open sump and MC proposes to cover this as the sump is known to give off odours.
- ***What conclusions MC might have reached on the feasibility of taking the operation under cover?*** This is still being investigated.
- ***What can be done to mitigate the concentrated odour experienced along Radstone Road to the east of the Blackpits site?*** MC are unable to explain why there appears to be a concentration of odour along that stretch.
- ***Alternative odour sources*** – the reporting process did suggest that some reported odours were completely unrelated to Blackpits; for example, where wind was blowing from the north. Additionally, it is known that some compost material removed from the Blackpits site is being stored in large amounts on farmland adjacent to the village. This often stands for several weeks without being turned leading to a build-up of gasses – these can cause odours when subsequently moved which are outside MC’s control
- ***Large scale movements of silage through the village***. MC has issued a notice to all their contractors that movement through Helmdon should be avoided where possible. Residents are encouraged by MC to report to them the registration number of any driver speeding or driving carelessly.
- ***Moving Forward***. The processing of ‘green waste’ appears to be the source of most odours and this activity markedly decreases during the winter. MC will ensure they are prepared for a wet spring in 2017 by learning from the processing challenges experienced this year. Residents are encouraged to continue reporting odours etc as necessary but it is likely that, apart from the processing of Christmas trees in January, it will be next spring before any there is a noticeable increase in green waste processing. The Monitoring Group and MC will continue a regular dialogue and will meet again next spring to discuss issues.