



HELMDON PARISH COUNCIL

MINUTES



of the **Ordinary** meeting of Helmdon Parish Council, held in the Reading Room,
Church Street, Helmdon on **Wednesday 27th July, 2016.**

PRESENT: Cllrs Coatsworth, Moody, Wheeler, Thorpe, Adhemar, Garner and the Clerk.

IN ATTENDANCE: 3 members of the public attended.

1. Apologies for absence

There were apologies from Cllr Duncombe (prior engagement), Cllr Vicars (holiday) and Cllr Hart (holiday). All apologies were accepted.

2. Declarations of Interest

There were Declarations of Interest from Cllr Moody as two of the invoices to be paid are for NCALC (item 7c).

3. Approval and signature of the minutes of the meeting of 25th May, 2016

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

4. Matters arising

Item 4:

- Item 13: Cllrs Coatsworth has spoken to the Sports Club and they have agreed to discuss it with their members to see if there is any interest in setting up a tennis club.
- Item 20: The application form is now complete and will be sent to SNC within the next fortnight. **Action:** Cllr Coatsworth to submit form.
- Item 22: this action remains outstanding for the Playground Committee. **Action: Cllrs Wheeler and Cllr Adhemar** to create list of actions for the Playground Committee.

Item 5a: It was noted that we had not received a statement from HSWAG as requested. Cllr Coatsworth provided the Council with an update, confirming that the deadline for Broadview to apply to the Supreme Court had passed but that no statement had yet been issued by either Broadview or HSWAG. **Action: Cllr Coatsworth** to contact Keith Jones for a statement for www.Helmdon.com.

Item 11: The Clerk confirmed that she had received a final draft of the School Field License from the solicitors acting for NCC. **Action: Cllr Coatsworth** to ask Phillip King if he could review this final draft on behalf of the Parish Council.

Item 13: The Clerk confirmed that the ACV form for The Bell had been sent to SNC on 6th July and that SNC will make a decision within 8 weeks.

Item 15a: Cllr Wheeler provided two quotes for a replacement bench to be considered by the Council later in this meeting at item 13.

Item 15b: This action is outstanding. **Action: Cllr Coatsworth** to provide a sign regarding litter for the layby at the top of the village.

5. Open Forum (discussed after item 6)

The Chairman invited questions on any subject:

- a. It was requested that the Parish Council write a letter of thanks to Rex Jesset who is stepping down from maintaining the Churchyard after many years of excellent service, and to Peter Payne for the weeding and planting he has done up at the cross roads. **Action: Cllr Coatsworth** to prepare letters of thanks.
- b. Thanks were expressed to Cllr Duncombe for mowing the verges up at the cross roads. It was resolved that in the 2017 tender for grass cutting it will be requested that this area is to be mowed in June and September. **Action: The Clerk** to update the tender document for 2017.
- c. A request was made for the public areas of the Pump Garden and War Memorial to be weeded and for the benches at The Green and the Pump Garden to be painted. It was understood by the Council that members of the Gardening Club had previously volunteered their time to maintain these areas. **Action: Cllr Coatsworth** to speak to the Gardening Club about continuing their commitment.
- d. Concern was expressed for the damage done by Anglian Water to the newly seeded grass up at the Square. **Action: The Clerk** to contact Anglian Water to check that they will be repairing the recent damage.
- e. A resident expressed their dismay that the mobile library was no longer going to be visiting the village.
- f. A query was raised about the lack of flowers planted in front of the Jubilee Wall and it was explained that the existing flower bed needed to be widened to enable satisfactory planting. **Action: Cllr Coatsworth** to speak to Patrick Gartside to ask about widening the bed at the bottom of the wall.
- g. Concern was expressed at the continued dangerous parking of cars at school drop off and pick up times, particularly at the entrance to Grange Lane. It was discussed that although Helmdon Primary School frequently ask parents not to park dangerously, they are limited as to what they can do to prevent it. A suggestion was made that a notice from the Parish Council could be left on cars that park dangerously. It was resolved that the Parish Council would consider this matter further. **Action: School Liaison councillors** to speak to the Head at Helmdon Primary.

6. To receive an update regarding flooding related issues (discussed before item 5)

Cllr Coatsworth confirmed that Andy Grant (Bulkhead Properties) has an acceptable quote for cleaning the pipe and is looking for ways to fund it. He has said that he would provide Cllr Coatsworth with an update within the next 4 weeks.

Cllr Thorpe informed the Council that the Floodwatch team had visited Helmdon recently to take measurements for work they plan to carry out on Church Street. They have yet to finalise funding for their project but hope to have a definitive answer by end of July.

Action: Cllr Thorpe to communicate any update/progress made by the Floodwatch team.

7. Finance:

a. Financial statement

The Clerk presented the latest financial statement (see appendix A). The report showed a balance of £15,819.88 on 20th July, 2016 and an expected balance once payments and invoices have been settled of £14,047.92

b. To note payments received

The following payments have been received since 26th May, 2016

1	Unity	Credit Interest		£4.82
			Total	£4.82

c. To consider invoices to be paid

It was resolved to pay the following invoices:

1	NCALC	Councillor Training	BACS	£34.00
2	Brown & Barden	Grass Cutting	BACS	£258.85
3	NCALC	Councillor Training	BACS	£78.00
4	Wicksteed	Playground Inspection	BACS	£54.00
5	E.On	Electricity Maintenance	BACS	£124.93
6	Staff	Wages	BACS	£675.29
7	Staff	Wages (pay increase back pay)	BACS	£7.00
8	Staff	Expenses	BACS	£24.10
9	V. Vicars	Missing cheque from 2014/15 for bulbs	CHEQUE	£26.94
			Total	£1541.96

d. Annual Return: to receive the report from the Internal Auditor

The Clerk presented the Internal Auditor's report and gave an update on progress of the annual audit with BDO.

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

It was resolved to approve the annual salary increase suggested by NALC with immediate effect, including back pay from April 2016.

8. To receive an update from the Blackpits Monitoring Group.

Phillip Ward explained that the group were planning to distribute an A5 leaflet to all residents – the leaflet would explain how to report any unpleasant odours from the site. Phillip Ward provided quotes for both printed and laminated leaflets and it was resolved that the Parish Council would fund the cost of laminated leaflets. **Action: the Clerk** to work with Phillip Ward to ensure that the Parish Council were invoiced for the print job. (Power: Local Government Act 1972, section 142)

Phillip Ward enquired about the possibility of arranging an update meeting with SNC Councillor Simon Marinker. **Action: Cllr Coatsworth** to contact Cllr Marinker. Cllr Coatsworth expressed thanks to Cllr Moody for setting up the Blackpits reporting system on www.helmdon.com - the monitoring group feel that it is working well.

9. To consider the Woodland Trust offer of free trees.

After due consideration it was agreed not to accept the offer of free trees as it was felt that there is not a need in the village at present. **Action: The Clerk** to reply to the email from the Woodland Trust.

10. To receive an update on the Best Village Competition 2016 and consideration of use of prize money.

Cllr Adhemar explained that Helmdon have won the Best Medium Village category and the Best Overall Village for Northamptonshire for 2016 - the trophies and certificates were presented and congratulations and thanks were given to the team.

It was resolved to ask for suggestions from residents for how to spend the £1000 prize money. **Action: Cllr Moody** to set up a feedback form for suggestions on www.helmdon.com.

11. To receive an update on the transfer of land in Station Road from South Northants Homes to the Parish Council and to decide next steps.

Cllr Moody explained that the working group had met and reviewed the 3 different plans they had been sent by the solicitors acting for South Northants Homes (Wright Hassel). None of the plans showed the areas expected and Wright Hassel had confirmed that the area in their plans included Hintons Close, which is not what the Parish Council had originally expected. It was agreed that despite the problems so far, the Parish Council are still interested in purchasing some of the grass areas of Station Road and that the best approach would be for the working group to reply back to the Solicitors with details

of the only areas we are interested in. **Action: Working group** to reply to Wright Hassel providing plan detail of the specific areas that the council are interested in purchasing.

12. To receive an update from the Helmdon Parish Plan Group (HPPG) on the Strategic Housing & Employment Land Availability Assessment (SHELAA) consultation from South Northamptonshire Council (SNC)

Cllr Moody explained the 3 draft responses drawn up by the HPPG and it was resolved to accept them. **Action: Cllr Moody** to submit the response from the HPPG.

13. To receive an update from the Playground Committee on the annual inspection report and to consider recommendations.

Cllr Wheeler presented the latest Playground Inspection Report, carried out in June 2016 by Wicksteed. There were no HIGH risk areas. The medium risk areas were discussed and it was resolved to purchase inserts to reduce entrapment hazards where listed. **Action: The Clerk** to purchase the fixings from Wicksteed, **Cllr Wheeler** to carry out the repairs.

The report suggests that a survey should be carried out on the trees within and around the play area but the Parish Council are unsure as who was responsible for the trees.

Action: The Clerk to speak to the school about responsibility for the trees around the play area.

The report indicates damage done to the base of timber posts by strimmers. **Action: The Clerk** to speak to Brown & Barden about this.

The report's recommendation of a public sign was discussed but it is not clear if this is a legal requirement or not. **Action: The Clerk** to raise this issue with Came & Company and confirm the legal requirements.

Cllr Moody raised the consideration that it would be sensible to plan ahead for a time when we replace the playground rather than continuing to patch repair. It was agreed that the Playground Committee should consider what could be needed in the playground over the next 2-3 years. It was agreed to include the possible purchase of a replacement picnic bench in this planning process rather than act now. **Action: Playground Committee** to begin research into the possible need to upgrade/replace items in the playground.

14. To receive an update from the Planning Committee

Cllr Coatsworth provided a summary of the three planning meetings that have occurred since 25th May, 2016:

a. Application No: S/2016/1049/LBC, The Old House, 35 Wappenham Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

b. Application No: S/2016/1323/FUL, Chy Meor, 4 Field Way, Helmdon

After reviewing the documentation and drawings, the committee resolved to support the application but to record their concerns about some aspects of the proposal for further consideration by the SNC Planning Officer.

c. Application No: S/2016/1512/FUL, 77B Wappenham Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

d. Application No: S/2016/1614/FUL, 49 Station Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

e. Application No: S/2016/1602/FUL, 55B Church Street, Helmdon

The committee agreed to support the application with the recommendation that protective arrangements for the RPA during construction of the existing dwelling should be repeated as a condition of approval of the application.

f. Application No: S/2016/1612/MAF, Astwell Park Farm, Astwell Road, Helmdon

After considering the information contained in the documentation, the committee resolved to support the application.

15.To receive an update on Allotment related matters

The condition of the allotment gate was discussed. It was agreed that the gate itself was still in good condition but at least one of the metal posts needed to be replaced.

Action: The Clerk to obtain quotes for replacing the metal posts.

A query from an allotment tenant regarding pumping water from the stream was discussed. It was confirmed that there is nothing in the current tenancy agreement forbidding tenants from pumping water from the stream, and that as the pump in question is believed to be the last plot before the bridge it should not affect the water supply for other plot holders. The possibility of providing a standing pipe to the allotments was raised. **Action: The Clerk** to investigate the cost of providing a piped water supply to the allotments

It was agreed that a meeting should be arranged between the Allotment Committee and tenants. **Action: The Clerk** to organise an evening meeting in early September.

16.To receive an update on the repairs to the War Memorial.

Cllr Coatsworth confirmed that the War Memorials Trust (WMT) had agreed to fund up to 50% of the cost of the repairs required for the war memorial. Cllr Vicars has already secured one quote for the work involved but the WMT requires two quotes and have provided us with a list of preferred contractors. **Action: Cllr Coatsworth** to obtain two further quotes.

17.To review a draft from the Clerk of the Parish Council’s Aims and Objectives and consider adoption.

The draft was reviewed (see appendix B) and it was resolved to adopt them with no alterations. **Action: Cllr Moody** to add the new aims and objectives to the website.

18.To receive an update on the progress of the Speed Radar project.

A summary from Cllr Vicars of the recent village walkabout with Steven Barber (KierWSP) was discussed. Cllr Garner agreed to form a working party along with Cllr Ross and the Clerk.

Cllr Adhemar expressed a preference for a Speed Indication Device similar to that used in Wappenham.

The Clerk explained that Steve Barber had recommended that another 30mph speed limit roundel should be painted on the left hand side of Station Road, when travelling out of the village. It was clear during the walkabout that some drivers are unaware where the national speed limit starts and Steve Barber felt that another speed limit roundel there may remind drivers that they are still in a 30mph zone. He agreed to speak to KierWSP about getting this done. **Action: The Clerk** to speak to Steve Barber for an update.

19.Councillor questions

- a. Cllr Garner raised a question on behalf of Cllr Duncombe who is concerned that Western Power has not been back to the village to make good the work that they carried out earlier in the year, which includes capping the top of some telegraph poles and repairs to the joint overbanding on the replacement tarmac. **Action: The Clerk** to chase up Western Power.
- b. Cllr Adhemar enquired as to when “& 2016” will be added to the Winner of Best Village signs in the village. Cllr Coatsworth confirmed that he had already spoken to Mike Barnes and that the matter was in hand.

20.Close

The meeting was closed at 9.27pm.

The next ordinary meeting of the Council will take place on Wednesday 28th September, 2016 in the Reading Room.

Signed _____ dated _____

Councillor John Coatsworth, Chairman

Appendix A

Helmdon Parish Council Finance Report 27/07/16

Accounts:

Balance at Unity Trust account as of 20/07/16:	£15,819.88
Unpresented cheque (Friends of Helmdon School):	£230.00
Expected balance once payments and invoices settled:	£14,047.92

Payments credited since 26/05/16:

1	Unity	Credit Interest		£4.82
			Total	£4.82

Invoices to be settled 27/07/16

1	NCALC	Councillor Training	BACS	£34.00
2	Brown & Barden	Grass Cutting	BACS	£258.85
3	NCALC	Councillor Training	BACS	£78.00
4	Wicksteed	Playground Inspection	BACS	£54.00
5	Brown & Barden	Grass Cutting	BACS	£258.85
6	E.On	Electricity Maintenance	BACS	£124.93
7	Staff	Wages	BACS	£675.29
8	Staff	Wages (pay increase back pay)	BACS	£7.00
9	Staff	Expenses	BACS	£24.10
10	V. Vicars	Missing cheque from 2014/15 for Bulbs	CHEQU	£26.94
			Total	£1541.96

2016/17 Day Book Current

2016												Current Account			20-Jul-16	
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Cheque Cleared Date	Payee	Item Description	Total Received	Total Paid	Balance	Bank Reconciled	Code	DR	CR	Balance	Bank	
							Totals	22304.06	8256.14	14047.92					16124.40	
							Balance B/Fwd 2015	14128.24		14128.24						
28-Apr-16					SNC	Precept	8071.00		22199.24	10	901					
11-May-16					CHEQUES	Allotment Rental	50.00		22249.24	11	903					
25-May-16					CASH	Allotment Rental	30.00		22279.24	11	903					
26-May-16					CHEQUES	Allotment Rental	20.00		22299.24	11	903					
25-May-16			300065	08-Jun-16	Helmdon PCC (90th Picnic)	Village Grant		200.00	22099.24	13	501					
25-May-16			300066	08-Jun-16	Helmdon PCC Churchyard	Village Grant		400.00	21699.24	13	601					
25-May-16			300068	08-Jun-16	Helmdon PCC	Village Grant		200.00	21499.24	13	501					
25-May-16			300064	10-Jun-16	Helmdon Fellowship	Village Grant		250.00	21249.24	13	501					
25-May-16			300067	13-Jun-16	Helmdon Primary School	Village Grant		260.00	20989.24	13	501					
25-May-16			300063	13-Jun-16	Reading Room	Room Bookings		60.00	20929.24	13	408					
25-May-16			300062	16-Jun-16	SLCC	Clerk's Membership		111.00	20818.24	13	407					
25-May-16			300071	22-Jun-16	Helmdon Acorns	Village Grant		140.00	20678.24	13	501					
25-May-16			300069	01-Jul-16	Bridge Players	Village Grant		400.00	20278.24	13	501					
01-Jun-16	5492	22-Mar-16	BACS		NCALC	Councillor Training		39.00	20239.24	11	406					
01-Jun-16	5504	23-Mar-16	BACS		NCALC	CiLCA Training		495.00	19744.24	11	406					
01-Jun-16	H12C95BE6D	01-Apr-16	BACS		E.On	Electricity Supply		238.59	19505.65	11	101					
01-Jun-16	E2047002417	12-Apr-16	BACS		Helmdon Primary School	School Field Rent		350.00	19155.65	11	203					
01-Jun-16		25-May-16	BACS		Helen du Bois	Wages		668.57	18487.08	11	402					
01-Jun-16		25-May-16	BACS		Helen du Bois	Expenses		42.02	18445.06	11	403					
01-Jun-16	4016	30-Apr-16	BACS		Brown & Barden	Grass Cutting		258.85	18186.21	11	201					
01-Jun-16	H12E8B9DD3	29-Apr-16	BACS		E.On	Electricity Supply		55.06	18131.15	11	101					
01-Jun-16	SI-343	31-Mar-16	BACS		Playmaintain	Playground Repairs		1435.66	16695.49	11	301					
01-Jun-16	5611	01-Apr-16	BACS		NCALC	Subscription		363.31	16332.18	11	407					
01-Jun-16	5611	01-Apr-16	BACS		NCALC	Internal Audit Fee		162.00	16170.18	11	401					
02-Jun-16			DD		OPUS	Electricity Supply		50.60	16119.58	12	101					
04-Jun-16					Unity	Interest	4.82		16124.40	12	902					
22-Jun-16			BACS		Whistley Scouts 2000	Village Grant		250.00	15874.40		501			250.00		
04-Jul-16			DD		OPUS	Electricity Supply		54.52	15819.88		101			54.52		
25-May-16			300070		Friends of Helmdon School	Village Grant		230.00	15589.88		501			230.00		
27-Jul-16		25-May-16	BACS		NCALC	Councillor Training		34.00	15555.88		406			34.00		
27-Jul-16		31-May-05	BACS		Brown & Barden	Grass Cutting		258.85	15297.03		201			258.85		
27-Jul-16		07-Jun-16	BACS		NCALC	Councillor Training		78.00	15219.03		406			78.00		
27-Jul-16		09-Jun-16	BACS		Wicksteed	Playground Inspection		54.00	15165.03		202			54.00		
27-Jul-16		30-Jun-16	BACS		Brown & Barden	Grass Cutting		258.85	14906.18		201			258.85		
27-Jul-16		28-Jun-16	BACS		E.On	Electricity maintenance		124.93	14781.25		101			124.93		
27-Jul-16		27-Jul-16	BACS		Helen du Bois	Wages (at new pay rate)		675.29	14105.96		402			675.29		
27-Jul-16		27-Jul-16	BACS		Helen du Bois	Wages (back pay for Apr/May)		7.00	14098.96		402			7.00		
27-Jul-16		27-Jul-16	BACS		Helen du Bois	Expenses		24.10	14074.86		403			24.10		
27-Jul-16			CHEQUE		V Vicars	Missing Cheque from 2015 for Bulbs		26.94	14047.92		205			26.94		

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	483.89	1,135.11
101	Street lighting	750.00	1,377.42	- 627.42	1,419.00	483.89	935.11
102	Electricity repairs	425.00	46.94	378.06	200.00		200.00
103	Other			-			
200	2. Parks & Open Spaces	3,050.00	25,665.04	-22,615.04	6,855.00	1,069.07	5,785.93
201	Grass cutting	1,500.00	1,369.97	130.03	1,600.00	647.13	952.87
202	Playground equip. inspection	75.00	65.00	10.00	65.00	45.00	20.00
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		150.00
208	Other		-	-	465.00		465.00
300	3. Sinking Fund	-	-		2,025.00	1,196.38	see
301	Playground equipment		-	see	1900.00	1,196.38	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	2,751.67	9,196.33
401	Audit charge	255.00	255.00	-	400.00	162.00	238.00
402	Clerk's salary	4,015.00	3,415.63	599.37	4,480.00	1,350.86	3,129.14
403	Clerk's expenses	150.00	173.27	- 23.27	150.00	62.10	87.90
404	Election expenses		39.00	- 38.99			
405	Insurances	1,220.00	1,099.43	120.57	1,170.00		1,170.00
406	NCALC training	150.00	298.33	- 148.33	982.00	642.40	339.60
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		270.00
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	1,930.00	120.00
501	Grants to Village Organisations	1,350.00	500.00	850.00	1,350.00	1,930.00	-580.00
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	7,831.01	17,065.99
701	Transfer Out		-				
702	To Deposit Account		-				
703	Other		-				
704	Vat Paid		701.62			425.13	
	Total Expenditure		35,177.73			8,256.14	
900	INCOME						
901	Precept	14,660.00	14,660.00	-	16,142.00	8,071.00	-8,071.00
902	Interest	25.00	20.81	- 4.19	25.00	4.82	-20.18
903	Allotments	160.00	-	- 160.00	100.00	100.00	
904	Newsletter		-	-			
905	Grants+Prizes	22,808.00	22,808.00	-	8,165.00		-8,165.00
906	Donations		-	-			
907	Dividends		-	-			
908	Village Hall - Reading Room		-	-			
910	Vat Repayment	-	528.48	528.48			
	Total Regular Income		38,017.29		16,267.00	8,175.82	
909	Misc Transfers In		-				
	Total Working Income		38,017.29			8,175.82	
	Balance		2,839.56			-80.32	

Appendix B

DRAFT AIMS AND OBJECTIVES FOR HELMDON PARISH COUNCIL – 20th July, 2016

The **aims** of Helmdon Parish Council are:

- To provide an effective, transparent and accountable local Government and to be a strong voice for residents and local businesses.
- To retain the existing character and community spirit of the village whilst encouraging the development of a strong, inclusive and vibrant community.
- To preserve and enhance the rural, built and natural environments of Helmdon

The **objectives** for Helmdon Parish Council are:

- To understand and communicate the views, needs and aspirations of residents to statutory and non-governmental bodies as required
- To manage the council's assets and finances effectively and in accordance with statutory requirements.
- To provide, maintain and improve play equipment, allotments and public green spaces.
- To support the work of village groups and organisations through grants and practical support
- To respond to planning applications and other statutory consultations on time, ensuring that recommendations adhere to statutory regulations and the interests of the community
- To ensure that Councillors and Staff have access to high quality training and development opportunities and that Councillors and Staff meet all required standards.
- To keep informed of changes to legislation and ensure that procedures and Parish Council policies are reviewed and revised in line with such changes