

## HELMDON PARISH COUNCIL

### Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 21<sup>st</sup> May 2008 in the Reading Room, Church Street, Helmdon at 8:00pm

**Present:** Councillors Barnes, Burns, Crouch, Duncombe, England, Stothard, Thorne  
Parish Clerk: Liz Hart

#### Action

#### 1 Apologies

Cllr Turner and Coatsworth had sent apologies due to other commitments.

#### 2 Approval and Signature of the Minutes for the Ordinary Meeting held on 26<sup>th</sup> March 2008 and the Extra Ordinary Meeting held on 7<sup>th</sup> April 2008

##### *26<sup>th</sup> March Minutes*

Cllr Thorne requested an amendment to the Draft Minutes of 26<sup>th</sup> March regarding item no 13 include a mention of the Flooding Report and his original proposal. Cllr Stothard proposed, seconded by Cllr Barnes that the amendment be made. Six in favour, one abstention. Cllr Thorne proposed seconded by Cllr Stothard that the Ordinary Minutes of 26<sup>th</sup> Minutes be approved once the above amendment had been inserted. All were in favour.

##### *7<sup>th</sup> April*

Cllr Duncombe proposed, seconded by Cllr Stothard, that the Extra Ordinary Minutes of 7<sup>th</sup> April 2008 be approved. All were in favour and Cllr Burns duly signed the minutes.

#### 3 Matters Arising from the Minutes of 26<sup>th</sup> March and the Extra Ordinary Meeting of 7<sup>th</sup> April 2008

None.

#### 4 Open Forum

It was commented that members of the public found it difficult to hear the Councillors; the tables were re-arranged into a semi-circle to improve the acoustics.

#### 5 Finance

##### a) Financial statement

<b>Cash &amp; Investments</b>	
Current Account (Coop)	31,159.95
Nottingham Bond	500.00
<b>Total</b>	<b>31,659.95</b>

Cllr Duncombe proposed, seconded by Cllr Stothard, that the financial statement be accepted. All were in favour.

##### b) Bills for Payment

Cllr Stothard proposed, seconded by Cllr Barnes, that all bills presented for payment be paid. All were in favour.

<b>Accounts Payable</b>	NET	VAT	GROSS	Cheque
Northants CALC (Membership)	175.00	0.00	175.00	500061
Northants CALC (Internal Audit 2008-9)	132.30	0.00	132.30	500062
ABB Ltd (lantern repair)	160.68	28.12	188.80	500063
Clerk's Wages (March and April including 5 hours CiLCA)	411.70	0.00	411.70	500064
Clerk's Expenses (petrol, childcare stationery, phone)	82.11	0.00	82.11	500064
Northants CALC (Training for Cllr Thorne £29+£65 and Cllr Barnes £29)	123.00	0.00	123.00	500065
Brackley Cottage Hospital (1/4)	250.00	0.00	250.00	500066
Reading Room	36.00	0.00	36.00	500067
Helmdon.com	100.00	0.00	100.00	500068
Helmdon Parochial Church Council	300.00	0.00	300.00	500069
Allianz Insurance	1247.96	0.00	1247.96	500070
Playground Supplies	6295.00	1101.63	7396.63	500071
Acorn Tree Work	745.00	130.40	875.40	500072
Machine Mart Ltd	44.21	7.74	51.95	500073
Eon	151.41	7.57	158.98	500074
<b>Total</b>	<b>10254.37</b>			

### c) Payments Received

The following payments have been received:

<b>Accounts Received (all in headline total)</b>				Receipt
Nottingham Bond Dividend	9.38			
Empowering Councillors Grant	3927.25			
Interest April /May (inc in statement )	58.45			
Inland Revenue (VAT reclaim)	500.50			
Allotment rent – J Cairns	5.00			A/022
Allotment rent – R Wray	10.00			A/023
Allotment rent – Mr Drew	10.00			A/024
Allotment rent - S Dunn	5.00			A/025
Allotment rent – J Glenham	5.00			A/026
Allotment rent – C Ruffley	5.00			A/027
Allotment rent – S Loveday	5.00			A/028
Allotment rent – P Salmon	5.00			A/029
Allotment rent – Mr and Mrs Bradford	5.00			A/030
Allotment rent – E Shepherd	6.25			A/031
Allotment rent – Mrs D Mountford	5.00			A/032
Allotment rent – Mrs Blake	5.00			A/033
<b>Total</b>	<b>4566.83</b>			

#### **d) Fencing tenders**

The Clerk reported that NCC had still not forwarded the contractor's tender despite chasing up.

#### **e) To consider proposal from Cllr Turner to purchase two bins for the Playing Field Area (three quotes for review)**

All three quotes were reviewed; it was felt that the most appropriate choice would be the Barent Steel Bin from Neptune Outdoor Furniture however as the cost per unit was £498 plus VAT it was felt that the Playground Committee should present a proposal to the Finance Committee before the Parish Council make a final decision.

#### **f) Annual Return – Approval of Statement of Accounts**

The statement of accounts was presented. Cllr Duncombe proposed, seconded by Cllr Stothard these be approved. All were in favour and Cllr Burns and the Clerk as Responsible Financial Officer signed Section 1.

#### **g) Annual Return – Approval of Annual Governance Statement**

Cllr Burns read out each statement from the Annual Return. All statements were answered in the affirmative with the final trust funds statement being not applicable. Cllr Duncombe proposed, seconded by Cllr Thorne that these be approved. All were in favour and Cllr Burns and the Clerk signed Section 2.

**6 Correspondence**

See Appendix A.

Regarding the letters from pupils of Helmdon Primary School requesting a skate park, the Clerk will respond stating that the Parish Council will investigate the matter in particular with regard its location and with regard to insurance cover.

Clerk

The Clerk will respond to Susan Hope inviting her to attend the July meeting (Housing Needs Survey).

Clerk

**7 Training Programme – update from the Clerk on CiCLA course**

The Clerk updated the meeting on the first CiLCA course session which she had attended; she felt it to be a well run course which would prove beneficial. Cllr Barnes had also attended a course recently; he recommended the “Off to a Flying Start” session to all new Councillors.

**8 Village of the Year – report from Cllr Burns on judges’ visit**

Cllr Burns presented a report to the meeting – the visit was felt to have been well attended and the judges seemed to have been impressed by the contributions made by the parishioners. A full report will be on the website.

**9 Consideration of report from Blackpits Monitoring Group regarding poor quality of green waste received from Helmdon Parish at Blackpits Recycling Centre**

There was general discussion regarding the reasons for the poor quality of green waste with possible causes being deliberate sabotage, or a need for improved education. SNC are preparing a leaflet drop to target areas with poor quality green waste. It was noted that poor quality loads must either be hand picked through or rejected and sent to landfill at additional cost to the ratepayers. Cllr Barnes highlighted the need for the parish itself to take action; Roger Miles will contact Cllr Burns to arrange a public meeting to address the issue. The Blackpits Monitoring Group will soon be producing its annual newsletter; it was felt that the PC could either produce a leaflet to be delivered at the same time or that the information could be incorporated on the newsletter itself.

**10 Consideration of request from Brackley Town Football Club to use the School Playing Field every other Saturday for next year’s Under 10s**

Cllr Stothard proposed, seconded by Cllr England that that Parish Council raise no objections. All were in favour and the Clerk will correspond with NCC.

**11 To determine whether to reinstate the lay-by at the top of Station Road when resurfaced**

Cllr England proposed, seconded by Cllr Crouch that the layby remain at the top of Station Road. All were in favour.

**13 Update on the outcome of the PPMG meeting at the Sports Club in May**

Cllr Barnes, as PPMG representative, reported that the meeting had been rather disappointing. He pointed out that the PPMG has no Executive Power and that its task is to pick up ideas from the Parish plan and identify groups of people to carry ideas forward. The meeting held in November 2006 had suggested that a substantial majority were in favour of a new village amenity. It had appeared that Dave Bridger (representing the Sports Club) was enthusiastic however at the recent meeting the PPMG was taken aback by the cool reception of the Sports Club.

Cllr Burns spoke as a representative of the Sports Club; he agreed with Cllr Barnes that the outcome of the meeting was not positive but did not consider that any proposals had yet

	<p>been discounted. He himself had been unaware that he was expected to make a presentation and therefore was able to speak only how a proposal would go through the Sports Club. He confirmed that meetings with SNC had emphasised the no significant increase in the footprint of the building would be acceptable. There may also be no funding available to achieve any proposal.</p> <p>In order to drive things forward Cllr Barnes will ask the PPMG to invite representatives of the Sports Club to a meeting.</p> <p><b>Cllr Crouch left the meeting at 9:30pm.</b></p>	<b>Cllr Barnes</b>
<b>14</b>	<p><b>Ongoing maintenance of the Pump Garden – Cllr Thorne</b></p> <p>Cllr Thorne advised that the Hardimans are unable to continue tending the garden; the Clerk will write a letter of thanks for their efforts. Cllr Thorne will call on the owners in the new houses on Church Street asking if they would like to help and the Clerk will advertise for volunteers on the notice boards.</p>	<b>Cllr Thorne Clerk</b>
<b>15</b>	<p><b>Consideration of Request from Carnival Committee to enter a Float in the Procession</b></p> <p>This was deferred to the July meeting pending confirmation of insurance being available.</p>	<b>Clerk</b>
<b>16</b>	<p><b>School Playground</b></p> <p><b>a)Review of Licence agreement</b></p> <p>This had still not been received by the Clerk who will continue to chase it.</p> <p><b>b)Review proposals for new equipment</b></p> <p>The school is hoping to have a trim trail installed. It is hoped that the proposals and tenders will be available for consideration at the July meeting after being put to a Finance Committee meeting.</p> <p><b>c)Annual RoSPA inspection</b></p> <p>This will be completed in June. Cllr Barnes advised the meeting that it is considered prudent for a visual check to be completed on a weekly basis. The Clerk will see if there is a proforma available and pass it to Cllrs Coatsworth and Turner.</p>	<b>Clerk</b>
<b>17</b>	<p><b>Planning:</b></p> <p><b>a)To receive decisions of Planning committee on applications since 26/03/08</b></p> <p><b>Application No: S/2008/0430/P</b>  <b>Location: 52 Station Road Hill Helmdon</b>  <b>Proposal: Two storey extension to side &amp; rear &amp; single extension to rear</b></p> <p>The Committee supported the application.</p> <p><b>To be considered for observation:</b></p> <p><b>Application number: S/2008/0314/P</b>  <b>Location: Jeffs Coaches Station Road Helmdon</b>  <b>Proposal: Single storey temporary building</b></p> <p>The Committee had no objections to the application but wished to query the extent to which the building is temporary as described in the application (i.e. is there a requested time limit?). Tree screening to the eastern side (where there is a footpath) is also recommended</p> <p><b>Application number: S/2008/0279/P</b>  <b>Location: Pear Tree Cottage 56 Wappenham Road Helmdon</b>  <b>Proposal: Two storey extension to side (Renewal of S/2003/0070/P)</b></p> <p>The Committee supported the application noting the slight modifications to the previous</p>	

application.

**Application number: S/2008/0276/P**  
**Location: 4 Wrightons Hill Helmdon**  
**Proposal: Single storey rear extension.**

The Committee supported the application.

**Application number: S/2008/0376/P**  
**Location: Astwell Park Bungalow Astwell (Helmdon Parish)**  
**Proposal: Single storey extension at rear with chimney**

The Committee supported the application.

**b) To consider response to BT's proposal to remove pay phone on The Green**

It was proposed by Cllr England, seconded by Cllr Duncombe that objections be raised due to

- a) the recommendations that a land line phone be available in emergencies
- b) the belief that the usage figures for the phone are distorted as it has been out of order for long periods of time.

All were in favour.

**18 Allotments – reports on progress to date regarding :**  
**a) tree clearance**

This had been completed.

**b) implementation of manual pump**

The cheque for this purchase had been raised as a bill for payment.

**c) new plot for the school**

50% of the plot had been cleared The tree roots had been dug out.

**d) condition of ash tree**

The Clerk had requested South Northants Home to make an inspection of the tree.

**19 Update on Issues regarding preventative Flooding measures**

One meeting had been held and lots of ideas and issues raised. A site meeting with NCC was to take place the following week. The Clerk was asked to let Val Eyre know.

**Clerk**

**20 Risk Assessments**

None were available to comment on.

**21 Councillors' Questions**

Cllr Barnes raised the issue of NCC poor performance. The Clerk was asked to feed back issues via Andrew Grant.

**Clerk**

Cllr Stothard raised the issue of enquiring whether it is feasible to turn off street lights in the core night hours. The Clerk will investigate this and report back to the next meeting.

**Clerk**

The meeting closed at 9:22pm.

## Appendix A Correspondence Received – 27<sup>th</sup> March – 22<sup>nd</sup> May 2008

### South Northamptonshire Council

- Weekly Planning Application listings
- Planning Applications:
  - S/2008/0279/P – Pear Tree Cottage, 56 Wappenham Rd – permission notice
  - S/2008/0376/P – Astwell Park Bungalow – permission notice
  - S/2008/0276/P – 4 Wrightons Hill – permission notice
  - S/2003/0176/P – Manor Barn Farm – temporary stop notice – circulated
  - S/2008/0672/P – 10 Bell Close – plans for consultation
- Register of Electors – Monthly Alterations
- Concessionary Bus Passes Update – *circulated*
- Village Directory Review - *responded*
- Landlord News and Views – Spring newsletter
- South Northants Homes – confirmation of stock condition surveys beings carried out on all homes, copy of invitation to Open Days
- Request from Susan Hope to attend July Parish Council meeting to raise issue of Housing Ned Survey

### Northamptonshire County Council

- Rights of Way Improvement Plan CD – *forwarded to Cllr Barnes*
- Notification of contact details for Rights of Way Officers
- Notice of Temporar0079 Road Closure – Station Road – 9<sup>th</sup> June 2008 for up to four weeks

### NCALC

- Update – March-April
- Membership form, press release concerning NCALC and ACRE, internal audit order form, LCR order form

### Miscellaneous

- Oxfordshire Playing Fields Association (OPFA) details of a Play and Sports Seminar on Wednesday 14th May - *circulated*
- Environment Agency – Living on the Edge booklet x 20
- Alzheimer's Society – April newsletter
- Stowe House Preservation Trust – request for article in Parish Magazine forwarded to Cllr Thorne
- RoSPA – confirmation that the annual inspection will take place in June
- Allianz – renewal for £1620.21 and amended renewal of £1247.96
- Came and Company – quote for insurance of £1314.35
- Coop bank statement – April, May
- SNVB – April/May newsletter
- Audit Commission – confirmation of BDO as our External Auditor
- BDO – Annual Return Pack, details of extranet
- Village of the Year – confirmation of the timing of the Judges' visit – *circulated*
- 28 letters from Helmdon Primary school pupils requesting that the Parish Council consider building a skate park
- BT – proposal to remove the payphone from The Green – *on Agenda*
- Carnival Committee – invitation to enter a float in the Carnival Procession – *on Agenda*
- Invitation from Will Adams to attend Welcome Service for Colin Simpson - *circulated*
- David Powell, Blackpits Monitoring Group -Photos of contents of Green Wheelie Bins at Blackpits – *on Agenda*
- Notification from Helmdon Primary School of a request by Brackley Town FC to use the playing field.
- CPRE Planning Road Show – update and matters arising – *circulated*

- Email from resident on Church Street requesting a speed restriction and mirrors on the church bend - *forwarded*.
- Northampton Borough Council – details of Venezia cultural festival - *forwarded*

**Accounts received**

- Northants CALC (Membership) - £175.00
- Northants CALC (Internal Audit 2008-9) - £132.30
- ABB – lantern repair - £188.80
- Reading Room - £36.00
- Helmdon.com - £100.00
- Playground Supplies - £7396.63
- Acorn Tree Work - £875.40
- Eon – 1 Jan – 31 March – £158.98