

## HELMDON PARISH COUNCIL

### Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 22<sup>nd</sup> January 2014 at the Reading Room, Church Street, Helmdon at 7:30pm

**Present:** Councillors Burns, Garner, Adhemar, Moody, Coatsworth, Barnes, Simpson

Parish Clerk: Liz Hart

Ten members of the public were present.

		<b>Action</b>
<b>1</b>	<p><b>Apologies for Absence</b></p> <p>Cllr Duncombe and England had sent apologies sent due to work commitments and illness respectively; these were both accepted by the meeting.</p>	
<b>2</b>	<p><b>Declarations of Interest</b></p> <p>None declared.</p>	
<b>3</b>	<p><b>Approval and Signature of the Minutes of Ordinary Meeting of 27<sup>th</sup> November 2013</b></p> <p>It was resolved to approve the minutes with no amendments.</p>	
<b>4</b>	<p><b>Matters Arising from the Minutes of the Meetings of 27th November 2013</b></p> <p><i>Item 13 Flooding</i> – the Clerk confirmed she was awaiting a response from Bulkhead Properties to her correspondence.</p> <p><i>Item 14 Western Power Distribution</i> – the Clerk was asked to chase a response to her request for the latest inspection report.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>5</b>	<p><b>To receive information regarding the School Field project</b></p> <p><i>Cllr Burns closed the meeting to allow Mrs Johnson to speak.</i></p> <p>Mrs Johnson, Head of Helmdon School confirmed that the school had been successful in a bid to obtain £61,800 of funding which would be used to install drainage on the school field and extend the top tarmac playground which would then be marked up for tennis and nets provided for community use. The field will need to be closed for some time whilst the work is completed which is hoped to in the near future. She noted that the Summer Ball was due to take place in July. Further funding will be sought from the National Lottery. A Cllr queried how the bookings and equipment for tennis would be administered; this is to be finalised but it is hoped to be as accessible as possible.</p> <p><i>Peter congratulated the school on gaining funding for the project and re-opened the meeting.</i></p>	
<b>6</b>	<p><b>Open Forum</b></p> <p>It was noted that the Timms family has been very co-operative. Cllr Burns commented that the stage had almost been reached where the Parish Council had done everything it could to alleviate flooding issues. It was agreed that residents could raise any further concerns under item 13.</p> <p>The issue of the increase seen in burglaries in the village was raised and it was queried what steps had been taken to address the issue. It was felt that the ANPR might help but noted that if a vehicle is stolen it could not assist. Cllr Coatsworth noted that it would cost the Parish Council approximately £8,500 for one camera. Cllr Moody informed the meeting of new</p>	

schemes launched to increase visible policing: Parish Special Constables and Street Watch. Cllr Adhemar suggested that communities can help themselves by ensuring that neighbours bins are not left out if they are away. It was noted that several arrests had been made locally. A suspicious stolen vehicle had also been seen in the village. The Clerk was asked to invite the police to the Annual Parish Meeting.

Clare Nash commented that she was keen to be involved in the preparation of the Local Plan submission later in the year.

## 7 Finance

### a) Financial statement

It was resolved to accept the following financial statement:

<b>Current Account (Coop) @ 18/01/14</b>	<b>17,176.65</b>
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### b) To note payments received

The following were noted:

<b>Payments Received</b>	<b>Amount</b>
Interest (December)	2.40
Interest (January)	2.20
Allotment key deposit (to be banked)	5.00

### c) To consider bills for payment

It was resolved to pay the following bills:

<b>Accounts Payable</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>	<b>Cheque</b>
Les Finn	590.00	118.00	708.00	500376
E Hart – laptop and software	383.32	76.67	459.99	500377
E Hart - Clerk's Wages	750.74	0.00	750.74	500378
EON	152.65	7.63	160.28	500379
EON UK	104.11	20.82	124.93	500380
Patrick Gartside	3168.50	0.00	3168.50	500381
Claydon	400.00	80.00	480.00	500382
Paul A Lewis Ltd	262.50	52.50	315.00	500383

Cllr Moody advised caution in the future when reviewing bills for payments whose expenditure had not previously been agreed although he appreciates the reasoning behind having the works done urgently.

### d) To consider projects under the New Homes Bonus Scheme

Cllr Coatsworth had spoken to a supplier regarding the cost of a speed information unit. Costs ranged from £2200 to £2,800 for a solar unit, Their installation was certainly very effective for the first couple of weeks but its long term value was less clear.

The Parish had received confirmation of a grant of £940 towards the Jubilee wall.

**e) To award grass cutting tender**

After due consideration of tenders, it was resolve to award the work to Brown and Barden under the terms of their quote for £1370 plus VAT.

**f) To resolve the format of this year's grant form upon recommendation from the Finance Committee**

It was resolved to accept the form as circulated.

**g) To set the budget for expenditure 2014-15 (receiving recommendations from Finance Committee)**

The Parish Council considered the budgetary lines as recommended by the Finance Committee (Appendix A).It was resolved to set the budget at £ 14,574.79 as recommended.

**h) To set the precept for 2014-15 (receiving recommendations from Finance Committee)**

The Parish Council reviewed the recommendations from the Finance Committee. It was resolved to set the precept at **£14660**. It was noted that this amount would replenish general reserves by £1000 (to cover a proportion of the £3,800 taken this financial year to support HSGWAG) and included spending £750 from the sinking fund to cover bench repair.

**8 Correspondence Review**

Correspondence as per Appendix B was reviewed.

The Best Village competition was discussed; it was agreed that Cllr Coatsworth would review it and pass to Cllr Adhemar for completion and submission.

**Cllr Coatsworth  
Cllr Adhemar**

**9 Planning**

**a) To resolve response to SNC's consultation on the Local Plan (recommendations from PPMG)**

It was noted that the Parish Council had received five written responses regarding the consultation. Cllr Moody read out the recommended response and the covering letter. He noted that SNC had removed some contentious issues and specific details and deleted housing figures from the consultation; the short period of consultation, given that it was over the Christmas period was also highlighted. Cllr Burns queried whether the affordable housing was included in the figures for new developments; Cllr Moody responded that the base date had not yet been not confirmed but was likely to be 2011 which would mean that they would be included.

It was resolved to adopt the recommended response as the submission from the Parish Council; the Clerk would forward it to SNC with the response to the services survey within the correct timescale. Cllr Moody noted that a further consultation is likely in the summer, with a short time available to respond fully.

**b) To receive update regarding the Broadview Energy Ltd Wind Farm development**

It was noted that the Inspectorate had invited submissions regarding noise. The decision from Eric Pickles was awaited.

c) To receive decisions of Planning committee on applications since 27/11/13

**Application: S/2013/1445/FUL**

**Location: 6 Lukes Close Helmdon Brackley**

**Proposal: Two storey rear extension**

It was resolved to support the application.

**Application: S/2013/1506/MAF**

**Location Land at The Old Glebe Radstone Road Brackley**

**Proposal: Residential development of 49 dwellings with new access and associated infrastructure and landscaping**

It was resolved to support the application.

**Application: S/2013/1586/FUL**

**Location: 12 Church Street Helmdon**

**Proposal: 3 new rooflights, replacement windows to the west elevation, new single storey pitched roof to replace flat roof to WC, alterations to outbuilding to include new roof and widened opening. Internal alterations. New porch.**

It was resolved to support the application.

**Application: S/2013/1587/LBC**

**Location: 12 Church Street Helmdon**

**Proposal: 3 new rooflights, replacement windows to the west elevation, new single storey pitched roof to replace flat roof to WC, alterations to outbuilding to include new roof and widened opening. Internal alterations. New porch.**

It was resolved to support the application.

**Application: S/2013/1612/FUL**

**Location: Field View House 2 Field Way Helmdon**

**Proposal: Construction of new tractor store**

It was resolved to support the application whilst commenting as follows:

The Parish Council supports the application whilst commenting that the barn should be used purely for the storage of tractors/agricultural vehicles and not for commercial vehicles.

**Application: S/2013/1704/LBC**

**Location: 12 Church Street Helmdon**

**Proposal: Replace existing rear conservatory with new rear conservatory**

It was resolved to support the application.

#### **d) Update from Parish Clerk regarding outstanding applications**

It was resolved to hold a planning meeting on Tuesday 28<sup>th</sup> January to consider new applications; the only other decision outstanding at SNC was S/2013/1328/FUL - 75 Wappenham Road Helmdon.

#### **10 To consider arrangements regarding a WW1 commemorative event**

Cllr Coatsworth clarified that he had been approached by the PCC querying if the Parish Council had any specific plans to commemorate the centenary; the Church is having a service in August. The Clerk was asked to put the item on the agenda for the March meeting.

**Clerk**

#### **11 To receive information from the Clerk regarding Jenner's Piece, allotments and Pump Garden**

The Clerk confirmed that there were no registered title deeds available online from the Land Registry regarding the three areas. Cllr Burns volunteered to contact David Brookhouse and Tony Wilson for any information they might have. Cllr Moody suggested the Parish Council commence the process to register the areas. The Clerk was asked to start the project and

**Clerk**

report to next meeting.

## 12 To consider arrangements for the Annual Parish Meeting

It was resolved to invite representatives from the Police and the County and District Councillors, and request an update from the Blackpits Monitoring Group and HSGWAG. The Clerk was asked to put the item on the March agenda.

**Clerk**

## 13 To receive update regarding flooding related issues

The Clerk updated the meeting regarding the latest correspondence from Anglian Water; it was highlighted that works originally promised to be undertaken had not been done and that the Clerk should complain to Anglian Water, copying in Ian Morris and Andrea Leadsom. Anglian Water had asked the Parish Council if they were aware of which property had pipes running into their system from a stream which was undermining capacity; it was felt that this was for Anglian Water to follow up and remedy.

**Clerk**

The Clerk was asked to ascertain who owns the land opposite the church as a ditch in the area needs to be maintained to stop water running down the road.

**Clerk**

The Clerk was asked to send Bulkhead Properties a further letter to underline their responsibilities in Grange Lane as a larger diameter pipe under the road was definitely required.

**Clerk**

## 14 To receive update regarding the Jubilee Wall

The works were almost complete and it was noted that Patrick Gartside and Clare Nash had done an excellent job. The Clerk requested a photo for Helmdon Voice and the idea of a press release was mooted.

## 15 To receive update regarding the Clerk's appraisal

It was noted that the appraisal had been carried out by Cllrs Burns and Coatsworth. Cllr Coatsworth would complete the documentation and forward to the Clerk. Cllr Adhemar praised the Clerk for her diligence.

**Cllr Coatsworth**

## 16 Update from the Playground Committee

The Clerk informed the meeting that the new slide steps were being installed; the resin rubber surface was yet to be installed. The Clerk had noted that a chain was broken that day on the chain bridge; Cllr Burns would provide tape to Cllr Garner to section it off and it was resolved that the Clerk should instruct Universal Services to carry out repair work. The frequency of playground inspections was raised; the Clerk was asked to email the checklist to Cllrs Adhemar and Garner who would ensure that they were completed.

**Cllr Garner  
Clerk  
Cllrs  
Garner/Adhemar**

## 17 To receive recommendations from the Allotment Committee

It was noted that the allotments are in general well maintained and that the newly let end plot has improved dramatically.

## 18 Councillors' Questions

Cllr Coatsworth handed the allotment pump seal to the pump to the Clerk in readiness for installation in the spring.

**The meeting closed at 9:40pm**

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APPENDIX A - 2013-4 YEAR TO DATE AND PROPOSED BUDGET FOR 2014-15										
		2012-2013			2013-2014			Notes 2013/14	Prop. budget 2014/15	Notes for 2013/14
Code	EXPENDITURE	Budget	Actual	Remaining	Budget	Actual	Exp Jan/Mar	Remaining	Budget	
100	<b>1. Lighting</b>	<b>1,300.00</b>	<b>1,377.54</b>	<b>-77.54</b>	<b>1,500.00</b>	<b>875.06</b>	<b>460.11</b>	<b>164.83</b>	<b>1,500.00</b>	
101	Street lighting	1,100.00	920.03	179.97	1,100.00	765.21	260.11	74.68	1,100.00	
102	Electricity repairs	200.00	457.51	-257.51	400.00	109.85	200.00	90.15	400.00	Additional repair expected
103	Other		875.06	-875.06						
200	<b>2. Parks &amp; Open Spaces</b>	<b>3,917.00</b>	<b>2,604.96</b>	<b>1,312.04</b>	<b>7,667.00</b>	<b>3,049.62</b>	<b>9,129.00</b>	<b>-4,511.62</b>	<b>3,087.00</b>	
201	Grass cutting	900.00	1,330.00	-430.00	1,400.00	1,369.97		30.03	1,420.00	As per accepted tender £1370
202	Playground equip. inspection	72.00	72.00		72.00	65.00		7.00	72.00	
203	School field rent	350.00	350.00		350.00	350.00			350.00	may rise in 2014
204	War memorial and pump garden	75.00	66.92	8.08	75.00	26.73		48.27	75.00	
205	Bulbs	20.00		20.00	20.00	45.00		-25.00	20.00	
206	Specific projects from sinking fund				3,250.00	1,056.25	5,089.00	-2,895.25	750.00	750 benches
207	General maintenance	500.00	701.04	-201.04	150.00	136.67	400.00	-386.67	150.00	
208	Other (Jubilee Wall)	2,000.00	85.00		2,350.00		3,640.00		250.00	tree (140)fence (110)
300	<b>3. Sinking Fund</b>	<b>1,425.00</b>	<b>3,289.08</b>	<b>see</b>	<b>625.00</b>			<b>see</b>	<b>625.00</b>	
301	Playground equipment	750.00	80.40	sinking				sinking		
302	Notice boards	150.00	3,208.68	fund	500.00			fund	500.00	
303	Computer	125.00		doc	125.00			doc	125.00	
304	War memorial	200.00								
305	Village seats	200.00								
306	Other									
400	<b>4. General Administration</b>	<b>7,389.49</b>	<b>6,680.26</b>	<b>709.23</b>	<b>8,097.12</b>	<b>5,681.03</b>	<b>1,640.23</b>	<b>775.86</b>	<b>7,712.79</b>	
401	Audit charge	280.00	280.00		280.00	265.00		15.00	280.00	
402	Clerk's salary	4,104.49	4,104.48	0.01	4,504.49	3,002.96	1,501.48	0.05	4,601.79	7.74hrs per wk at SCP 22 (new rate £10.30) + 40 newsletter hrs + backdated pay rise of 10p x 442.48 hrs (£44.25)
403	Clerk's expenses	140.00	41.23	98.77	140.00	156.23		-16.23	140.00	
404	Election expenses	200.00		200.00	200.00				200.00	Proportion over term
405	Insurances	1,230.00	1,247.88	-17.88	1,278.00	1,160.00		118.00	1,278.00	
406	NALC training	58.00	15.00	43.00	58.00			58.00	58.00	No courses taken
407	NALC & ACRE Membership	227.00	229.96	-2.96	231.63	231.84		-0.21	240.00	
408	Reading Room rent	150.00	125.00	25.00	150.00	160.00		-10.00	150.00	
409	Newsletter (Talkabout)	800.00	416.71	383.29	555.00	555.00	138.75	-138.75	565.00	One issue from 2012
410	Web site	150.00	150.00		150.00	150.00			150.00	advised 2.5% - paper and courier cost
411	Traffic calming measures				500.00			500.00		do we need this?
412	Other (now Vof Yr)	50.00	70.00	-20.00	50.00			50.00	50.00	
500	<b>5. S137</b>	<b>1,250.00</b>	<b>2,376.07</b>	<b>-1,126.07</b>	<b>1,250.00</b>	<b>5,050.00</b>		<b>-3,800.00</b>	<b>1,250.00</b>	max £7.20 per elector
501	s137 donations	1,250.00	1,300.00	-50.00	1,250.00	5,050.00		-3,800.00	1,250.00	£3800 donation to HSGWAG
502	Village of the Year - Nat comp		25.00	-25.00						
503	Grants		1,051.07	-1,051.07						
600	<b>6. Burial Grounds</b>	<b>300.00</b>	<b>300.00</b>		<b>300.00</b>	<b>300.00</b>			<b>400.00</b>	
601	Donation	300.00	300.00		300.00	300.00			300.00	
602	Other									
	<b>Total Regular Expenditure</b>	<b>15,581.49</b>	<b>16,627.91</b>	<b>-1,046.42</b>	<b>19,439.12</b>	<b>14,955.71</b>	<b>11,229.34</b>	<b>4,483.41</b>	<b>14,574.79</b>	
701	Transfer Out									
702	To Deposit Account									
703	Other						26,185.05			
704	Vat Paid		1,181.77			583.74				
	<b>Total Expenditure</b>		<b>17,809.68</b>			<b>15,539.45</b>				
900	<b>INCOME</b>									
901	Precept	13,385.00	13,385.00		13,663.00	14,058.21				Extra due to CTRS being passported
902	Interest	36.00	41.93		36.00	26.48			35	
903	Allotments	160.00	135.00		140.00	120.00			130	
904	Newsletter									
905	Grants+Prizes		500.00							
906	Donations		648.00			250.00				
907	Dividends									
908	Village Hall - Reading Room									
910	Vat Repayment	100.00			100.00					
	<b>Total Regular Income</b>		<b>14,709.93</b>			<b>14,454.69</b>			<b>165.00</b>	
909	Misc Transfers In									
	<b>Total Working Income</b>		<b>14,709.93</b>			<b>14,454.69</b>				
	<b>Balance</b>		<b>-3,099.75</b>			<b>-1,084.76</b>				
					O/S this year	Expected balance y/e 2014				
		Brought forward y/e 2013	Current balance Jan 13							
	<b>Coop</b>	<b>18099.11</b>	17,014.35		Payments: 11229.34	9309.78				As detailed above
					Receipts: 3,524.77					This yr's VAT plus last yr's plus £940 grant plus £250 from HHYOs
	<b>Total</b>	<b>18099.11</b>	<b>17014.35</b>			<b>9309.78</b>				
	Expected sinking fund reserves					6082.5				
	Expected general reserves					3227.28				
	Based on the figures our anticipated budgeted expenditure is less our anticipated income (exc precept)					14,574.79				
						165.00				
	*/+ adjustment to sinking fund					-750				bench repair
	*/+ adjustment to general reserves					1000				
	Precept Request					14,659.79				
	Rounded					<b>14660</b>				
	Previous precept					13663				
	Percentage increase on last year					<b>7.30%</b>				

## Appendix B - Correspondence Received –28<sup>th</sup> November 2013 – 21<sup>st</sup> January 2014

### South Northamptonshire Council

- Weekly Planning Application listings
- Confirmation of grant award of £940
- Alternations to electoral register
- Press releases barking dogs, dog mess, military event, Chairman's carol service, Sports England funding, moat lane, High Court appeal at Bugbrooke, benefit fraud prosecutions, council shortlisted for double award, eating out at Christmas, adverse weather, waste collections, Moat Lane film
- Precept request
- Confirmation of receipt of online planning consultation comments
- Flooding Advice and Sandbag Policy
- Planning Applications:
  - S/2013/1586/FUL - 12 Church Street Helmdon - 3 new rooflights, replacement windows to the west elevation, new single storey pitched roof to replace flat roof to WC, alterations to outbuilding to include new roof and widened opening. Internal alterations. New porch.
  - S/2013/1587/LBC - 12 Church Street Helmdon - 3 new rooflights, replacement windows to the west elevation, new single storey pitched roof to replace flat roof to WC, alterations to outbuilding to include new roof and widened opening. Internal alterations. New porch.
  - S/2013/1612/FUL - Field View House 2 Field Way Helmdon - Construction of new tractor store
  - S/2013/1704/LBC - 12 Church Street Helmdon - Replace existing rear conservatory with new rear conservatory

### Northamptonshire County Council

- Policing Updates and ward newsletters
- Highways' Newsletters
- Notice of road closure TTRO(13/14) 438 - Falcutt Road, Helmdon;
- Draft Budget announcement
- Superfast Broadband Newsletter

### NCALC

- Update November/December
- Finance information
- "History of the Northamptonshire County Association of Local Councils and its Predecessors between 1947 and 2012"
- Response to query from the Clerk regarding timing of SNC's budget for New Homes Bonus Grants
- Christmas mini update



**Miscellaneous**

- Coop : bank statements – December, January
- Anglian Water – Mark Wood – response to enquiry
- David Powell – communications regarding Blackpits
- West Northamptonshire Joint Planning Unit – Joint Core Strategy – consultation on proposed main medications – end date of 25 February 2014
- Grand Union Housing - Press release - Youth Activators - sport project goes live, Housing partners grant residents a business start up
- SNVB – newsletters, notice of vacancy for part-time Garden Buddies project worker
- HMRC – confirmation of online submissions for Real time PAYE
- SNAG meeting details
- Communications from Chris Thorpe and Richard Farquharson regarding flooding
- Andrea Leadsom – Season's greetings
- CPRE – Winter Viewpoint
- Grass cutting tenders
- Best Village Competition