

HELMDON PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 23rd July 2008 in the Reading Room, Church Street, Helmdon at 7:30pm

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

4 members of the public were present; also Susan Hope of SNC

Action

1 Apologies

None.

2 Approval and Signature of the Minutes for the Ordinary Meeting held on 21st May 2008

Cllr England proposed seconded by Cllr Duncombe that the Ordinary Meeting Minutes of 21st May be approved. All were in favour and Cllr Burns duly signed the minutes

The Minutes of the Ordinary Meeting of 26th March (previously agreed with amendments) were also signed.

3 Matters Arising from the Minutes of 21st May 2008

None.

4 Presentation by Susan Hope on process of Housing Needs Survey

Susan gave a short presentation on the 5 year rolling plan of the Housing Needs Survey which is the first step in determining if a need exists for Affordable Housing. Most Affordable Housing is owned by Housing Associations and is either rented or shared ownership (either 25, 50 or 75%). To qualify people must have a local connection to the village (there are various criteria). There is no history of a specific Housing Needs Survey in Helmdon but looking at the waiting lists there could be a need for 1-2, 2-3 bed homes and sheltered housing. The turnover of the 29 SNH properties is low (4 in the last year).

The Parish Council confirmed that it was happy to proceed with the timescales proposed by Susan – ie she would deliver the surveys to the Talkabout Editor for distribution with the September issue. Susan will organise publicity in the local press and investigate the possibility of a stall at the Carnival. Once the surveys are returned she will report back to the Parish Council.

5 Open Forum

New shrubs for the War Memorial – the Clerk will contact Sue Lidgley to find out planned timescales.

Clerk

6 Finance

a) Financial statement

Cash & Investments	
Current Account (Coop)	19 685.32
Nottingham Bond	500.00
Total	20 185.32

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

b) Bills for Payment

Accounts Payable	NET	VAT	GROSS	Cheque
ABB Ltd (Maintenance)	104.11	18.22	122.33	500075
C and E Grass Cutting	225.00	0.00	225.00	500076
ABB Ltd (No 7 lantern repair)	185.00	32.38	217.38	500077
Clerk's Wages (May and June including 10 hours CiLCA)	452.87	0.00	452.87	500078
Clerk's Expenses (petrol, childcare stationery, phone)	111.20	0.00	111.20	500079
Eon	151.41	7.57	158.98	500080
Playsafety Ltd	63.00	11.03	74.03	500081

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

c) Payments Received

The following payments were acknowledged as received:

Accounts Received				Receipt
NALC Bursary	200.00			
Mr P King - allotment	2.50			A/034
Interest (June/July) (inc in statement)	55.20			
Wes Harman (allotment key deposit)	5.00			A/035
Mr and Mrs Francis - allotment	5.00			A/036

d) To agree tender for repairing the fence at the rear of the school field

The Clerk reported that NCC had given notice they would not be able to provide a tender and were happy for the Parish Council to proceed. Cllr Stothard proposed, seconded by Cllr England, that the Clerk instruct Mr Wadeson to carry out the work after consultation with the School regarding the existing stile. Six in favour, one abstention.

Clerk

e) To consider recommendations from Finance Committee regarding the proposals of the Playground Committee to incur expenditure to improve the area

Cllr Stothard proposed, seconded by Cllr England, that the Parish Council provide a

donation of no more than £2000 to Helmdon Primary School towards the purchase of further play equipment (upon request from the Primary School) and that two new litter bins be purchased from Neptune Outdoor Furniture at a cost of £998 plus installation of £90 plus VAT. All were in favour.

f) Internal Audit Report – to receive the proposals from the Finance Committee regarding the recommendations of the Internal Auditor’s Report

Each recommendation of the report had been considered by the Finance Committee and Cllr Stothard proposed, seconded by Cllr Turner that the following be resolved :

1. Consideration should be given to showing in the Minutes the power/authority of approved expenditure, and particularly identifying Section 137 expenditure.
 - Proposed that Section 137 expenditure only be identified.
2. A review of the significant risks to achieving the council’s objectives and the adequacy of the arrangements to manage those risks should be considered annually, and recorded in the Minutes.
 - Proposed that this be completed annually
3. Standing Orders/Financial Regulations should be agreed at each Annual Meeting.
 - Proposed that this item be on the AGM Agenda from May 2009 onwards.

All were in favour.

7 Review of all Correspondence

The correspondence as per Appendix A was reviewed.
 West Northamptonshire Joint Planning Unit – Village Services Questionnaire – this will be completed by Cllrs Burns and Thorne
 Special Service for the Carnival – Cllr Burns undertook to do this.
 Helmdon Fellowship Official Opening of the new bench – Cllrs Thorne and Burns will attend

**Cllrs Burns
and Thorne**

Clerk

8 Review Training Courses for Autumn 2008 and consider proposed attendees

Cllr Coatworth had expressed a wish to attend the New Councillors’ course; however this clashed with the September PC meeting. He will advise the Clerk if he wishes to attend.

**Cllr
Coatworth**

9 Village of the Year – report from Cllr Burns on the results

Helmdon were Runners Up in the medium village category this year with Syresham taking first place. Overall winners were Creaton who also won best newcomer and small village category.

The judges were very impressed with Helmdon and Cllr Burns thanked everyone who had contributed to the good result. He will get the certificate framed.

Cllr Burns

The Clerk will forward the score sheet on receipt.

Clerk

10 Consideration of Request from Carnival Committee to enter a Float in the Procession

Cllrs England and Coatworth declared an interest in this item.

On behalf of the Carnival Committee Cllr Coatworth confirmed that insurance was in place and that three groups had committed to entering floats so far. The Parish Council agreed in principle to put together an entry – Cllr Duncombe volunteered to provide a vehicle and Cllr Crouch volunteered to organise the float itself.

**Cllr Duncombe
Cllr Crouch**

11	<p>Annual Risk Assessment Review</p> <p>a) Recommendations of the Finance Committee</p> <p>The risk assessment documentation (as amended on proposals of the Finance Committee) had been circulated. Cllr Stothard proposed, seconded by Cllr Thorne that the Council adopted the revised document. All were in favour and Cllr Burns signed the documentation.</p> <p>b) Consideration of proposals of Playground Committee regarding</p> <p>i) the recommendations of the RoSPA report</p> <p>Cllr Turner undertook to clear the low branches which were presenting a hazard.</p> <p>It was noted that the report incorrectly referred to the surface on the swings as tiles (instead of Wetpour) The Clerk was requested to obtain a corrected report.</p> <p>ii) ongoing risk assessment for the area</p> <p>Cllr Crouch undertook to complete a monthly risk assessment of the area commencing in September.</p> <p>c) Other areas for consideration</p> <p>Cllr Coatsworth will commence six monthly checks of the street lighting.</p>	<p>Cllr Turner</p> <p>Clerk</p> <p>Cllr Crouch</p> <p>Cllr Coatsworth</p>
12	<p>Planning:</p> <p>a) To receive decisions of Planning committee on applications since 21/05/08</p> <p>Application number: S/2008/0838/P Location: Manor Farm Helmdon Proposal: Single storey extension to provide car port, stables, tack room and hay store.</p> <p>The Committee fully supported the application.</p> <p>Application number: S/2008/0672/P Location: 10 Bell Close Helmdon Proposal: First floor extensions to side</p> <p>The Committee fully supported the application being a good use of space.</p> <p>Application number: S/2008/0519/TR Location: Payphone The Green Helmdon Proposal: Removal of payphone</p> <p>The Parish Council noted the proposed removal of the above payphone box and wishes to OBJECT for the following reasons:</p> <p>It believes the usage data is distorted as the phone has been out of order for long periods of time Its removal would leave the nearest payphone three miles away in Wappenham. Recommendations for Emergency Planning from County Council state that a land line should be available in emergencies. Mobile phone coverage is poor in the village.</p>	
13	<p>Update on the Playing Field Licence Agreement with NCC</p> <p>The Draft Licence Agreement has now been received. Cllr Burns proposed, seconded by Cllr Stothard that the Clerk query 2.9 (referring to fence repairs) with NCC and that the Agreement be discussed fully at the September meeting. All were in favour.</p>	<p>Clerk</p>

14 Allotments – reports on progress to date regarding :
a) implementation of manual pump

The pump has been given to Mr Wadeson to install.

b) new plot for the school

After a clearing session, the School will now take over the plot.

The Clerk was asking to query with South Northants Homes their assessment of the ash tree.

Clerk

15 Update on Issues regarding preventative Flooding measures

Cllr Burns thanked the Clerk and Cllr Barnes for driving the issues forward. People affected were pleased with the progress and the next meeting will be on 18th September at 8pm. Leaflets on Flood Fairs had been distributed.

The Clerk will put the issues of the blocked ditches in Grange Lane on Street Doctor as she has ascertained that it is an adopted Highway.

Clerk

There is an issue with sitting water in Church Street – Clerk to obtain details and report.

Clerk

16 Consideration of Clerk's report on feasibility of changing street lighting timings

The advantages and disadvantages were discussed. It was decided to consider the matter again in November.

17 Councillors' Questions

None

The meeting closed at 9.10 pm.

Appendix A Correspondence Received – 23^d May 2008 – 21st July 2008

South Northamptonshire Council

- Weekly Planning Application listings
- Planning Applications:
 - S/2008/0838/P – Manor Farm – single storey extension to provide carport, stables, tack room and hay store – plans and consultation – *planning meeting held*
 - S/2008/0672/P – 10 Bell Close – first floor extension – *permission notice*
- Confirmation of cancellation of June Planning Forum
- Register of Electors – monthly alterations
- Details of July Planning Forum – *circulated*
- Leaflets regarding road closures for Silverstone Grand Prix
- Performance Plan 2008/9

Northamptonshire County Council

- Transport and Highways – short questionnaire on communication – *completed by Clerk*
- Legal Notice Under Road Traffic Act 1984 of Temporary Road Closure

- Details of Road Closure of Station Road – *circulated and on notice boards and website*
- Strategy for Community Cohesion – Local Area Agreement
- Draft copy of Licence Agreement for Playing Field – *email copy requested*
- Drainage Report from Maggie Andrews – *circulated and discussed at flooding meeting*

NCALC

- Details of Autumn Training courses – *circulated*
- Details of AGM – *circulated – deadline 18th September*
- Update – *circulated*
- Northamptonshire Partnership Newsletter – *circulated*

ACRE

- Invitation to Village of the Year Presentation evening
- Request for return of V of Y trophy – *completed*
- The Playing Field Newsletter – *for Playground Committee*

Miscellaneous

- ABB Statement
- Coop bank statement – June
- Eon – Agreement for Unmetered Electricity Connections – *for consideration before signing*
- Letter of thanks from Brackley Cottage Hospital for £250 donation
- British Red Cross – posters for the Dial A Wheelchair service - *displayed*
- Astwell Benefice – details of Carnival service, request for a hymn submission and a representative – response requested by *5th August*
- SNVB – recruitment posters - displayed
- Playsafety Ltd – RoSPA report – *circulated*
- Environment Agency – comments of dealing with road closures during flooding - circulated
- SNVB Newsletter – June/July
- Northamptonshire West – Policing Newsletter – *for Cllr Crouch*
- NALC – confirmation of approval of bursary of £200
- North Northamptonshire Joint Planning Unit – details of forthcoming consultations and online registration - completed
- West Northamptonshire Joint Planning Unit – Village Services Questionnaire – needs and aspirations – for completion by 31st July
- Northampton Football Club – details of offer of ticket voucher aimed at new residents
- Helmdon Fellowship – invitation to Official Opening of the new seat outside the Church gates – respond requested (for catering purposes) by 21st August
- Copy of letter to Chair of Helmdon Acorns from Cec Harrold referring them to NCC for request of a survey to be carried out on the school field
- SNVB – Rural Reach details
- Flooding meeting reports from Cllr Barnes and Richard Farquharson

Accounts received

- ABB - £122.33 lighting maintenance, £217.38 – lantern repair
- Playsafety Ltd - £74.03
- C and E - £225
- NALC - £200 bursary cheque
- Allotment fees and deposits – Mr and Mrs Francis - £5, Mr Harman - £5, Mr King - £2.50
- Eon - £158.98