

HELMDON PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 23rd May 2012 in the Reading Room, Church Street, Helmdon at 8:20pm

Present: Councillors Burns, Barnes, England, Moody, Garner, Simpson, Duncombe, Adhemar, Coatsworth.

Parish Clerk: Liz Hart
4 members of the public were present.

		Action
1	<p>Apologies for Absence</p> <p>None.</p>	
2	<p>Approval and Signature of the Minutes for the Ordinary Meeting of 28th March 2012 and the Extra Ordinary Meeting of 14th May 2012</p> <p>Cllr Moody proposed, seconded by Cllr England that the Ordinary Minutes of 28th March be approved with the following amendment: the date on the header be corrected to 28th March. All were in favour with the exception of Cllr Coatsworth who abstained as he was absent from the March meeting.</p> <p>Cllr Moody proposed, seconded by Cllr England that the Extra-Ordinary Minutes of 14th May be approved. All were in favour.</p> <p>Cllr Burns signed both sets of Minutes.</p>	
3	<p>Matters Arising from the Minutes of 28th March 2012 and 14th May 2012</p> <p>28th March</p> <p>Item 6g) – mowing of verge opposite the War memorial. The Clerk was asked to instruct Brown and Barden to mow the area, once permission was received from NCC (Helen Howard)</p> <p>Item 10 – adoption of new Code of Conduct – the Clerk was asked to ensure this was put on the agenda for the July meeting.</p> <p>Item 12 – Quality Council accreditation – the panel date would be either 10th or 17th September. Two representative from the Parish Council will attend.</p> <p>14th May</p> <p>No matters arising.</p>	<p>Clerk</p> <p>Clerk</p>
4	<p>Open Forum</p> <p>It was queried whether the new speed limit signs could be further extended towards Falcutt. The Clerk explained that Helen Howard had already extended them as far as NCC felt was practical.</p> <p>Comments were made regarding the Wind Farm Appeal and specifically the cross examination of Daniel Callis by Mr Hardy. Although it was felt that Mr Callis had been conscientious, the lack of support from Senior Officers was noted. The barrister for SNC had done his best and the considerable amount of work done by third parties was noted. It was felt that the case</p>	

officer had not been given enough time to fully prepare for the appeal.
Cllr Barnes commented that the level of service from Local Authority was inadequate. The Clerk was asked to agenda the item for the July meeting.

Clerk

5 Observations from District Councillor Robin Digby

Cllr Digby had sent apologies due to illness.

6 Finance

i) Financial statement and bills for payment

It was resolved to accept the following statement:

Current Account (Coop)	£22,201.59
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It was noted that queries had been received regarding further grant applications; it was resolved that it was too late to accept any further submissions.

It was resolved to pay the following bills (seven Cllrs in favour). Cllrs Moody and Duncombe declared a prejudicial interest (cheques 500280 and 500282 respectively) and did not vote.

Accounts Payable	NET	VAT	GROSS	Cheque
Brown and Barden (Invoice 3437)	130.00	26.00	156.00	500273
Top Print (133.00 newsletter + 38.50 flyers)	171.50	0.00	171.50	500274
E Hart - Clerk's Wages	684.08	0.00	684.08	500275
Reading Room	52.50	0.00	52.50	500276
EON UK	104.11	20.82	124.93	500277
EON	151.41	7.57	158.98	500278
Universal Services (playground repairs)	33.50	6.70	40.20	500279
NCALC (145.00 Audit + 194.96 membership)	339.96	0.00	339.96	500280
E Hart (Parish Meeting expenses)	8.70	0.00	8.70	500281
Paul Duncombe	325.00	65.00	390.00	500282

ii. Payments Received

The following were noted:

Payments Received (included in statement above)	Amount
Interest (April)	3.14
Interest (May)	3.38
Precept (1/2) (April)	6,692.50

iii. To close off accounts for y/e 31st March 2012

The Clerk presented the accounts for y/e 31/03/2012.; it was resolved that they be signed off

iv. Annual Return – Approval of Statement of Accounts

The Clerk presented the figures as previously reviewed by the Finance Committee. It was resolved to approve the statement of accounts and Cllr Burns and the Clerk as Responsible Finance Officer signed Section 1 of the Annual Return.

v. Annual Return – Approval of Annual Governance Statement

The statements from the annual Governance section were reviewed. All responses were in the affirmative with final trust funds statement not applicable and it was resolved to approve the Annual Governance Statement. Cllr Burns and the Clerk as Responsible Finance Officer signed Section 2 of the Annual Return.

7 To receive and adopt the Annual Report for year ending 31/03/2012

It was resolved to receive and adopt the report which was to be published by 30th June.

8 Planning:

i) To receive update on Broadview Energy Ltd Wind Farm appeal

This had been discussed under Item 4 above.

ii) To receive decisions of Planning committee on applications since 23/03/12

No meetings had taken place.

iii) Update from Parish Clerk regarding outstanding applications

Two applications were outstanding.

iv) Neighbourhood Planning – update

Cllr Coatsworth will contact Andy D’Arcy at the end of month to ascertain what information is available from SNC.

Cllr Coatsworth

9 Correspondence Review

Correspondence as per Appendix A was reviewed.

The Clerk confirmed that the request for Enhancement Gangs had been submitted.

10 Helmdon Voice – to consider arrangements for newsletter delivery and provide feedback to the Clerk regarding advertising requests

Cllr Coatsworth reported that he and Cllr England had done the whole delivery and that arrangements for future deliveries needed to be formalised.

It was resolved that in future the village would be split was follows:

Cllr Adhemar – Wappenham Road

Cllr Burns – outlying properties

Cllr Simpson – Church St Shortlands Close , Bell Close

Cllr England – Station Rd

The advertising issue would be reviewed at the September meeting together with a review of the newsletter itself.

Clerk

11	<p>To consider action required regarding the Jubilee tree planting project</p> <p>It was resolved that that Parish Council would underwrite the maintenance of trees, discharging it through to the Paths group as long as it is in existence.</p>	
12	<p>To receive update regarding the following works:</p> <p>i. Bridge on Station Road</p> <p>There was no update since the Annual Parish Meeting. NCC continue to be in discussions with BRR. The Clerk was asked to request an update.</p> <p>ii. Blocked gullies</p> <p>The gullies in Grange Lane and Wappenham Rd have been cleared and repaired. Cllr Barnes will provide the Clerk with a photo of the ditch in Grange Lane to send to the landowner requesting it be cleared.</p>	Clerk
13	<p>Snapshot Project: to formally receive the finished project, to decide whether or not/how to sell copies of the book and whether or not to take up Andrew Grant's offer of funding towards producing 10 copies</p> <p>Cllr Burns congratulated all those who had been involved in the project: Audrey Forgham, Chris Thorpe and Cllrs Barnes and Moody. Cllr Moody requested any amendments regarding text be sent to Audrey Forgham.</p> <p>It was resolved that the Clerk should apply for £500 from the Empowering Councillors Funds towards the cost of producing 10 copies to be displayed in accessible places.</p> <p>The next edition of Helmdon Voice should contain pricing information and how the general public could obtain a copy.</p>	Clerk
14	<p>To receive update regarding Jubilee celebrations at the Primary School and elsewhere</p> <p>The Primary School children are attending a service at the church at 11am. There will be a picnic on the field from 12:15pm, cream teas from 2:30pm and games with BBQ food and a band later on. The whole village is very welcome to attend.</p>	Clerk/Cllr Moody
15	<p>To consider standard of service provided by NCC</p> <p>Cllr Barnes commented on his frustration at the lack of progress on the Station Rd bridge. It was noted that we do have some success with issues by complaining but are often thwarted by inefficiency. Frequent changes of personnel contribute to the issue. It was queried whether an annual audit of interaction stating issues and detailing responses and standards of service .</p> <p>Cllr Moody commented that developing personal relationships with the officers helped.</p> <p>It was resolved to log issues for one year and file an official complaint if necessary.</p> <p>Cllr Coatsworth noted that NCC does have an official complaint procedure which the PC could consider using.</p>	Clerk

16 To receive update on Jubilee Gate project and decide whether to apply for planning permission to SNC

Cllr Moody reported that negotiations had been held with Helen Howard regarding the exact positioning of the wall. The next step is to submit a planning application to SNC. Cllr Burns queried when the PC would need to contact the insurers; Cllr Moody responded that the conditions are in the licence agreement.

It was resolved to apply to SNC for planning permission and to submit an accompanying cheque for £85 (cheque 500283).

17 Risk Management - To receive inspections reports and condition report and consider action plan to remedy any issues

Cllr Coatsworth gave a full report on his findings.

Cllr Barnes declared a prejudicial interest as regards the noticeboard conditions. It was resolved that the Clerk obtain quotes for purchasing and installing three triple notice boards and refurbishment of two benches.

Clerk

18 Councillors' Questions

It was commented that the PC should consider having ANPR notices erected.

Cllr England was asked to check if "No Cold Calling" notice were available from Neighbourhood Watch– NHW – Bill to check

The Clerk was asked to write a letter of thanks to Cllr Duncombe's member of staff for helping with the Wind Farn signs and to Conrad Woolley for his litter picking efforts.

The meeting closed at 10:30 pm

Appendix A – Correspondence Received – 28th March – 22nd May 2012

South Northamptonshire Council

- Weekly Planning Application listings
- Planning Applications:
 - S/2012/0443/AGD – Land at Astwell Castle – new grain store – plans for information only
 - S/2012/535/FUL – Rear of Helmdon House – 87 Church St - Construction of a menage
- Invitation to HS2 forum and subsequent feedback, information
- Electoral monthly changes
- Notice of Committee meeting for Radstone Fields Development
- Notice of Broadview Energy Ltd enquiry date
- Press releases on recycling, composting week, death of Vice-Chairman, Chairman's dinner, waste collection improvements, Brackley Youth Pod Village event, barking dogs
- Details of Food Waste Survey
- Apologies from Cllr Digby for 23rd May meeting
- David Allen – details of HS2 workshop on 31st May

Northamptonshire County Council

- MGWSP – various correspondence concerning Grange Lane gully, confirmation of completion of works, email regarding broken fence on railway bridge at Jeffs, confirmation that drain outside 1 Wappenham Rd has been cleared
- Police – notification of postponement of Fun Day
- Highways Newsletters and supplements.
- PCSO Scott Cochrane – confirmation of anticipated attendance at PC meeting
- MGWSP – community enhancement gangs – request for submissions by 4th May

NCALC

- Invoice for Internal Audit, Membership Subscription and council details form for submission
- Details of changes to the Standards Framework and the Code of Conduct
- Details of Data protection and Freedom of Information Training 16 May 2012
- Clerk Vacancy information
- Notice of Course on 22 May regarding General Power of Competence

Miscellaneous

- South Northants Homes – works briefing paper
- BDO – Audit Pack for 2012
- Coop – bank statements for April, May
- CPRE – Outlook Spring 2012, Members Guide 2012, Field Work Spring 2012
- Details of Keep Safe Awareness Event in Northampton

- Anglian Water - update on hosepipe ban
- Various grants applications from village groups
- ACRE – bulk oil buying scheme update
- Audit Commission – consultation on appointment of external auditor for 2012/13 and future years – response date 29th June
- SLCC – details of General Power of Competence – available for CiLCA qualified clerk to take to allow Council to use the power - £20 fee
- HMRC, reminder to complete annual return, confirmation of submission of annual return, PAYE coding notice for Mrs E Hart
- HS2 meeting details – organised by Andrea Leadsom
- Clare Nash – update on Jubilee gates
- Roger Miles – Footpaths Report
- Andy Brown – quote for mowing grass opposite war memorial - £20 + VAT per fortnightly visit – for consideration
- Report from May SNAG meeting
- Request from Neighbourhood Watch for £10 per annum
- David Powell – emails regarding Wind Farm enquiry

Accounts received

- Brown and Barden (3437) - £130 + £26 VAT = £156.00
- Topprint (May newsletter £133 + flyers 38.50) = £171.50
- Reading Room = £52.50
- Paul Duncombe – Signs - £325 + £65 VAT= £390
- EON £104.11 + 20.82 VAT = £124.93
- EON UK – 151.41 + 7.57 VAT = 158.98
- NCALC (145.00 Audit + 194.96 membership) = £339.96
- Universal Services (playground repairs) - £33.50 + £6.70 VAT = £40.20