

## HELMDON PARISH COUNCIL

### Draft minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 25<sup>th</sup> July 2007 in the Reading Room, Church Street, Helmdon at 7:30pm

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

Eleven members of the public were present.

			<b>Action</b>
<b>1</b>	<p><b>Apologies</b></p> <p>None.</p>		
<b>2</b>	<p><b>Approval and Signature of the Minutes for the Ordinary Meeting held on 14<sup>th</sup> May and for the Extra Ordinary Meeting held on 19<sup>th</sup> June 2007</b></p> <p>Cllr England proposed, seconded by Cllr Thorne that the minutes of 14<sup>th</sup> May be approved. All in favour and Cllr Burns duly signed the minutes. Cllr England proposed, seconded by Cllr Thorne that the minutes of 19<sup>th</sup> June be approved. All in favour and Cllr Burns duly signed the minutes.</p>		
<b>3</b>	<p><b>Matters Arising from the Minutes of 14th May 2007 and 19th June 2007</b></p> <p>Cllr Thorne asked Cllr Burns if there was an update on the village amenity; Cllr Burns responded that the new trustees would bring the matter back to the village for discussion regarding funding.</p>		<b>Clerk</b>
<b>4</b>	<p><b>Open Forum</b></p> <p>The following points were raised:</p> <p><i>Fundraising for the Playground</i> – why was this necessary as the Council had funds? Also there had been no mention of forthcoming funds for the project in previous Minutes. It was emphasised that funds are there for contingency and care must be taken when using them. Cllr Burns clarified: the fundraising was not on behalf of the Council, but a private enterprise. There were funds within the current account arising from the depreciation built into the budget; however it would be for the Cllrs to decide on an amount once the proposal was brought to Council.</p> <p><i>Planning</i> – were records kept of decisions? Cllr Burns confirmed that meticulous Minutes were taken and archived.</p> <p><i>Recent flooding in the village</i> – thanks was given to those who had helped those affected especially Cllr Barnes. There were several issues which were felt to have contributed to the flooding: poor drainage management, insufficient depth of the brook, ditches in Grange Lane. The Clerk will write to SNC listing the issues we would like looked at – parishioners are invited to contact the Clerk before 14<sup>th</sup> August listing concerns. Cllr Burns has been in contact with SNC who will review Helmdon and Syresham. Mr Francis and Mr Dunn were praised for their hard work in clearing up on The Green afterwards. The bridge by the Conservation area was also damaged.</p> <p><i>Groves development</i> – Clerk clarified Groves' proposal for the dry stone wall. She will write to them to ensure that they repair all damage to the verges and paths.</p> <p><i>Comments on the Agenda</i> – the strength and vitality of the Agenda was praised. Concern</p>		

was raised regarding item 17 (Danny Moody's request to information to allow him to study for the CiLCA) and it was felt that item 21 (Reading Room legal position) was simply revisiting old ground.

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**Finance****a) Financial Statement**

<b>Cash &amp; Investments</b>	
Current Account (Coop)	21,577.78
Nottingham Bond	500.00
<b>Total</b>	<b>22,077.78</b>

Cllr Stothard proposed, seconded by Cllr Barnes that the statement be approved. All in favour.

**b) Bills for Payment**

<b>Accounts Payable</b>	NET	VAT	GROSS	Cheque
C + E Grass Cutting	200.00	0.00	200.00	500023
NALC (Training)	26.00	0.00	26.00	500024
Powergen	378.02	18.91	396.93	500025
ABB	99.18	17.36	116.54	500026
Paul Hardiman	30.00	0.00	30.00	500027
Playsafety Ltd	63.00	11.03	74.03	500028
Between Ourselves	475.00	0.00	475.00	500029
Helmdon Presents	250.00	0.00	250.00	500030
Allianz			158.15	500031
Brackley Cottage Hospital (1/4)	250.00	0.00	250.00	500032
Clerk's Admin (ink, photocopying, stamps, stationery)	23.39	1.69	25.08	500033
Replacement printer + ink	178.71	31.27	209.98	500033
Clerk's Wages	337.38	0.00	337.38	500033
Northamptonshire ACRE	33.00	0.00	33.00	500034

Cllr Stothard proposed, seconded by Cllr Thorne that the presented bills be paid. All in favour.

Regarding the donation request from Acre for the Playing Field Newsletter, this will be

discussed at the next meeting, once that Cllrs have had the chance to review the publication for themselves.

**c) Payments received**

The following were presented:

Mr and Mrs Blake (Allotment)	5.00
Royal Mail	526.00

**d) Fencing Tenders**

In the absence of further tenders, Cllr Barnes proposed seconded by Cllr Crouch that we proceed with the tender submitted by Les Hawkins as long as it was within 10% of the amount submitted for the March meeting. All in favour except Cllr Stothard who abstained.

**Clerk**

**e) Signatories for the Bank Account**

Cllrs Burns, England, Stothard, Thorne, Crouch and Barnes are to be the signatories.

**f) Annual Return**

The Clerk confirmed this had been submitted. The findings of the Internal Audit Report will be discussed at the August Finance Meeting and reported back to the September Council Meeting.

**Clerk**

**g) Review of Financial Regulations**

Cllr Thorne proposed seconded by Cllr Coatsworth that the following amendments be adopted; all were in favour.

1.3 – amended to “The RFO shall produce financial management information as required by the council. The Chair of the Finance Committee shall act as an Internal Control Councillor, performing periodic spot checks on bills for payment, invoices, cheque stubs, daybook entries and bank statements.”

2.1 – delete and re-number accordingly.

3.5 – correct numbering sequence

11 h) – correct “to the awarded” to “to be awarded”

11 i) – correct “it is” to “it is intended”

Cllr Burns signed the amended documentation.

**6 Correspondence**

No further comments – see Appendix A

**7 Magazine Subscriptions**

The Clerk accepted Cllr Barnes’ offer to pass on relevant magazines which he receives for onward distribution to the other Cllrs.

**8 Parish Lengthsmen Scheme – communication from NCC**

All Cllrs had received details of the scheme; Cllr Barnes expanded on Ian Richardson’s letter by referring his experiences of the Pathfinder project. The Clerk was actioned to invite Ian to September’s meeting to do a full presentation.

**Clerk**

**9 Adoption of the new Code of Conduct**

	<p>Cllr Turner proposed, seconded by Cllr Crouch, that the Revised Code of Conduct (2007), including paragraph 12.2 be adopted. All were in favour.</p>	
<b>10</b>	<p><b>Blackpits Recycling Monitoring Group Report</b></p> <p>Cllr Thorne summarised his written report – the group is focussing on traffic issues, namely the lack of signage (being addressed by Nick Gore and Doug Humphreys) and the speed of traffic. Cllr Burns agreed to contact the Chair of Greatworth Parish Council to co-ordinate an approach to SNC.</p> <p>Cllr Thorne commented on the support from Blackpits which the groups was receiving. Cllr Thorne stated that the roads of contaminated wood had been removed from the fields, the stockpiles remain, pending further analysis.</p> <p>Cllr Burns will withdraw from the Monitoring Group as the Parish Council is already represented by Cllrs Thorne and Turner.</p>	<b>Cllr Burns</b>
<b>11</b>	<p><b>Training Updates</b></p> <p>Cllr Thorne recently attended the “Off to a Flying Start” seminar; it was a well timed, valuable course and a good way to exchange ideas. Clerk to inform Cllrs of future courses.</p>	<b>Clerk</b>
<b>12</b>	<p><b>Village of the Year 2007</b></p> <p>Cllr Burns announced that Helmdon had won the medium village category of the V of Y. He thanked Cllrs Crouch and Thorne for attending the presentation evening with him.</p>	
<b>13</b>	<p><b>Village Welcome Pack</b></p> <p>Cllr Barnes enquired as to whether a formal pack existed; Cllr Burns responded that newcomers receive a copy of Talkabout. Cllr Stothard advised checking what the Church do. The PPMG will consider if a formal pack would be beneficial.</p>	
<b>14</b>	<p><b>School Playground Update</b></p> <p><b>a) Lease Agreement</b> The Playground Committee are to meet and give comments to the Clerk on the Lease Agreement as soon as possible to facilitate its signing.</p> <p><b>b) Repair</b> We are awaiting a further quote for repair.</p> <p>An Extra Ordinary Meeting will take place on Wednesday 29<sup>th</sup> August regarding the above points, pending confirmation by the Clerk.</p>	<b>Clerk</b>
<b>15</b>	<p><b>To receive the decisions of the Planning committee on applications since 14<sup>th</sup> May</b></p> <p><b>Application number: S/2007/0637/P</b> <b>Location: Building adj 48 Wappenham Road (The Old Coach Station)</b> <b>Proposal: Conversion of former workshop to dwelling with attached garage. Incorporating a dormer window above the garage, removal of roof light &amp; additional door(east elevation), removal of door &amp; rooflight and new window (west elevation)</b></p> <p>The Committee supported the application, the design of which was in the interest of all parties. The Council did note that movement of traffic at the site is currently causing problems to other road users.</p> <p><b>Application number: S/2007/0630/P</b> <b>Location: Land off Church Street Helmdon</b> <b>Proposal: Variation of condition 9 of S/2006/1296/PR to allow all new windows and doors to be painted white or off-white or finished in oak/oak stain</b> The Committee supported the application.</p>	

**Application number: S/2007/0707/P**

**Location: Stone Gables, 17 Station Road, Helmdon Proposal: Replacement glazed porch to rear and replacement double garage with office space**

The Committee supported the application.

**Application number: S/2007/0708/LB**

**Location: Stone Gables, 17 Station Road, Helmdon**

**Proposal: Internal alteration to remove existing staircase and insert a new staircase to 2<sup>nd</sup> floor attic. Reorganisation of present attic layout plus new shower room/WC. Insert new dormer window and 2no. conservation rooflights. Demolition of glazed screen to rear porch, form new porch/entrance hall. Demolition of concrete double garage, replacement domestic annexe comprising double garage, entrance/store/WC and hobby room/office over.**

The Committee supported the application.

**16 Report from Planning Forum at SNC**

Cllr Burns reported on the above; most of the discussion had centred on Northampton, Towcester and Brackley. Helmdon was unlikely to be affected but any changes to this situation would be carefully monitored. Cllrs from Brackley had expressed concern regarding the parking restrictions and also the closure of shops.

**17 Request from Danny Moody to have access to Council documentation**

Cllr Barnes proposed, seconded by Cllr Crouch that Danny Moody be given access to the necessary documentation with the Clerk noting what was provided. All were in favour.

**Clerk**

**18 Proposal to prepare a Parish Design and Planning Statement**

Cllr Thorne volunteered to bring a draft Design and Planning Statement to the Planning Committee which would be helpful in providing principles when considering applications.

**19 Proposal from Groves regarding wall to the rear of the Pump Garden**

Clerk clarified that Groves wished repair the dry stone wall and top it with cock and hen coping. Cllr Burns and Cllr Duncombe are to meet with Kurt Groves to clarify his proposal.

**Cllrs Burns  
and  
Duncombe**

**20 Dog Fouling**

Cllr Crouch commented that he felt the existing signs were too small and too few. Clerk was actioned to contact SNC to enquire about larger replacements.

**Clerk**

**21 Reading Room – legal relationship with the Parish Council**

Cllr Thorne read out the conclusions of his findings. Cllr Stothard proposed, seconded by Cllr Turner that the following proposals be accepted:

1. *The asset issue should be pursued to obtain a definitive legal statement from the Charity Commission which removes uncertainty about ownership of the Property, and correct accounting.*
  2. *A copy of the current Certificate of Building Insurance, and of the Annual Report and Accounts of the Charity, should be lodged annually with the Parish Clerk.*
- All were in favour.

Cllr England had an additional document which he would forward to the Clerk.

**Clerk**

Proposal 3 regarding the Annual Return had already been carried out.

**22 Allotments**

Cllr Coatsworth reported that he had made several visits to the site; particular concerns were the gate which needs repair and the access to the stream which needs a risk assessment. He would report in more detail in September.

**23 Helmdon information board – installation and timescales**

Cllr Stothard proposed, seconded by Cllr Turner, that the Clerk should write a letter of support to Ian Richardson to allow further funding to be obtained. All were in favour.

**Clerk**

**24 Risk Assessments**

Nothing to report. Cllr Coatsworth was reminded about the bridge near the Conservation Area which was damaged in the flooding.

**25 Notice Boards and benches**

Clerk reported that she had received the settlement from the Royal Mail of £526 to cover the net cost of a new bench which was now on order.

**26 Councillors' Questions**

Cllr Crouch requested that the Tennis Courts be put on the Agenda for the next meeting.

Cllr Stothard confirmed he would be meeting with the Clerk regarding separating off the depreciation account.

Cllr Burns confirmed to Cllr Barnes that he would approach Robin Digby to ascertain if sand, sandbags, road closure signs and bollards might be retained and stored for future use in flooding conditions.

**Cllr Burns**

Cllr Crouch will confirm to the Clerk the details of malfunctioning street lights.

**Cllr Crouch**

The Clerk confirmed to Cllr Thorne that she would respond to the Hardiman's request for more information regarding the wall at the rear of the pump garden.

**Clerk**

The meeting closed at 9:35pm.