

HELMDON PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 26th March 2008 in the Reading Room, Church Street, Helmdon at 7:30pm

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

		Action
1	<p>Apologies</p> <p>Cllr Stothard had sent apologies due to work commitments.</p>	
2	<p>Approval and Signature of the Minutes for the Ordinary Meeting held on 23rd January 2008 and the Extra Ordinary Meetings held on 18th January 2008 and 6th March 2008</p> <p>Cllr England proposed, seconded by Cllr Duncombe that the Ordinary Minutes of 23rd January 2008 and the Extra Ordinary Meetings of 18th January 2008 and 6th March 2008 be approved. All were in favour and Cllr Burns duly signed the minutes.</p>	
3	<p>Matters Arising from the Minutes of 23rd January 2008 and the Extra Ordinary Meetings held on 18th January 2008 and 6th March 2008</p> <p><i>23rd January 2008</i> none</p> <p><i>18th January 2008</i> none</p> <p><i>6th March</i> Talkabout magazine – Cllr Stothard has collected all data from Wilf Forgham. Cllr Thorne hoped to meet with Richard Wray the following week. Wilf Forgham has advertised all advertisers of timescales and the new team.</p>	
4	<p>Open Forum</p> <p><i>Overgrown vegetation in the brook</i> – concern was raised that these presented a flooding risk. Cllr Barnes informed the meeting that he and the Clerk had had a site meeting and that a proposal regarding this would follow shortly.</p> <p><i>War Memorial daffodils</i> – the fine display this year was commented upon and the Clerk was asked to write a letter of thanks to Sue Lidgley.</p> <p><i>Tennis Courts</i> – Cllr Crouch was asked if there had been any response regarding the use of the land at Jeffs Coaches. Cllr Burns informed the meeting that Ken Jeffs had recently died and that no requests would be made at this time.</p> <p><i>War Memorial Wreaths</i> – Sue Lidgley had asked if these could be removed now. There was no objection from the Councillors and Cllr Thorne volunteered to do it on his way home.</p> <p>Finance a) Financial Statement</p> <p>Cllr Coatsworth proposed, seconded by Cllr Barnes that the statement be approved. All in favour.</p>	Clerk

Cash & Investments	
Current Account (Coop)	19,833.31
Nottingham Bond	500.00
Total	20,333.31
Less unpresented cheque	100.00
	20,233.31

b) Bills for Payment

Accounts Payable	NET	VAT	GROSS	Cheque
Between Ourselves	185.00	0.00	185.00	50005
ACRE - Village of the Year	20.00	0.00	20.00	50005
ABB Ltd	104.11	18.22	122.33	50005
Clerk's Wages (January and February)	378.76	0.00	378.76	50005
Clerk's Expenses (stationery, stamps)	20.41	0.00	20.41	50005
Northants CALC (Training for CiLCA- April)	475.00	0.00	475.00	50006

Cllr Coatsworth proposed, seconded by Cllr Barnes that all bills be paid. All in favour.

c) Payments received

The following were presented:

Accounts Received				Receipt
Helmdon Talkabout (donation for playground)	175.00			A/020
Friends of Helmdon School (fundraising)	2746.85			A/021
Interest Feb/March (inc in statement)	59.04			---

d) Review and Adoption of the Terms of Reference for the Internal Audit Service

Cllr Crouch proposed, seconded by Cllr England that the terms of reference were approved. All were in favour and Cllr Burns signed the document.

See Appendix A.

A letter had been received from the Fellowship asking if the Parish Council would be prepared to adopt a new bench by the Church. The cost of additional insurance was under £10 per annum. Cllr Crouch proposed, seconded by Cllr Coatsworth that the bench be adopted. All were in favour.

The Clerk confirmed that the Parish Council was not a member of the CPRE.

Cllr Burns volunteered to complete the questionnaire received from ACRE.

Cllr Burns

7 Training Programme – review of NCALC training of 2008 and proposals for participation

Cllr Thorne subscribed to two courses; Cllr Barnes requested that the Clerk secure him a place on the New Councillors course in May.

Clerk

8 Village of the Year – update on entry

The Clerk confirmed that the Village of the Year form had been submitted and thanked the Fellowship for their input. She suggested that an alternative person complete the form next year to maintain a fresh approach.

9 Local Emergency Planning: report from the NCC conference and proposal to draft a Parish Plan for Emergencies

Cllr Thorne gave a summary of a recent conference on emergency planning which had included representatives from Eon, Neighbourhood Watch and Anglian Water. Cllr Coatsworth proposed, seconded by Cllr Barnes that Cllrs England and Thorne should draft a Parish Plan for Emergencies. All were in favour.

**Cllrs Thorne +
England**

10 To receive the decisions of the Planning committee on applications since 23rd January

No planning applications had been discussed since the last meeting. A meeting was scheduled for immediately after the Parish Council meeting.

11 To sign off previously discussed amendments to Standing Orders regarding timing of May meeting and changes to tendering arrangements

Cllr England proposed, seconded by Cllr Duncombe that the circulated amendments be adopted into the Standing Orders. All were in favour.

Cllr Thorne proposed, seconded by Cllr England that the previously proposed changes to the tendering arrangements be adopted – these were contained within the Financial Regulations. All were in favour.

12 Street lamps – to review proposed repairs

The Clerk outlined the necessary repairs. One repair had been authorised in the interim on the grounds that it was an emergency repair (£160.68). Cllr Burns emphasised that the outstanding repair required actioning to comply with Health and Safety Awareness Issues. Cllr England proposed, seconded by Cllr Duncombe that the further repair of the pole bracket totalling £180 be authorised. Six were in favour. One abstention.

13 Flooding: proposal to form a small committee to progress actions for flood prevention and protection in the Parish and consider any action required in the immediate future.

Cllr Duncombe proposed seconded by Cllr Barnes that a group be formed consisting of two Councillors (Cllrs Burns and Duncombe) and a number of nominated interested parties in order to progress improvements required. All were in favour.

Cllr Burns closed the meeting to allow members of the public to comment.

Some members of the public had not been aware of the grants available for flooding victims; Cllr Burns confirmed that the funding stemmed from SNC who had decided how to distribute the money. This had been advertised in the media. Cllr Burns will contact Cllr Digby to see if funding is still available.

Cllr Burns

The issues of storm drains, the brook and other drainage were all highlighted. Those concerned were pleased to hear that the issues were being discussed and felt that there was a high level of knowledge and expertise locally which would help progress issues.

Cllr Burns re-opened the meeting.

The Clerk will contact SNC to express disappointment that nothing has been done regarding the issues highlighted to them last year. A flyer will be drafted up and delivered to affected residents advising them that a group is to be set up.

14 B4525 Road Group – update from latest meeting

Cllr Burns had attended a meeting on 29th February whereby the various options were presented to Helen Howard. He observed that the Group was dominated by representatives of Middleton Cheney.

There is £1.5 million available for improvements but data collection needs to be completed first and a travelling road show is scheduled for later in the year.

Cllr Barnes commented that road issues were an area of concern highlighted in the Parish Plan where little progress had been made to date; Cllr Burns will pass all information to Cllr Barnes for the PPMG.

Clerk

15 Allotments

a) Emergency repair to gate

This had been completed in the interim as an emergency repair

b) Proposal to clear area to form new plot

The School has expressed an interest in having an allotment which necessitates clearing a previously uncultivated area. Cllr Barnes proposed, seconded by Cllr Duncombe that the proposal be discussed in full at a meeting of the Finance meeting and then brought back to Council. All were in favour.

c) Proposal to introduce water access on the site

Cllr Barnes proposed, seconded by Cllr Duncombe that the proposal be discussed in full at a meeting of the Finance meeting and then brought back to Council. All were in favour.

Clerk

d) Proposal to clear non recyclable rubbish

Cllr Turner and Cllr Barnes have volunteered to clear this away from the site.

16 Risk Assessments

Cllr Coatsworth highlighted the issue of collecting water from the brook – this would be resolved if alternatives are made available.

17 Playground refurbishment – update on timescales and review of fencing tenders

The Clerk confirmed that works would commence on 7th April. An invitation will be sent to Andrew Grant to attend a formal opening to which the press will be invited.

Clerk

18 To decide format and preparations for Annual Parish Meeting

Cllr England proposed, seconded by Cllr Thorne that the same format as last year be used. Short presentations from all groups of up to 5 minutes would be requested. All were in favour. The Clerk will ask if the WI could kindly serve refreshments.

Clerk**19 Councillors' Questions**

Cllr Barnes requested more time to read communications from the Clerk.

Cllr Duncombe highlighted that the surface in front of the School was breaking up.

Cllr Coatsworth queries the source of water on Wappenham Road; this was felt to be due to the presence of natural springs.

Cllr Crouch asked if any new signs for dog fouling had been received – the Clerk will chase these up.

Cllr Crouch queried what the next step should be regarding the tennis courts; Cllr Burns emphasised that no action should be taken in the immediate future.

Cllr England informed the meeting of the Reading Room EOM due to take place on 2nd April at 8pm to discuss its proposed refurbishment.

The meeting closed at 9:22pm.

Appendix A -Correspondence Received – 21st January 2008 – 26th March 2008

South Northamptonshire Council

- Weekly Planning Application listings
- Planning Applications:
 - S/2008/0314/P - Jeffs Coaches Station Road - single storey temporary building
 - S/2008/0279/P - Pear Tree Cottage 56 Wappenham Road - two storey extension to side (Renewal of S/2003/0070/P)
 - S/2008/0276/P 4 Wrightons Hill - Single storey rear extension
- Laura Welch, Strategic Housing Officer – Virtual Focus Group on Homelessness – update to follow
- Graham Ceeny – copy of email to Val Eyre regarding drainage on Grange Lane and off the railway embankment – circulated
- Alternations to Register of Electors
- Youth Council – details of Youth Opportunity Fund - *circulated*
- Housing Transfer Project – *letter relating to open space land – none affected in Helmdon*
- Housing 4U newsletter
- Planning Enforcement Policy booklet – *for planning committee*
- Climate Change Champion and Climate Friendly Communities details

Northamptonshire County Council

- James Ellis – draft details of a licence for the Playing Field and subsequent emails – *all circulated and discussed at Extra Ordinary Meeting*
- Parish Emergency Planning Conference – *6th March – attended by Cllr Thorne*
- Fire Service – details of a consultation on Operational Response *times – circulated*
- Consultation on Sustainable Communities Strategy for Northamptonshire x 4 copies – *for distribution to Planning Committee*
- Minerals and Waste Development Framework – discussion paper details – *circulated*

NCALC/ACRE

- Training Programme for 2008/9 – *circulated and on Agenda*
- Village of the Year entry forms – *circulated and discussed at Extra Ordinary Meeting*
- Green Space Toolkit – details of an event in April – circulated – *Cllr Thorne will attend*
- Terms of Reference for the Internal Audit Service – *on Agenda*
- eUpdate - *circulated*
- ACRE – *user survey for completion x 2*
- Village Viewpoint Spring 2008 x 2
- Press release concerning Northants CALC becoming completely autonomous from ACRE and moving premises - *circulated*

Miscellaneous

- Email from Internal Auditor regarding timescales of Audit
- Email from Great Houghton Parish Council with details of their response to a wind turbine planning application – *circulated*
- Email from Eydon Parish Council requesting details of an alleged incident in Helmdon – *circulated*
- Standards Boards for England – acknowledgement of receipt of acceptance of Code of Conduct 2007.
- Agenda (12th February) and Minutes of the 10th Dec 2007 meeting of the B4525 Action Group
- Enjoy England – Celebrate St Georges Day – brochure
- Eon customer service questionnaire – *completed*
- Brackley Hospital Trust – letter of thanks for 4th £250 donation (2007/8) and for pledge for support for 2008/9
- Coop bank statements – Dec 2007, Jan, Feb, March 2008
- HM Customs and Excise – VAT claim form for next year
- Wicksteed Playscapes – Xerscape brochure – equipment for adults
- CPRE Northamptonshire – invitation to summer ball, design awards – nomination form
- Sutcliffe Play – Playback Magazine – *for playground Committee*
- BDO – Local Council Briefing Pack – for Annual Return
- Eon – Emergency Parish Council pack – for display
- SNVB – Link Up newsletter – February, March 2008
- ABB – letter concerning public lamp number 7 – additional works required - £185.00 + VAT
- Letter from allotment holder regarding broken gatepost, missing sign, and asking for water to be provided at the site
- Audit Commission – confirmation of BDO Stoy Hayward as proposed external auditor
- Alzheimer’s Society newsletter
- Aktins – Reps Review – for Cllr Stothard
- Letter from landowner regarding proposed cycle path – copy sent to Cllr Thorne
- Standards Boards – March newsletter
- Request from local resident for Parish Council to consider adopting a new bench
- CPRE – details of a roadshow on planning – 15th April - *circulated*

Accounts received

- ABB – Street Light Maintenance - £122.33
- Between Ourselves – £65.00 – emergency notice board repair; 120.00 – emergency gatepost repair
- Helmdon Talkabout – donation of £175 (cheque) towards the running of the Helmdon Children’s Playground
- BACS Remittance Advice – VAT repayment - £500.50
- FOHS - £2746.85 – fundraising and donation for playground