

HELMDON PARISH COUNCIL

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

Present: Councillors Burns, Garner, Adhemar, Moody, Barnes, England, Duncombe
Parish Clerk: Liz Hart
Six members of the public were present.

		Action
1	<p>Apologies for Absence</p> <p>Cllr Coatsworth had sent apologies sent due to holiday commitments which were accepted by the meeting. It was noted that Cllr Simpson was absent without approval.</p>	
2	<p>Declarations of Interest</p> <p>None declared.</p>	
3	<p>Approval and Signature of the Minutes of Ordinary Meeting of 22nd January 2013</p> <p>It was resolved to approve the minutes with no amendments.</p>	
4	<p>Matters Arising from the Minutes of the Ordinary Meeting of 22nd January 2013</p> <p><i>Item 4 - Western Power Distribution</i> - the Clerk would continue to continue to request an update. Cllr Duncombe confirmed that some work had already been completed in Wappenham Road.</p> <p><i>Item 5 – Flooding.</i> The visit by Anglian Water and MGWSP was seen as a step forward with the next issue to resolve being the ownership of the black pipe in Church Street, which was not on Anglian Water's records. The Clerk would contact Carl Evans (MGWSP) regarding the pipe's ownership; Anglian Water wish it to be diverted into fields behind the Bell. The Clerk confirmed she would check what the outcome of Bulkhead's visit to Grange Lane was a report back to the next meeting.</p> <p><i>Item 11 –registration of Jenner's Piece, allotments and the Pump Garden</i> – the Clerk had investigated but had not made much progress; Cllr Moody volunteered to progress the issue.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Cllr Moody</p>
5	<p>Open Forum</p> <p>The amount of rubbish near the Jubilee stone wall was highlighted. Cllr Burns confirmed he would raise it at an SNC meeting regarding the Blackpits site due to take place on 16th April.</p> <p>It was confirmed that Cllr Burns has paid £20 for this year's subscription in the name of Helmdon Parish Council/Peter Burns for the Helmdon Lotteries Organisation. The Clerk would provide a short notice to the website administrator.</p> <p>It was commented that the village name sign on the wall was attractive but difficult to read. It was felt that outlining the letters with black paint would help and Les Finn would do this at no cost. Cllr Burns felt it important to contact Cllr Coatsworth first and therefore the Clerk was asked to email him to ask if he has an opinion.</p> <p>It was queried whether the area around the new wall would be planted. The Clerk would check with Patrick Gartside what had been planned. Cllr Duncombe volunteered to provide top soil if required.</p>	<p style="text-align: right;">Cllr Burns</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

It was confirmed that money was available in the budget for further purchases of bulbs. Cllr Adhemar commented that the daffodils had made a lovely display this year.

Dog mess on Church Street and Hintons Close continues to be a problem; Cllr Burns commented that although there is no dog warden at SNC, it can be reported to them online.

6 Finance

a) Financial statement

It was resolved to accept the following financial statement:

Current Account (Coop) @ 14/03/14	11,187.98
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b) To note payments received

The following were noted:

Payments Received	Amount
Interest (February)	2.35
Interest (March)	1.52

c) To consider bills for payment

It was resolved to pay the following bills:

Accounts Payable	NET	VAT	GROSS	Cheque
Top Print	141.25	0.00	141.25	500384
E Hart – paper and stationery	5.50	0.00	5.50	500385
E Hart - Clerk's Wages	750.74	0.00	750.74	500386
Parish Online	10.00	2.00	12.00	500387
Northamptonshire ACRE	35.00	0.00	35.00	500388
Northamptonshire ACRE (Best Village Competition)	25.00	0.00	25.00	500389
Universal Services Ltd	127.50	25.50	153.00	500390

d) Helmdon Lotteries Organisation

Cllr Burns confirmed he is happy to pay the £20 fee for this year and he clarified the history of the organisation. It was resolved that the responsibility will reside with the Parish Council henceforth; Cllr Burns will obtain forms from SNC and communicate the process to the village organisations.

Cllr Burns

e) To consider extending the mowing contract from the Jubilee Wall to the Welsh Lane

Initial clearance is in hand and once completed the Clerk will ask for a quote.

Clerk

f) To review effectiveness of system of internal control and internal audit (including review of Internal Audit terms of reference)

The documentation as circulated was reviewed and it was resolved to sign off the system of internal control and internal audit to include the review of Internal Audit terms of reference.

7 Correspondence Review

Correspondence as per Appendix A was reviewed. The Clerk was asked to write to South Northants Homes regarding the area on Station Road being considered for residents driveways and to put this item on the agenda for the May meeting.

Clerk

8 Planning:

a) To receive decisions of Planning committee on applications since 22/01/14

Application: S/2014/0079/OUT

Location: 6 Church Street Helmdon

Proposal: Single storey detached dwelling (outline)

It was resolved to object to the application for the following reasons:

The Parish Council raised many reasons for objection to the first application; the applicant has addressed only one of these by moving the development inside the village confines boundary. The other reasons for refusal to application 2013/846/OUT remain. The applicant fails to disclose a watercourse (running ditch along the southern boundary of the site) in giving a false response to question 12 of the application form. The Parish Council previously raised the issue of flooding and capacity of the foul system as an issue which was discounted as having no evidence by the Local Authority; the Parish Council would draw the Local Authority's attention to flood reports compiled recently by Anglian Water (attached) which highlight the very real problems faced by the village due to current overloading of the system combined with the village's bowl-like topography. In addition the development site itself suffers from drainage issues which would be exacerbated by an additional property.

It is felt that the new orientation of this second proposal would mean that the street scene would be even more overcrowded than under the first proposal and would adversely impact upon it. The Parish Council notes that two large trees have not been included on the plan and therefore their destiny is not clear.

The Parish Council would query whether the proposal conforms to highways regulations regarding width of the proposed access/passing places.

It was resolved to request a calling in of the application via Cllr Digby.

Application: S/2014/0074/FUL

Location: 4 Hintons Close Helmdon

Proposal: Single storey front extension and two storey side extension

It was resolved to have no objection to the application but to comment as follows:

The single storey front extension appears to conflict with the Local Authority's guidelines on residential extensions and would set a worrying precedent in the street scene.

Application: S/2014/0138/FUL

Location: 35 The Old House Wappenham Road Helmdon

Proposal: Change of use from agricultural building to annex, external alterations to include new door opening to front, 1 no. x rooflight to front, 1 no. x rooflight to rear, replace corrugated tin roof with slate, new window to rear. Internal alterations to include replacement of ceiling & roof structure, floor structure and new staircase

It was resolved to fully support the application.

Application: S/2014/0139/LBC

Location: 35 The Old House Wappenham Road Helmdon

Proposal: Change of use from agricultural building to annex, external alterations to include new door opening to front, 1 no. x rooflight to front, 1 no. x rooflight to rear, replace corrugated tin roof with slate, new window to rear. Internal alterations to include

replacement of ceiling & roof structure, floor structure and new staircase

It was resolved to fully support the application.

b) Update from Parish Clerk regarding outstanding applications

The application for 4 Hintons Close Helmdon had been subsequently refused; decisions were awaited on the remaining applications.

9 Annual Documentation Review

a) Standing Orders b) Financial Regulations c) Risk Assessment

After due review it was resolved to re-adopt all three documents as above. It was noted that a further review of Financial Regulations could be necessary once the new model was issued by NALC.

10 Risk Management - To review the significant risks to achieving the council's objectives and the adequacy of the arrangements to manage those risks

The Parish Council carefully considered the risks to achieving their objectives; measures taken to minimise significant risks were considered: published Standing Orders, Financial Regulations, Risk Assessment, reference to NCALC, Clerk's training courses, Internal Control Councillor, the review of Risk Management Policy. It was resolved that the PC accept that to its current knowledge no significant risks exist.

11 To consider the current code of conduct and resolve whether it meets the needs of the Council

The current code had been previously circulated; after due consideration it was felt that it continued to meet the needs of the council

12 To consider arrangements regarding a WW1 commemorative event

Cllr Burns clarified that the church was holding various services; it was resolved that no Council-led event would place as Councillors can choose to attend the church services. Cllr Moody noted that the local history group is currently investigating the history of the war memorial and those remembered on it.

13 To consider arrangements for the Annual Parish Meeting

Cllr Moody supported a theme of policing and community safety and providing information regarding the Special Constable Scheme. It was resolved to invite representatives from the Police and the County and District Councillors, MP and request an update from the Blackpits Monitoring Group and HSGWAG. It was hoped to have the welcome pack for the village available. Publicity would be undertaken via the local media (Cllr England), social media, the Helmdon website and by email.

**Clerk
Cllr England
Clerk**

14 To consider contacting the Grafton Hunt regarding future Meets in and around Helmdon

Cllr Moody explained that because the dates of forthcoming hunts are not made public, there have been issues with pets and children in Cross Lane; he queried whether there was a way of ascertaining dates in advance. After due discussion it was resolved that the Chairman would contact the hunt regarding concerns voiced after a recent visit and that whilst there was no complaint at this time, he would query if there was any way that the village could be informed in advance.

Cllr Burns

15 Best Village Competition

Cllr Adhemar completed the form with input from Audrey Forgham who she thanked for her contribution. A first draft of the proposed welcome pack was circulated; the final draft will be

presented to the May meeting.

- 16** To receive update from the Playground Committee and to receive playground inspections

The Clerk was given the Risk Assessments; an update was given regarding the current works to the slide steps.

- 17** To receive update from the Allotment Committee

Cllr Adhemar informed the meeting and there was a great deal of activity on the site as the season got underway and that the committee would undertake a site visit during the second week of May.

18 Councillors' Questions

It was noted that the black walnut recently planted on Station Road had been undertaken privately; he would let Phillip Ward know as a matter of courtesy.

The meeting closed at 9:33pm.

Appendix A -Correspondence Received – 22nd January- 26th March 2014

South Northamptonshire Council

- Weekly Planning Application listings
- Electoral register
- Press releases regarding no objections to proposed modifications to West Northamptonshire Joint Core Strategy, Towcester dog owner fined for allowing his dogs to bark excessively, 3 star award for website, Towcester's New Community Building Named The Forum, Building a better future' workshop, Buy, Eat, Recycle, Nordic Walking Course, Youth Activators programme, results of legal challenges, election help required, Half Term cycle rides
- Confirmation of receipt of online planning consultation comments
- Planning Applications:
 - S/2014/0079/OUT - 6 Church Street Helmdon - Single storey detached dwelling (outline)
 - S/2014/0074/FUL - 4 Hintons Close Helmdon - Single storey front extension and two storey side extension
 - S/2014/0138/FUL - 35 The Old House Wappenham Road Helmdon - Change of use from agricultural building to annex, external alterations to include new door opening to front, 1 no. x rooflight to front, 1 no. x rooflight to rear, replace corrugated tin roof with slate, new window to rear. Internal alterations to include replacement of ceiling & roof structure, floor structure and new staircase
 - S/2014/0138/FUL - 35 The Old House Wappenham Road Helmdon - Change of use from agricultural building to annex, external alterations to include new door opening to front, 1 no. x rooflight to front, 1 no. x rooflight to rear, replace corrugated tin roof with slate, new

window to rear. Internal alterations to include replacement of ceiling & roof structure, floor structure and new staircase

- S/2014/0280/FUL- 8 Shortlands Close Helmdon Brackley - Variation of condition 2 (plans) on S/2013/1085/FUL (two storey side extension and porch) to allow hipped roof
- S/2014/0330/FUL - Manor View Farm Welsh Lane Helmdon - General purpose agricultural building
- S/2014/0320/DBD - Barnstones 87 Wappenham Road Helmdon - Demolition of dwelling

Northamptonshire County Council

- Policing Updates and ward newsletters, details of free dog micro-chipping, volunteers events
- Highways' Newsletters
- Details of enhancement gang programme
- Poster for Emergency Planning Team's Response Corps
- MSWSP – confirmation that verge in front of AP9 will be cut
- Greener Northamptonshire Fair Details

NCALC

- Update January/February
- Details of clerking vacancies, director vacancy
- David Powell – communications regarding the Helmdon Lotteries Organisation
- New Model Financial Regulations
- Details of training courses

Miscellaneous

- Coop : bank statements – Feb, March
- EON – micro business query
- Bulkhead Properties – confirmation that a site visit will take place within 28 days (letter received 9th February) and that any works deemed necessary will be completed within 2-3 months
- HS2 – Hybrid Bill Deposit – reminder of obligations
- Anglian Water – Mark Wood
- Came and Company - Guidance for your Council on Managing Flood Risk - Came and Company Local Council Insurance Brokers
- SNVB – newsletters
- Bircham Dyson Bell – details of petitioning process for HS2
- HMRC – confirmation of online submissions for Real time PAYE, details for paying PAYE electronically, coding notice for Mrs E Hart
- SNAG – meeting updates
- Communications from Chris Thorpe and Richard Farquharson regarding flooding
- CPRE – Planning Roadshow details, notice of subscription fee for August, Outlook newsletter
- Best Village Competition reminder
- Top Print – invoice for February newsletter

- BDO Annual Return Pack
- Universal Services – delivery note for chain repairs
- ACRE – membership renewal form
- SouthNorthantsHomes – regarding proposed transfer of land on Station Road
- Various communications from SNAG
- Graeme Hill – Western Power Distribution – confirmation that a report was awaited

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