

HELMDON PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 26th September 2007 in the Reading Room, Church Street, Helmdon at 7:30pm

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

Ten members of the public were present.

		Action
1	<p>Apologies</p> <p>Apologies had been received from Cllrs Turner and Crouch due to work commitments.</p>	
2	<p>Approval and Signature of the Minutes for the Ordinary Meeting held on 25th July and for the Extra Ordinary Meeting held on 29th August 2007</p> <p>Cllr Stothard proposed, seconded by Cllr Thorne, that the minutes of 25th July be approved. All in favour and Cllr Burns duly signed the minutes. Cllr Duncombe proposed, seconded by Cllr Coatsworth that the minutes of 29th August be approved. All in favour and Cllr Burns duly signed the minutes.</p>	
3	<p>Matters Arising from the Minutes of 25th July 2007 and 29th August 2007</p> <p>None.</p>	
4	<p>Presentation regarding Blackpits - alterations to building</p> <p>Dr John Mullett (Development Director CRS) and Steve Sharratt (CEO of CRS) gave a short presentation regarding a planning application which Blackpits are to submit. A structural survey had revealed that for technical reasons it would be advisable to replace the existing building. The chosen proposal is for an aluminium space frame covered with tensile fabric which is translucent; this would have the same footprint as the existing building. A presentation folder was passed to the councillors depicting the proposed development.</p> <p>Cllr Thorne queried what plans were in place for drainage; there will be a holding pond to manage the flow of water into the stream.</p> <p>There being no further questions, Cllr Burns thanked the presenters for attending the meeting.</p>	
5	<p>Open Forum</p> <p>Blackpits – query regarding whether the holding lake could overflow. The Environment Agency had provided the specification to ensure the lake would have adequate holding capacity.</p> <p>Repair of bridge damaged by the flooding – concern was expressed at the loss of access for machinery. Cllr Barnes shared the frustration at how the bridge had been repaired by NCC as it contradicted their own policy of improving access but confirmed that the landowner had maintained that no vehicular access was in fact required. It was pointed out that electrical supplies cross the land; the Clerk is to approach NCC and Andrew Grant to emphasise the potential problems.</p>	

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Finance**a) Financial Statement**

Cash & Investments	
Current Account (Coop)	19467.08
Nottingham Bond	500.00
Total	19,967.08

Cllr Stothard and the Clerk presented the following "sinking fund" figures which had been signed off by the Finance Committee.

<u>Reserves – general and sinking fund</u>				
Year ending 31/03/07	General	Sinking Fund	Total	
	11,628.51	6817.49	18 446	
Breakdown	Total 31/03/07	Spend this yr to date	Budgeted for sinking fund this yr	Exp total 31/03/08
Playground equipment	4,700.00		750.00	5,450.00
Notice boards	700.00	375.00	150.00	475.00
Computer	117.49	178.71	125.00	63.78
War memorial	600.00		200.00	800.00
Village Seats	700.00	100.00	200.00	800.00

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

b) Bills for Payment

Accounts Payable	NET	VAT	GROSS	Cheque
C + E Grass Cutting	200.00	0.00	200.00	500035
Neptune Outdoor Furniture	506.00	88.55	594.55	500036
SNC	1,083.22	0.00	1,083.22	500037
ABB	99.18	17.36	116.54	500038
Allianz			49.89	500039
Brackley Cottage Hospital (2/4)	250.00	0.00	250.00	500040
Clerk's Wages (July and Aug)	353.07	0.00	353.07	500041
BDO Stoy Hayward LLP	120.00	21.00	141.00	500042
Request for donation for "The Playing Field Newsletter"				

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

Regarding the donation request from Acre for the Playing Field Newsletter, after consideration it was decided not to make a donation.

c) Payments received

The following were presented:

Accounts Received				Receipt
Louise Carroll (key deposit)	5.00			A/019
Phil King (key deposit)	5.00			A/018
Village of the Year	105.00			

d) Annual return – findings of internal and external auditors

Clerk confirmed final documentation from BDO Stoy Hayward had been received. The Notice of the Conclusion of Audit was to be duly displayed. Cllr England proposed, seconded by Cllr Coatsworth, that the Annual Return be approved and accepted by the Council. All in favour.

It was noted that the Issues Arising Report contained only points identical to those in the Internal Auditor's Report (which the Finance Committee had already considered and addressed (Item 4 of Minutes F/07/2) and therefore no further action was necessary.

7 Correspondence

See Appendix A

Cllr Burns confirmed that he and Cllr Duncombe had met with Kurt Groves and that the stone wall will tone down after time.

8 Parish Lengthsmen Scheme

Clerk informed the meeting that NCC funding was no longer available so the scheme was on hold.

9 Blackpits Recycling Monitoring Group Report

David Powell was invited to speak. The Group have produced a newsletter and an article in Talkabout. New Signage ("Slow - Vehicles Turning" and "Site Entrance" have been ordered and are expected imminently.

10 Village of the Year 2007 – suggestions for spending the prize money

Following a request in Talkabout, the Clerk had received a suggestion for more signs regarding Helmdon's success in the Village of the Year Competition. Council considered this but it was felt to be impractical. Cllr Burns requested all Cllrs to consider other ideas for the next meeting as it had been carried forward on twice previous occasions – all proposals to be forwarded to the Clerk.

11 School Playground update

a) Lease agreement – update on revised document submitted to NCC

Clerk informed the meeting that we should receive NCC's comments back before the next meeting.

**All Cllrs
Clerk**

b) Repairs/improvements to the play area

The details of the Tenders have been forwarded to the Clerk for distribution to the companies who are to tender.

Clerk confirmed that the rubbish bin on the school field belongs to the Parish Council.

12 To receive the decisions of the Planning committee on applications since 25th July

Application number: S/2006/1194/P

Location: Station House, Station Road, Helmdon

Amendment: Change to roof form and construction

The Committee supported the application.
(Clerk informed the meeting that this was her property).

Application number: S/2006/1296/PR

Location: Two detached dwellings, land off Church Street, Helmdon

Amendment: Amended details to plot 2. Alterations to rear balconies. Replace first floor French doors with window. Roof lights to rear elevation. Raise first floor window cills by 150mm. Garage door widened by 150mm. Amended design to utility room door.

The Committee supported the application.

Application number: S/2006/1296/PR

Location: Two detached dwellings, land off Church Street, Helmdon

Amendment: Amended boundary layouts including 1.8m fence to Southern boundary and 1.8m wall to common boundary.

The Committee had no objections however it would request that the applicant have a site meeting with HAFWEG (Helmdon, Astwell & Falcutt Wildlife & Environment Group) and the Helmdon Parish Paths Group in order to establish the details of the proposal, particularly with regard to the boundary details.

The Clerk is to write to Groves concerning the boundary wall with the Pump Garden as new coping stones have been added without seeking proper consultation with the Council.

13 Helmdon Talkabout

Cllr Burns informed the meeting that Richard Wray and Wilf Forgham are resigning from their posts and asked the other Cllrs to enquire if anyone is interested in the post or come forward themselves. The Clerk was actioned to write a letter of thanks to Richard and Wilf for all their hard work.

14 Parish Survey – NALC

The Clerk and Chairman will convene to complete the survey prior to the deadline.

15 WNDC – Consultation Document

This will be discussed in detail at the next planning meeting. Cllr Burns is to order additional copies.

Cllr Burns

16 Issues regarding Groves' development

Covered under correspondence 7. above.

17 Flooding – documentation to be submitted to SNC

	All details on the flooded properties to be submitted to the Clerk.	
18	Reading Room – legal relationship with the Parish Council	
	Cllr Thorne reported that he had had trouble locating the deeds; Cllr England believed them to be held in Lloyds TSB in Brackley – he will obtain a copy for the next meeting. Clarity on the Scheme is to be sought from the Charity Commission.	Cllr England
19	Allotments	
	Clerk will seek tenders for the repair to the gatepost. Clerk to check any conflict in tendering policy between Standing Orders and Financial Regulations.	Clerk
20	Helmdon information board – installation and timescales	
	Clerk confirmed that further information is awaited from Ian Richardson in NCC.	
21	Risk Assessments	
	These are being written up; Cllr Burns requested that Cllr Coatsworth circulate them as soon as they are complete.	Cllr Coatsworth
22	Tennis Courts	
	Carried forward in the absence of Cllr Crouch	Clerk
23	Councillors' Questions	
	New kerbsides are required outside 71 Wappenham Road – to be reported to Street Doctor.	Clerk
	Cllr England confirmed that Curly Earl had volunteered to organize the Poppies for Remembrance Sunday. Clerk was actioned to write to him thanking him for his offer. Cllr Burns reminded all Cllrs that they normally pay for the wreath on the War Memorial.	Clerk
	Cllr Burns had received a letter regarding stones on the verge outside a property; Cllr Stothard is to approach the landowner concerned.	Cllr Stothard

The meeting closed at 9:05pm.

Appendix - A Correspondence

South Northamptonshire Council/WNDC

- Weekly Planning Application listings - 25/07 01/08, 08/08, 15/08, 22/08, 29/08, 05/09, 12/09
- Allocated house number for coach house: no 46 Wappenham Road NN13 5QA
- Electoral Register Updates –August
- Details of Climate Friendly Communities Workshop – 16th October in Corby
- West Northants Joint Planning Unit –*Joint Core Strategy Issues and Options* - notice of workshops (*posters displayed*) and summary leaflet for distribution to Cllrs– *comments to be returned by Wednesday 31st October*
- Performance Plan x2, Best Value General User Survey x 2, Busy Person’s Guides
- Set of Register of Interests Forms and accompanying letter
- Housing Transfer Project – update letter
- Targeting Fraud Campaign – poster
- Review of Polling Places – respond by 30th Sept – *circulated*
- Flooding – questionnaire and map for completion – *on Agenda*

Northamptonshire County Council

- Rural Accessibility Audit – returned
- Report to the People (achievement report)
- Emergency Planning Documentation – for Risk Assessment Officers
- Details of a public Consultation on Rural Bus Link – to be held on Thursday 29th November at the school

NALC/ACRE

- Update
- Invitation to ACRE Sports Fields and Play Areas – *passed to Playground Committee*
- Playing Field Newsletter
- Village Viewpoint – Autumn 2007
- NALC – Receipt for Training Course
- NALC Parish Survey – *on Agenda*
- ACRE – details of AGM (held in August)
- ACRE/Every Action Counts – community champion details
- NALC – details of AGM (Wed 17th October), request for nominations for County Committee
- NALC – feedback from Village of the Year – *circulated*

Miscellaneous

- Coop bank – August and September statement
- Brackley Cottage Hospital– letter of thanks for £250 donation
- Allianz – revised documents for increase in fidelity insurance
- SNVB September Newsletter and recruitment posters
- Banbury CAB – poster for display
- Tim Boswell – leaflet on “Understanding Basic Flood Recovery Procedures”
- Allianz – receipt for £158.15
- Play and Activity Today – Magazine – for playground committee
- Wicksteed – advertising flyer – for playground committee
- Alzheimers Newsletter
- Northants Touring Arts Programme
- Groves – response to the Planning Committee’s request for the applicant to have a site meeting with HAFWEG
- Groves – response to Council’s letter concerning the stone wall repairs and general concerns at site tidiness
- Arts News South Northamptonshire
- Police – Northamptonshire West Stakeholder Newsletter and Survey – *forwarded to Cllr Crouch*
- Northamptonshire Neighbourhood Watch – invite to meeting on 24th September – *forwarded to Cllr Crouch*
- Vitalise – Breaks for Disabled People and Carer – *circulated*
- *Northants Touring Arts*
- Townscape – product catalogue
- Flooding details – emails received from Brian Bradford, Richard Wray, Jayne Brown, Val Eyre, Richard Farquharson, Ian Drew
- SNVB – details of “Rural Reach at the Racecourse” event on 17th October
- Northamptonshire NHS – details of AGM of PCT
- BDO – Completed annual return and associated documentation

Accounts received

- Allianz - £49.89 – additional premium for increased fidelity insurance
- SNC Invoice for Election costs – £1,083.22
- Northamptonshire ACRE – cheque for £105 for Village of the Year
- Neptune Outdoor Furniture – Invoice – 618.05 and credit note 23.50
- C and E Grass Cutting - £200
- Allotment Key Deposits - £10 (£5 from Phil King, £5 from Louise Carroll)
- ABB – Lighting £116.54
- BDO – Annual Return Charge - £141.00