



HELMDON PARISH COUNCIL

MINUTES



of the Ordinary meeting of Helmdon Parish Council, held in the Reading Room,
Church Street, Helmdon on **Wednesday 27th January 2016 at 7:30pm**

PRESENT: Cllrs Coatsworth, Moody, Hart, Wheeler, Thorpe, Vicars, Duncombe, Garner and the Clerk. Cllr Adhemar joined at item 22 which was considered after item 6.

IN ATTENDANCE: 5 members of the public attended.

1. Apologies for absence

None.

2. Declarations of Interest

Cllr Moody declared an interest in 6 c) as one of the invoices for payment was to NCALC and another was to him for website maintenance.

3. Approval and signature of the minutes of the meeting of 25th November, 2015

The minutes were approved by all and signed by the Chairman.

4. Matters arising

Item 8: The Clerk confirmed that NCC had adopted Hinton's Close in 1970 and as such would be responsible for the maintenance of highway and pavements. Cllr Moody explained that a land plan included the documentation we have recently received from Natalie Owen at WrightHassall Solicitors (the firm acting for SNH) is significantly different to the plans we have been sent previously by SNH and needs further investigation. He suggested putting together a working party to review the new documentation in detail. **Action: Cllr Moody** to put together working party and review the documentation.

Item 10: The Clerk explained that discussions about the black pipe on Church Street appear to have halted during the summer of 2014 with no resolution. **Action: The Clerk** to resume discussions with Highways and Anglian Water about ownership of this pipe.

Item 14: 2016/17 tenancies for 12 plots have been confirmed, 1 has been confirmed as unwanted and 4 are still unconfirmed. Of those 4, existing tenants have already expressed a desire to take on 3 of them as additional plots. Cllr Moody suggested that we advertise unallocated plots within the village once we know what is available. **Action: The Clerk** to continue to confirm tenancy of all remaining plots.

Item 30: one parent is still parking their car on the verge at the bottom of Grange Lane. **Action: Cllr Hart** to speak to the Head teacher

5. Open Forum

The Chairman invited questions on any subject.

A resident suggested that parking around the school should be a matter for the police rather than the Head teacher. Cllr Hart explained that the Police have monitored the area in the past. **Action: Cllr Hart** to ask the Head teacher to warn parents about parking in the school newsletter again.

6. To receive an update regarding flooding related issues:

Cllr Coatsworth provided a summary of the recent visit from the NCC Flood and Water Management team. They visited Helmdon on 26th November, 2015 and have visited several other villages with flooding issues – they are planning to apply for grant funding for the

area as a whole rather than specific villages. Their consultant has identified 4 possible solutions for Helmdon.

On 1st December, 2015 Cllr Coatsworth sent a letter to Bulkhead Properties addressing their previous concerns and there has been further correspondence since then. Andy Grant from Bulkhead Properties has requested another meeting in March 2016 at the site on Grange Lane, with people who attended the previous site meeting on 24th February, 2015 to be there. It was also agreed to invite a specialist contractor to the meeting. **Actions: Cllr Coatsworth** to confirm the date of the meeting and **Cllr Duncombe** to invite a contractor.

22. Cllr Moody gave a summary of the responses from the village survey – please see appendix A for the results in detail.

In summary:

Helmdon Voice: The overall response for Helmdon Voice was that it was liked but not worth the cost to produce.

Speed Radar: There was overwhelming support for purchasing a speed radar for the village.

War Memorial Fence: The war memorial should be left as it is without the fencing.

There was some debate about Helmdon Voice: Cllr Coatsworth explained that one of the major problems had been getting enough contributions for each edition and Cllr Vicars commented that the news contained in Helmdon Voice was often out of date by the time it was delivered. Concern was expressed over how to communicate with residents who can't access the internet but Cllr Moody explained that the Finance Committee had put funds in the 2016/17 budget for leaflets & posters should there be a need to advertise future events/issues.

It was resolved to discontinue Helmdon Voice.

It was resolved to investigate further into purchasing a speed radar.

It was resolved to leave the War Memorial as it is now without the fence. Cllr Duncombe will keep the chains in storage.

7. Finance:

a. Financial statement

The Clerk presented the latest financial statement (see appendix B). The report showed a balance of £16,433.55 at 27th January 2016.

b. To note payments received

The following receipts were recorded:

| | | | | |
|----------|--------------|-----------------|--------------|--------------|
| 1 | Unity | Interest | BACS | £5.68 |
| | | | Total | £5.68 |

c. To consider invoices to be paid

It was resolved to pay the following invoices:

| | | | | |
|----------|------------------|-------------------------------|---------------|-----------------|
| 1 | NCALC | NCALC Training | BACS | £150.00 |
| 2 | CPRE | Subscription | 300059 | £36.00 |
| 3 | H du Bois | Wages | BACS | £648.26 |
| 4 | H du Bois | Office expenses | BACS | £32.96 |
| 5 | E.On | Lighting Maintenance | BACS | £124.93 |
| 6 | E.On | Electricity | BACS | £216.39 |
| 7 | D Moody | Helmdon.com management | BACS | £150.00 |
| | | | Total | £1358.54 |

d. To receive a report from the Finance Committee meeting held on 13th January, 2016 and to consider any recommendations arising from it

The Clerk gave a summary of the meeting and it was resolved that all recommendations be approved. Cllr Garner asked for the financial report to be changed so that it showed a monthly total and it was agreed to defer this request to the Finance Committee. **Action: The Clerk** to add a review of the structure of the finance report to the agenda for the next Finance meeting.

e. To award the Grass Cutting Tender

Seven tender applications had been received - after due consideration of tenders, it was resolved to award the work to Brown & Barden under the terms of their quote for £1509.97 plus VAT. Cllr Duncombe suggested that the area at Jenner's Piece should be mowed on a monthly basis rather than 6 weekly. **Action: The Clerk** to speak to Brown & Barden regarding Jenner's Piece.

f. To set the Budget for expenditure in 2016/2017

The Parish Council considered the budgetary lines as recommended by the Finance Committee (Appendix A). It was resolved to set the budget at **£24,432** which includes **£8,165** earmarked for projects to be funded from grants. **£606.49** will be taken from the Sinking Fund to go towards repairs to the Playground equipment.

g. To set the Precept for 2016/17

The Parish Council reviewed the recommendations from the Finance Committee. It was resolved to set the precept at **£16,142** which is a 10.11% increase on 2015/16. **Action: The Clerk** to submit the Precept request.

h. To adopt Terms of Reference for the Finance Committee

The Terms of Reference document was signed.

8. Correspondence review

The Clerk presented a list of all correspondence received (see appendix D). Cllr Adhemar noted that an additional email she had forwarded regarding the allotments should have been included.

9. To receive a report from SNC's Planning Policy and Regeneration Committee

Cllr Moody gave a brief summary of SNC's Housing Numbers and Strategy paper which included a suggestion of the number of new homes required to be built in Helmdon before 2029. The paper is to be simplified and will then be sent out to Parishes for consultation. There is no date for this as yet.

10. To receive a report from the Clerk regarding electricity supply and lighting in the village.

Electricity Supply: The clerk's recommendations in the report were reviewed and it was resolved to switch electricity suppliers to Opus if the price is still competitive and the switching process straight forward. **Action: The Clerk** to discuss further with Opus and switch if straight forward.

Street Lighting: It was agreed that in the long term it will be necessary to upgrade the street lights but that there was no immediate need. Cllr Moody expressed surprise at how long it will take to recover the cost of new lighting through energy savings alone. Sulgrave have already started a project to upgrade their street lighting and it was resolved to accept their kind offer to present their findings and progress to the Parish Council. **Action: The Clerk** to arrange a visit from Cllr Roberts (Sulgrave Parish Council)

11. To note decisions of the Planning Committee since 25th November, 2015

Cllr Coatsworth reported the following decisions of the Planning Committee:

- Application S/2015/2884/MAR - Radstone Fields, Brackley. Helmdon Parish Council had no objection to the application but submitted additional comments.
- Application S/2015/2715/LDP - 12 Station Road, Helmdon, NN13 5QT. Helmdon Parish Council had no objection to this planning application.
- Application S/2015/3064/FUL - 16 Church Street, Helmdon, NN13 5QJ. Helmdon Parish Council registered a strong objection to this planning application on several grounds.

12.To adopt Terms of Reference for the Planning Committee.

The Terms of Reference document was signed.

13.To receive update from the Parish Highways Warden

Cllr Moody confirmed that the stones at Astwell are temporary and not a hazard. He confirmed that a gully near the war memorial had been unblocked and water was now flowing freely. He also reported that an overgrown hedge near the entrance to Grange Lane had been reported to Street Doctor and was due to be inspected.

14.To receive update from the Blackpits Monitoring Group

Cllr Vicars gave a detailed update of the Monitoring Group - for full details please see appendix C. The next action of the group will be to activate the complaints procedure and communicate information to all residents.

15.To receive update from the Playground Committee

The committee confirmed that they had chosen the repairs quote from Playmaintain at £2078.40 + vat – this was the most comprehensive and also the lowest quote out of the 4 received. Playmaintain have offered a lead time of 6-8 weeks. In the meantime, Cllr Wheeler has taped up the split beam on the multi-play unit and has also repaired the damage to the top of the slide which were the two areas of greatest concern. A temporary safety notice was discussed but Cllr Wheeler felt that this was not needed since he had done the repairs.

It was resolved that the Clerk could instruct Playmaintain to go ahead with the repairs according to their quotation. **Action: The Clerk** to contact Playmaintain

Cllr Wheeler explained that he was doing weekly inspections of the playground and keeping records **Action: Cllr Wheeler** to send playground inspection reports to the Clerk.

The Annual safety inspections were discussed - the Playground Committee are considering changing supplier. **Action: The Clerk** to provide example inspection reports from alternative suppliers.

16.To receive an update from the Allotment Committee

Cllr Adhemar read out an email that she had received from a tenant regarding the conifer on plot 2A. The tenants of the plot have requested that the tree be cut down. It was agreed to consider their request. **Action: Cllr Coatsworth** to discuss the options with Helen Timms.

Cllr Adhemar confirmed that an allotment inspection will be organised once the growing season has started.

17.To consider the dissolution of the Allotment Committee and Playground Committee and the transfer of these functions to the Clerk.

Cllr Coatsworth explained that at present neither the Playground nor the Allotment committee can take any action without first referring to the Parish Council and that this was very restrictive when it came to issues like urgent repairs needed on the playground equipment. It was resolved to change their structure from committees to groups and to authorise expenditure for urgent spending through the Clerk. **Action:** members to document the responsibilities of each group and present to the Parish Council at the next main meeting.

18.To receive an update from the Reading Room Committee

Cllr Moody confirmed that Bill and Doreen England were both stepping down from the committee.

19.To consider arrangements for this year's Annual Parish Meeting

The date for the Annual Parish Meeting has been set for 27th April, 2016. Cllr Moody proposed that the theme for the meeting could be Community Safety, with topics including street lighting, the speed radar, and a village defibrillator. Cllr Coatsworth also suggested asking Ed Bastow to present on behalf of Blackpits. **Actions: Cllr Coatsworth and the Clerk** to send out invitations to speakers for the meeting.

20.To confirm that the council will remain opted-in to the Sector Led Body arrangements for the procurement of external audit

It was resolved to remain opted-in.

21.To consider forming a working party to progress the achievement of registration as a Foundation Council.

It was resolved to form a working party which will include Cllr Vicars, Cllr Hart and Cllr Duncombe. Cllr Moody will have an advisory role. Cllr Hart will be responsible for organising the meetings of the group.

23.To receive an update on the repairs to the War Memorial.

It was felt that the quote we have received to carry out the required repairs is too high and others need to be sought. As the War Memorial is listed, any work carried out will need the approval of a conservation officer. **Action: Cllr Vicars** to enquire about next steps with the War Memorials Trust.

24.To consider the state of the lay-by at the entrance to the village.

It was agreed that the surface of the lay-by at the entrance of the village could be improved. **Action: Cllr Moody** to raise the issue with Helen Howards (Highways)

25.Councillor questions

- a. Cllr Vicars raised a question about the water leaking at the top of Church Street, which quickly turns to ice during cold weather. It is believed that this is caused by a natural spring leaking up through the tarmac rather than run off from the nearby fields. It was agreed that there were measures that could be taken to improve the situation, including clearing out the ditches opposite Helmdon House, and investigating a blocked draining pipe further down Church Street. **Action: Cllr Coatsworth** and **Cllr Vicars** to investigate further. **Cllr Moody** will report it to Street Doctor.
- b. Cllr Garner discussed this year's entry into the Village of the Year Competition. He mentioned that part of the feedback from the previous entry was that the village website was seen as "a list of items" and asked if this could be improved. **Action: Cllr Moody** and **Audrey Forgham** to consider if changes could be made to modernise Helmdon.com.
Cllr Adhemar confirmed that the closing date is 24th March and volunteered to be responsible for putting the application together along with Cllr Garner. **Action: Cllr Adhemar** and **Cllr Garner** to submit Helmdon's Village of the Year application.
- c. Cllr Garner asked when the Helmdon Wall lettering would be repainted. Cllr Coatsworth explained that Les Finn is waiting for a dry period to do this.
- d. Cllr Vicars confirmed that he did not want to take on the Neighbourhood Watch role. **Action: Cllr Wheeler** to speak to Bill England and Nick King about the role's responsibilities and consider the role further.

26.Close

The meeting was closed at 10.02pm

The next ordinary meeting of the Council will take place on Wednesday 23rd March, 2016 in the Reading Room.

Signed _____ dated _____

Councillor John Coatsworth, Chairman

DRAFT

Appendix A

Helmdon Parish Council Village Survey

Opened 17 December 2015

Closed 10 January 2016

Published via web site, e-mail, Facebook and Word of Mouth

Results

Questions about Helmdon Voice

Helmdon Voice was a quarterly newsletter delivered to every house in the parish of Helmdon by Helmdon Parish Council. It was an A3 folded sheet (so four sides of A4) containing text and photos. The last edition was circulated in July 2015.

When it was delivered did you read Helmdon Voice?

| | |
|-----------|--------|
| Always | 69.70% |
| Sometimes | 29.29% |
| Never | 1.01% |

How useful did you find Helmdon Voice?

| | |
|-----------------|--------|
| Very useful | 24.49% |
| Somewhat useful | 64.29% |
| Not useful | 11.22% |

Should the parish council carry on producing Helmdon Voice (it cost approx. £1,000 per year to produce 4 editions)?

| | |
|--|--------|
| Yes, it's well worth the money | 35.71% |
| No, it's not worth spending £1,000 per year on | 44.90% |
| No opinion | 19.39% |

If Helmdon Voice is discontinued, from which of these sources would you get village news (tick all that apply)

| | |
|--|--------|
| www.helmdon.com | 84.54% |
| Village Facebook page | 57.73% |
| Local newspapers | 9.28% |
| School newsletters | 18.56% |
| Attending groups and organisations | 22.68% |
| Village noticeboards | 39.18% |

Questions about the War Memorial

The post and chain fence around the war memorial has been removed as it was in a poor state of repair. Some comments have been received that it looks better without the fence and the parish council wants to know whether or not to put the fence back or leave it as it is.

Do you think the post and chain fence should be replaced?

| | |
|--|--------|
| Yes, it looked better with the fence in place | 25.51% |
| No, it looks better now the fence has been removed | 34.69% |
| I don't mind one way or the other! | 39.80% |

Questions about Speeding

Some people perceive there to be a problem with speeding in the village. The parish council is thinking of purchasing a Speed Indicator Device (SID), which will flash up a car's speed and say "Slow down" if doing above 30mph or "Thank you" if doing below 30mph. The cost of the SID would be up to £3,000. It might be possible to get grant funding or the cost could be added to the parish council precept.

Do you think speeding is a problem in the village?

| | |
|----------------|--------|
| Yes, often | 46.46% |
| Yes, sometimes | 38.38% |
| Hardly at all | 14.14% |
| Never | 1.01% |

Do you think the parish council should purchase a SID?

| | |
|--|--------|
| Yes, I would be happy for the parish council to purchase a SID | 62.63% |
| No, I don't think the benefits would be worth the money | 29.29% |
| I don't mind one way or the other | 8.08% |

Appendix B

Helmdon Parish Council Finance Report 27/01/16

Accounts:

Balance at Unity Trust account as of 21/01/16: £16,422.55
Expected balance once invoices settled: £15,064.01

Payments received since 25/11/15

| | | | | |
|---|-------|----------|-------|-------|
| 1 | Unity | Interest | BACS | £5.68 |
| | | | Total | £5.68 |

Invoices to be settled 27/01/16

| | | | | |
|---|-----------|------------------------|--------|----------|
| 1 | NCALC | NCALC Training | BACS | £150.00 |
| 2 | CPRE | Subscription | 300059 | £36.00 |
| 3 | H du Bois | Wages | BACS | £648.26 |
| 4 | H du Bois | Office expenses | BACS | £32.96 |
| 5 | E.On | Lighting Maintenance | BACS | £124.93 |
| 6 | E.On | Electricity | BACS | £216.39 |
| 7 | D Moody | Helmdon.com management | BACS | £150.00 |
| | | | Total | £1358.54 |

2015/16 Day Book Current

| 2015 | | | | | | | | | | Current Account | | | 21-Jan-16 | | | |
|------------------|----------------|--------------|-----------------|-------------------------|---------------------------------|--------------------|------------|----------|----------|-----------------|----------|--------|-----------|--|-------|--|
| Transaction Date | Invoice No. | Invoice Date | Transaction No. | Payee | Item Description | Total Received | Total Paid | Balance | Bank | Code | VAT | | | | | |
| | | | | | | DR | CR | Bank | | | | | | | | |
| 21-Jan-16 | | | | | | Totals | | 49820.45 | 34756.44 | 15064.01 | 17262.70 | | | | | |
| | | | | | | Balance B/Fwd 2014 | | 11807.01 | 11807.01 | | | | | | | |
| 02-Apr-15 | | | BACS | Co-op | Interest | 1.54 | | 11808.55 | ## | | | | | | 902 | |
| 09-Apr-15 | | 25-Mar-15 | 500437 | Reading Room | Room Hire | | 72.50 | 11736.05 | ## | | | | | | 408 | |
| 15-Apr-15 | | 25-Mar-15 | 500434 | P Burns | Lottery Licenses | | 20.00 | 11716.05 | ## | | | | | | 412 | |
| 15-Apr-15 | | 25-Mar-15 | 500435 | S Adhemar | Trophy & Prizes | | 46.95 | 11669.10 | ## | | | | | | 412 | |
| 15-Apr-15 | | 25-Mar-15 | 500439 | P Burns | Photos | | 93.60 | 11575.50 | ## | | | | | | 502 | |
| 17-Apr-15 | | | BACS | SNC | Precept PART 1 | 7330.00 | | 18905.50 | ## | | | | | | 901 | |
| 20-Apr-15 | | | BACS | Co-op | Fee Copy Item | | 10.00 | 18895.50 | ## | | | | | | 412 | |
| 05-May-15 | | | BACS | Co-op | Interest | 1.94 | | 18897.44 | ## | | | | | | 902 | |
| 05-Jun-15 | | | BACS | Co-op | Interest | 2.75 | | 18900.19 | ## | | | | | | 902 | |
| 10-Jun-15 | | 28-May 14 | 500400 | 1st Helmdon Rangers | Grants to Village Organisations | | 125.00 | 18775.19 | ## | | | | | | 501 | |
| 03-Jul-15 | | | BACS | Co-op | Interest | 1.69 | | 18776.88 | ## | | | | | | 902 | |
| 20-Jul-15 | | 25-Mar-15 | 500433 | E.On | Electricity | | 160.28 | 18616.60 | ## | | | | | | 101 y | |
| 27-Jul-15 | 3844 | 30-Apr-15 | BACS | Brown and Barden | Grass Cutting | | 234.85 | 18381.75 | 1 | | | | | | 201 y | |
| 27-Jul-15 | 3858 | 11-Jun-15 | BACS | Brown and Barden | Grass Cutting | | 234.85 | 18146.90 | 1 | | | | | | 201 y | |
| 27-Jul-15 | 3870 | 26-Jun-15 | BACS | Brown and Barden | Grass Cutting | | 234.85 | 17912.05 | 1 | | | | | | 201 y | |
| 27-Jul-15 | 3886 | 30-Jul-15 | BACS | Brown and Barden | Grass Cutting | | 234.85 | 17677.20 | 1 | | | | | | 201 y | |
| 27-Jul-15 | | 01-Apr-15 | BACS | E.On | Electricity | | 156.81 | 17520.39 | 1 | | | | | | 101 y | |
| 27-Jul-15 | H11AD697EE | 09-Jul-15 | BACS | E.On | Electricity | | 478.22 | 17042.17 | 1 | | | | | | 101 y | |
| 27-Jul-15 | 4938 | 01-Apr-15 | BACS | NCALC | Internal Audit | | 155.00 | 16887.17 | 1 | | | | | | 401 | |
| 27-Jul-15 | 4938 | 01-Apr-15 | BACS | NCALC | Subscription | | 353.39 | 16533.78 | 1 | | | | | | 407 | |
| 27-Jul-15 | 017557 | 01-Jul-15 | BACS | Playsafety Ltd | Playground Inspection | | 78.00 | 16455.78 | 1 | | | | | | 202 y | |
| 27-Jul-15 | | 01-Jun-15 | BACS | S Loake | Wages | | 669.20 | 15786.58 | 1 | | | | | | 402 | |
| 27-Jul-15 | | 25-Jul-15 | BACS | S Loake | Newsletter | | 105.16 | 15681.42 | 1 | | | | | | 409 | |
| 27-Jul-15 | | 25-Jul-15 | BACS | S Loake | Wages | | 494.93 | 15186.49 | 1 | | | | | | 402 | |
| 27-Jul-15 | | 25-Jul-15 | BACS | S Loake | Office expenses | | 9.60 | 15176.89 | 1 | | | | | | 403 | |
| 27-Jul-15 | | 25-Jul-15 | BACS | S Loake | General Maintenance (Bark) | | 190.00 | 14986.89 | 1 | | | | | | 207 | |
| 27-Jul-15 | 00017743 | 27-Apr-15 | BACS | Top Print | Newsletter | | 144.25 | 14842.64 | 1 | | | | | | 409 | |
| 28-Sep-15 | | | BACS | SNC | School Drainage Project | 22808.00 | | 37650.64 | 3 | | | | | | 905 | |
| 28-Sep-15 | | | BACS | SNC | Precept PART 2 | 7330.00 | | 44980.64 | 3 | | | | | | 901 | |
| 30-Sep-15 | | | BACS | Unity | Interest | 3.36 | | 44984.00 | 3 | | | | | | 902 | |
| 07-Oct-15 | 07888 | 27-Jul-15 | 300052 | Linnell Bros | General Maintenance (Bark) | | 456.00 | 44528.00 | 4 | | | | | | 207 y | |
| 12-Oct-15 | 3904 | 21-8-115 | 300053 | Brown and Barden | Grass Cutting | | 234.85 | 44293.15 | 4 | | | | | | 201 y | |
| 12-Oct-15 | | 22-Sep-15 | 300056 | S Lidgley | Bulbs | | 62.48 | 44230.67 | 4 | | | | | | 205 y | |
| 19-Oct-15 | | 04-Jun-15 | 300054 | SNAST NHW | Subscription | | 10.00 | 44220.67 | 4 | | | | | | 407 | |
| 09-Oct-15 | | 20-Sep-15 | BACS | H du Bois | Office expenses | | 33.98 | 44186.69 | 4 | | | | | | 403 | |
| 09-Oct-15 | | 20-Sep-15 | BACS | H du Bois | Wages | | 319.28 | 43867.41 | 4 | | | | | | 402 | |
| 08-Oct-15 | | 08-Oct-15 | BACS | ACRE | Subscription | | 35.00 | 43832.41 | 4 | | | | | | 407 | |
| 08-Oct-15 | 547/2079383 | 01-Sep-15 | BACS | Came & Company | Insurance | | 1169.09 | 42663.32 | 4 | | | | | | 405 | |
| 08-Oct-15 | 049914 | 24-Sept 14 | BACS | E.On | Lighting Maintenance | | 124.93 | 42538.39 | 4 | | | | | | 101 y | |
| 08-Oct-15 | 054273 | 25-Mar-15 | BACS | E.On | Lighting Maintenance | | 124.93 | 42413.46 | 4 | | | | | | 101 y | |
| 08-Oct-15 | 056162 | 09-Jun-15 | BACS | E.On | Lighting Maintenance | | 124.93 | 42288.53 | 4 | | | | | | 101 y | |
| 08-Oct-15 | 058621 | 11-Sep-15 | BACS | E.On | Lighting Maintenance | | 124.93 | 42163.60 | 4 | | | | | | 101 y | |
| 08-Oct-15 | 5257 | 21-Jul-15 | BACS | NCALC | NCALC Training | | 39.00 | 42124.60 | 4 | | | | | | 406 | |
| 09-Oct-15 | E2047002408 | 08-May-15 | BACS | Helmdon Primary | School Field Rent | | 350.00 | 41774.60 | 4 | | | | | | 203 | |
| 08-Oct-15 | E2047002409 | 14-Sep-15 | BACS | Helmdon Primary | School Drainage Project | | 22808.00 | 18966.60 | 4 | | | | | | 206 | |
| 08-Oct-15 | POL-2015-02101 | 31-Aug-15 | BACS | Parish Online | Mapping Subs | | 33.60 | 18933.00 | 4 | | | | | | 407 y | |
| 08-Oct-15 | | | BACS | Helmdon WI | Grants to Village Organisations | | 100.00 | 18833.00 | 4 | | | | | | 501 | |
| 08-Oct-15 | | | BACS | Helmdon Fellowship | Grants to Village Organisations | | 150.00 | 18683.00 | 4 | | | | | | 501 | |
| 08-Oct-15 | | | BACS | Whistley Scouts | Grants to Village Organisations | | 250.00 | 18433.00 | 4 | | | | | | 501 | |
| 14-Oct-15 | | 23-Sep-15 | 300055 | Helmdon Churchyard | Chuchyard Maintenance | | 400.00 | 18033.00 | 4 | | | | | | 601 | |
| 26-Oct-15 | | | HMRC | | VAT refund | 528.48 | | 18561.48 | 4 | | | | | | 910 | |
| 07-Dec-15 | 3924 | 29-Sep-15 | BACS | Brown and Barden | Grass Cutting | | 234.85 | 18326.63 | 6 | | | | | | 201 y | |
| 07-Dec-15 | 3087833 | 30-Sep-15 | BACS | SNC | Electon Expenses | | 39.00 | 18287.63 | 6 | | | | | | 404 | |
| 07-Dec-15 | 1430231 | 26-Sep-15 | BACS | BDO LLP | External Audit | | 120.00 | 18167.63 | 6 | | | | | | 401 y | |
| 07-Dec-15 | 153 | 29-Sep-15 | BACS | Clare Nash Architecture | Pump Garden Plans | | 450.00 | 17717.63 | 6 | | | | | | 206 | |
| 07-Dec-15 | 059528 | 09-Oct-15 | BACS | E.On | Electricity Repairs | | 56.33 | 17661.30 | 6 | | | | | | 102 y | |
| 07-Dec-15 | 3943 | 24-Oct-15 | BACS | Brown and Barden | Grass Cutting | | 234.85 | 17426.45 | 6 | | | | | | 201 y | |
| 07-Dec-15 | 5105 | 30-Apr-15 | BACS | NCALC | NCALC Training | | 11.33 | 17415.12 | 6 | | | | | | 406 | |
| 07-Dec-15 | | 24-Nov-15 | BACS | H du Bois | Wages | | 648.26 | 16766.86 | 6 | | | | | | 402 | |
| 07-Dec-15 | | 24-Nov-15 | BACS | H du Bois | Office expenses | | 40.74 | 16726.12 | 6 | | | | | | 403 | |
| 07-Dec-15 | 00018291 | 04-Aug-15 | BACS | Top Print | Newsletter | | 181.75 | 16544.37 | 6 | | | | | | 409 | |
| 22-Dec-15 | 149 | 03-Nov-15 | 300058 | Reading Room | Room Hire | | 127.50 | 16416.87 | 6 | | | | | | 408 | |
| 31-Dec-15 | | | Unity | | Interest | 5.68 | | 16422.55 | 6 | | | | | | 902 | |
| TO BE PAID | | | 300059 | CPRE | Subscription | | 36.00 | 16386.55 | | | | 36.00 | | | 407 | |
| TO BE PAID | 5353 | 25-Nov-15 | BACS | NCALC | NCALC Training | | 150.00 | 16236.55 | | | | 150.00 | | | 406 | |
| TO BE PAID | 061029 | 03-Dec-15 | BACS | E.On | Lighting Maintenance | | 124.93 | 16111.62 | | | | 124.93 | | | 101 y | |
| TO BE PAID | | 27-Jan-16 | BACS | H du Bois | Wages | | 648.26 | 15463.36 | | | | 648.26 | | | 402 | |
| TO BE PAID | | 27-Jan-16 | BACS | H du Bois | Office expenses | | 32.96 | 15430.40 | | | | 32.96 | | | 403 | |
| TO BE PAID | H1263E544A | 01-Jan-16 | BACS | E.On | Electricity | | 216.39 | 15214.01 | | | | 216.39 | | | 101 y | |
| TO BE PAID | 01573 | 12-Jan-16 | BACS | D Moody | WebSite Management | | 150.00 | 15064.01 | | | | 150.00 | | | 410 | |

2015/16 Day Book Budget

| Code | EXPENDITURE | 2013-2014 | | | 2014-2015 | | | 2015-2016 | | |
|------------|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| | | Budget | Actual | Remaining | Budget | Actual | Remaining | Budget | Actual | Remaining |
| 100 | 1. Lighting | 1,500.00 | 1,131.82 | 368.18 | 1,500.00 | 925.59 | 574.41 | 1,175.00 | 1,410.57 | -235.57 |
| 101 | Street lighting | 1,100.00 | 1021.97 | 78.03 | 1,100.00 | 613.26 | 486.74 | 750.00 | 1,363.63 | -613.63 |
| 102 | Electricity repairs | 400.00 | 109.85 | 290.15 | 400.00 | 312.33 | 87.67 | 425.00 | 46.94 | 378.06 |
| 103 | Other | | | | | | | | | |
| 200 | 2. Parks & Open Spaces | 7,667.00 | 7,861.44 | -194.44 | 3,087.00 | 7,334.40 | -4,219.15 | 3,050.00 | 25,665.04 | -22,615.04 |
| 201 | Grass cutting | 1,400.00 | 1369.97 | 30.03 | 1,420.00 | 1,448.25 | -28.25 | 1,500.00 | 1,369.97 | 130.03 |
| 202 | Playground equip. inspection | 72.00 | 65 | 7.00 | 72.00 | 65.00 | 7.00 | 75.00 | 65.00 | 10.00 |
| 203 | School field rent | 350.00 | 350 | | 350.00 | 350.00 | | 350.00 | 350.00 | |
| 204 | War memorial and pump garden | 75.00 | 26.73 | 48.27 | 75.00 | | 75.00 | 150.00 | | 150.00 |
| 205 | Bulbs | 20.00 | 45 | -25.00 | 20.00 | 255.82 | -235.82 | 75.00 | 52.07 | 22.93 |
| 206 | Specific projects from sinking fund | 3,250.00 | 1567.07 | 1,682.93 | 750.00 | 5,215.33 | -4,465.33 | 750.00 | 23,258.00 | -22,508.00 |
| 207 | General maintenance | 150.00 | 679.17 | -529.17 | 150.00 | | 150.00 | 150.00 | 570.00 | -420.00 |
| 208 | Other (Jubilee Wall) | 2,350.00 | 3758.5 | -1,408.50 | 250.00 | | 250.00 | | | |
| 300 | 3. Sinking Fund | 625.00 | | see | 625.00 | 4,732.00 | see | | | see |
| 301 | Playground equipment | | | sinking | | | sinking | | | sinking |
| 302 | Notice boards | 500.00 | | fund | 500.00 | | fund | | | fund |
| 303 | Computer | 125.00 | | doc | 125.00 | | doc | | | doc |
| 304 | War memorial | | | | | | | | | |
| 305 | Village seats | | | | | | | | | |
| 306 | Other | | | | | | | | | |
| 400 | 4. General Administration | 8,097.12 | 7,499.26 | 597.86 | 7,712.79 | 7,144.32 | 568.47 | 7,575.01 | 5,811.47 | 1,763.54 |
| 401 | Audit charge | 280.00 | 272.21 | 7.79 | 280.00 | 100.00 | 180.00 | 255.00 | 255.00 | |
| 402 | Clerk's salary | 4,504.49 | 4504.44 | 0.05 | 4,601.79 | 4,902.22 | -300.43 | 4,015.00 | 2,779.93 | 1,235.07 |
| 403 | Clerk's expenses | 140.00 | 261.73 | -121.73 | 140.00 | 80.99 | 59.01 | 150.00 | 117.28 | 32.72 |
| 404 | Election expenses | 200.00 | | 200.00 | 200.00 | | 200.00 | 0.01 | 39.00 | -38.99 |
| 405 | Insurances | 1,278.00 | 1160 | 118.00 | 1,278.00 | 1,194.78 | 83.22 | 1,220.00 | 1,099.43 | 120.57 |
| 406 | NCALC training | 58.00 | | 58.00 | 58.00 | 365.99 | -307.99 | 150.00 | 200.33 | -50.33 |
| 407 | Subscriptions | 231.63 | 269.63 | -38.00 | 240.00 | 75.00 | 165.00 | 450.00 | 462.39 | -12.39 |
| 408 | Reading Room rent | 150.00 | 160 | -10.00 | 150.00 | -7.16 | 157.16 | 225.00 | 200.00 | 25.00 |
| 409 | Newsletter (Talkabout) | 555.00 | 696.25 | -141.25 | 565.00 | 282.50 | 282.50 | 960.00 | 431.16 | 528.84 |
| 410 | Web site | 150.00 | 150 | | 150.00 | 150.00 | | 150.00 | 150.00 | |
| 411 | Traffic calming measures | 500.00 | | 500.00 | | | | | | |
| 412 | Other (now Vof Yr) | 50.00 | 25 | 25.00 | 50.00 | | 50.00 | | 76.95 | -76.95 |
| 500 | Grants | 1,250.00 | 5,143.60 | -3,893.60 | 1,250.00 | 1,150.00 | 100.00 | 1,350.00 | 718.60 | 631.40 |
| 501 | Grants to Village Organisations | 1,250.00 | 5050 | -3,800.00 | 1,250.00 | 1,125.00 | 125.00 | 1,350.00 | 625.00 | 725.00 |
| 502 | Village of the Year - Nat comp | | 93.60 | -93.60 | | 25.00 | -25.00 | | 93.60 | -93.60 |
| 503 | S. 137 | | | | | | | | | |
| 600 | 6. Burial Grounds | 300.00 | 300.00 | | 400.00 | 400.00 | | 900.00 | 400.00 | 500.00 |
| 601 | Churcyard Maintenance | 300.00 | 300.00 | | 400.00 | 400.00 | | 400.00 | 400.00 | |
| 602 | Contingency | | | | | | | 500.00 | | 500.00 |
| | Total Regular Expenditure | 19,439.12 | 21,936.12 | -2,497.00 | 14,574.79 | 16,954.31 | -2,379.52 | 14,050.01 | 34,005.68 | -19,955.67 |
| 701 | Transfer Out | | | | | | | | | |
| 702 | To Deposit Account | | | | | | | | | |
| 703 | Other | | | | | | | | | |
| 704 | Vat Paid | | 966.86 | | | 1,463.99 | | | 771.58 | |
| | Total Expenditure | | 22,902.98 | | | 18,418.30 | | | 34,777.26 | |
| 900 | INCOME | | | | | | | | | |
| 901 | Precept | 13,385.00 | 14,058.21 | | 14,660.00 | 14,660.00 | | 14,660.00 | 14,660.00 | |
| 902 | Interest | 36.00 | 32.55 | | 25.00 | 19.51 | 5.49 | 25.00 | 16.96 | -8.04 |
| 903 | Allotments | 160.00 | 125.00 | | 160.00 | 145.00 | 15.00 | 160.00 | | -160.00 |
| 904 | Newsletter | | | | | | | | | |
| 905 | Grants+Prizes | | | | | 250.00 | -250.00 | 22,808.00 | 22,808.00 | |
| 906 | Donations | | 250.00 | | | 60.00 | -60.00 | | | |
| 907 | Dividends | | | | | | | | | |
| 908 | Village Hall - Reading Room | | | | | | | | | |
| 910 | Vat Repayment | 100.00 | | | | 3,173.93 | -3,173.93 | | 528.48 | 528.48 |
| | Total Regular Income | | 14,465.76 | | | 18,308.44 | | | 38,013.44 | |
| 909 | Misc Transfers In | | | | | | | | | |
| | Total Working Income | | 14,465.76 | | | 18,308.44 | | | 38,013.44 | |
| | Balance | | -8,437.22 | | | -109.86 | | | 3,236.18 | |

Appendix C

Update on Blackpits Monitoring Group for Parish Council Meeting 27th January 2016

A meeting of the Monitoring Group took place on 7th January. Advised that South Northants DC had dropped out of monitoring the operations at Blackpits "they haven't got the resources" so it's just the Environment Agency who will regulate / oversee operations there and we were seeking clarification on whom to contact there.

The meeting discussed a small restructure as follows... The Blackpits Monitoring Group has a smaller sub set called the **Blackpits Liaison Group**; this group will consist of four people (one of which will be a Parish Council representative) will liaise directly with Material Change with formal meetings to take place three or four times a year. It was proposed that quarterly reporting from the Liaison Group should be placed on the village website with information as to who / where people should complain when necessary... it was also suggested that each household should be provided with a small laminated card with this information and this possibility is being explored.

Monitoring Group:

Would consist of nominated people at different sites in Helmdon (so that the whole village was covered) who could pass on complaints to Material Change / the EA, preferable by the email form on Helmdon.com – especially for those unable to access the internet.

The aim is to have a more consistent reporting of incidents and to facilitate that it has been suggested that a few residents could also be asked to keep a diary for a few weeks recording – this would be compared with a similar diary maintained by Material Change so that incidents can be coordinated with what was going on at the Centre at the time.

Odours aside, we want to provide residents with the opportunity to gain a greater understanding of what goes on at the site given the variety of operations there – Material Change were very receptive to having an 'open day' for residents and we are pursuing that with them.

It was suggested that the Parish Council should see if they can swap information with other Parish Councils which are also affected by foul odours from Recycling Centres.

To facilitate reporting of odours, Cllr Moody is working on a "complaint form" to be added to Helmdon.com – when completed and submitted, it will be sent directly to Material Change (and others) so they get immediate notification of any problem.

13th Jan 2016 – Liaison Group met with Ed Bastow (MD of Material Change) and Guil Steyn (Blackpits Site Manager)

Had a very useful tour of the facility and noted the recently planted tree screen which now sits between the site and the village – obviously these will take a little while to mature but will hopefully prove to be useful. We advised the small changes to the liaison and monitoring groups and also discussed how we want to make it easier for residents to raise complaints to the right people – the addition to the website will facilitate that for most people. We found them receptive and keen to address any issues.

Appendix D

Correspondence received by Helmdon Parish Council 26th November 2015 – 22nd January 2016

South Northamptonshire Council

- Weekly Planning Application listings
- Parish Precept 2016-17 and New Homes Bonus
- Consultations – Draft Statement of Community Involvement Consultation,
- Planning Applications:
 - S/2015/2884/MAR at Radstone Fields, Brackley - approval of reserved matters for access, appearance, landscaping, layout and scale for the construction of 115 new dwellings as part of Phase 2
 - S/2015/2715/LDP at 12 Station Road, Helmdon - a lawful development certificate for use of highway as a residential garden
 - S/2015/3064/FUL at 16 Church Street - construction of vehicular access
 - S/2016/0069/MAR at Radstone Fields, Brackley - application for the approval of reserved matters for phase 2 of (S/2010/0995/MAO An urban extension comprising up to 1000 new homes, including highway access arrangements from Halse Road and Radstone Road, local centre including community hall with uses within A1-A5 inclusive (up to 1000 square metres), a site for a new primary school, open space and associated physical infrastructure
- Confirmation of receipt of online planning consultation comments
- Electoral register monthly changes
- Result of Rough Sleeper Estimate for South Northants on 12th November 2015 - zero return
- Press releases: Town nets funding for new women only sports team, Several weather protocol activated to protect rough sleepers, Future leaders learn to work together, Important new charge on developments, T'was the season to be jolly, now it's time to reuse or recycle your Christmas tree, Health program gets people back on their feet, A hat-trick of healthy eating awards for Buddies USA, Council Leader joins Towcester Evening WI to mark end of the movement's centenary year, Chance to win prizes in return for your food scraps, New council service offers pre-application advice for licenses, Landowner fined over rural eyesore, Third fine for nuisance dog owner in Towcester, Council ready to help rough sleepers in cold snap, Check your taxi is fully licensed this Christmas, ****IMPORTANT**** Final reminder of the Christmas bin collections, Tribute to former South Northamptonshire Council Chairman, Council grant helps community centres spend a penny, Young people sing to bring the community together, Get food safety "wrapped up" this Christmas, Feed Your Caddy, Could you help spread some comfort and joy this Christmas?, Don't forget your license for those festive events, South Northants teen knows better than fly-tipping businessman, Towcester restaurateur find over eyesore in conservation area, Have your say on Gayton's conservation area boundary review, New Open Space, Sport and Recreation study for West Northamptonshire, Lay-by surprise for lorry driver, **IMPORTANT** – Christmas Bin Collections, Work under way on Towcester's new car park, Injunction served on those illegally occupying land, Christmas blue bin sale, Council celebrates five years of food hygiene rating.

Northamptonshire County Council

- Northamptonshire County Council Consultations:
 - Draft Budget and Council Plan Consultation 2016-17,
 - Draft Northamptonshire Parking Standards Consultation
 - Northamptonshire Joint Health and Wellbeing Board Strategy 2016-2020 (Draft) - Supporting Northamptonshire to Flourish Consultation
 - Minerals and Waste Local Plan Update
- My County Council Newsletters – December, January
- Reminder regarding Care and Support at Home Engagement Events
- Flood and Water: Small Schemes Pathfinder Project – Helmdon Community Visit

NCALC

- County Roundup
- Training Opportunities 2016

- Important changes to External Audit
- Have you heard the good news?
- eUpdate – November/December 2015
- Details of clerking vacancies
- CiLCA 2016 training

Miscellaneous

- Various sealed Grass Tender applications
- Northants ACRE: Best Village Competition, Membership
- Helmdon School Bursar: License agreement, Defibrillator application
- Northamptonshire Highways: contact details
- SLCC: Practitioners' Conference 2016, Training in your area
- Volunteer on Horseback (Cassie Cross)
- Northants Police – email from Inspector Phil Kings, Making Northamptonshire the safest place in England booklet.
- NERC E-bulletin: 5th Jan 2016
- Gavin Curley, Western Power Distribution: Helmdon Village Electricity Works
- SNVB: e-Bulletins, South Northants VCS Forum
- Action for Children: South Northants Timetable for 2016
- Wright Hassall Solicitors – Acquisition of land from South Northants Homes
- Rural Services Network – Weekly Email News Digest, Hinterland – Rural Intelligence from behind the headlines, Fuel Poverty
- Northants CAB: Pension Wise
- Rural Vulnerability Service: Newsletter
- NAB: Visit of Mobile Sight Centre to Daventry & Brackley
- ERTA Public Meeting Notice and Agenda 20th February
- Northamptonshire Highways: contact details, Footpath AP36 Helmdon
- British Red Cross: Wheelchair loan
- Various communications from Grass Cutting contractors
- Various communications from Allotment holders
- Richard Farquharson: Community Bus – Flooding Issues, Flooding Issues – Properties affected, Small Schemes Pathfinder Project Helmdon – Flooding Issues
- Towcester News About My Area Newsletter
- Top Print: Helmdon Voice Newsletter (august) invoice outstanding, payment received.
- Neighbourhood Alerts – Elderly Targeted by Fake Police Officers
- Gateway.gov.uk – receipt of online submission
- Local Government Weekly Newsletters
- Parish Online – latest news, top tips and new tools
- Various communications from SNAG
- Various communications from SNVB
- Fields in Trust – December update