

## HELMDON PARISH COUNCIL

### Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on 28<sup>th</sup> July 2010 in the Reading Room, Church Street, Helmdon at 7:30pm

**Present:** Councillors Barnes, Burns, Duncombe, England, Earl, Coatsworth  
Parish Clerk: Liz Hart

5 members of the public were present.

	<p><b>Cllr Burns acknowledged the sad loss of Mr Harold Seckington who had devoted much time and effort during his life to supporting the village community.</b></p>	<b>Action</b>
<p><b>1</b></p>	<p><b>Apologies</b></p> <p>Apologies had been received from Cllr Thorne and Crouch; these were both accepted by the Parish Council.</p>	
<p><b>2</b></p>	<p><b>Approval and Signature of the Minutes of the Ordinary Meeting held on 26<sup>th</sup> May and Extra Ordinary Meeting held on 8<sup>th</sup> July 2010</b></p> <p>Cllr England proposed, seconded by Cllr Earl that the Ordinary Meeting Minutes of 26<sup>th</sup> March be approved. All were in favour and Cllr Burns signed the Minutes. Cllr Coatsworth proposed, seconded by Cllr Barnes that the Extra Ordinary Meeting Minutes of 8<sup>th</sup> July be approved. All were in favour and Cllr Burns signed the Minutes.</p>	
<p><b>3</b></p>	<p><b>Matters Arising from the Minutes of 26<sup>th</sup> May and 8<sup>th</sup> July 2010</b></p> <p><i>17 - Invitation to Cllr Digby to attend the next Parish Council meeting.</i> – Cllr Burns to send him an invite.</p> <p><i>17 - Litter at layby</i> – Cllr Coatsworth volunteered to obtain quotes for signage for the September meeting.</p>	<p style="text-align: center;"><b>Cllr Burns</b></p> <p style="text-align: center;"><b>Cllr Coatsworth</b></p>
<p><b>4</b></p>	<p><b>Open Forum</b></p> <p><i>CPRE Paper on On-Shore Wind Farms</i> – it was noted that CPRE Northants is attempting to amend the current national policy of the CPRE.</p> <p><i>War Memorial Inscription</i> – it was noted that Cllr Thorne had received confirmation from Les Finn that the missing date would be added shortly.</p> <p><i>AP38 –Footpath</i> – it was reported that this was impassable due to thistles.</p> <p><i>Cllr Vacancy</i> – the Clerk clarified the procedure for filling the vacancy which had arisen due to Cllr Turner's resignation.</p> <p><i>Public Meeting at Greatworth regarding the awaited Wind Farm Application</i> – it was noted that the public had been overwhelmingly opposed to the application and that Greatworth Parish Council had been requested to discuss the issue at their next meeting.</p> <p><i>School Planning Application</i> – the Clerk confirmed that the application had been received shortly before the meeting and therefore the application was listed only under correspondence rather than as a separate item.</p> <p><i>Sitting Water in Station Rd</i> – the Clerk confirmed that this was due to blocked gullies which had been reported on Street Doctor.</p>	

*Broken Water Supply Cover on Station Road* – the Clerk was requested to report this to AWA.

Clerk

*Grange Lane gully* – the Clerk was asked to chase up whether this had actually been cleared.

Clerk

## 5 Finance

### a) Financial statement

Cllr Earl proposed, seconded by Cllr Barnes that the financial statement be accepted. All were in favour.

<b>Cash &amp; Investments</b>	
<b>Current Account (Coop)</b>	<b>21,355.44</b>

### b) Bills for payment

Cllr Earl proposed, seconded by Cllr Coatsworth that the accounts below be paid. All were in favour. It was noted that payments to the Friends of St Mary Magdalene (cheque 500174) and Helmdon Acorns (cheque 176) were under s137 of the LGA 1972.

<b>Accounts Payable</b>	NET	VAT	GROSS	Cheque
Universal Services (new shackles)	33.50	5.86	39.36	500165
E.ON UK Energy Services	104.11	18.22	122.33	500166
E.ON UK Energy Services (from previous invoice VAT error)	0.00	2.30	2.30	500167
Clerk's Wages (May+June)	401.36	0.00	401.36	500168
Clerk's Expenses (stationery, stamps, telephone)	46.62	0.55	47.17	500169
Brown and Barden (invoice 3214)	110.00	19.25	129.25	500170
Brown and Barden (invoice 3224)	110.00	19.25	129.25	500171
Lilac Enterprises Ltd	61.84	0.00	61.84	500172
Helmdon PCC (Friends of Churchyard)	300.00	0.00	300.00	500173
The Friends of St Mary Magdalene	200.00	0.00	200.00	500174
Helmdon Parish Council Reading Room	300.00	0.00	300.00	500175
Helmdon Acorns	750.00	0.00	750.00	500176
<b>Total</b>	<b>2417.43</b>	<b>65.43</b>	<b>2482.86</b>	

**c) Payments Received**

Mrs Johns (allotment key)	5.00			A/2010/16
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This was noted.

**d) To consider request for £150 for tents for the new Ranger Guide Unit, request from the Clerk for a new laptop and consider subscribing to Parish Online scheme**

Cllr Coatsworth noted the excellent work done in the village by the Guide Unit and proposed that a payment of £300 be made from the general reserves under s137 of the LGA 1972. All were in favour and cheque 500177 was made out to 1<sup>st</sup> Helmdon Guides for the value of £300.

Cllr Barnes proposed, seconded by Cllr Earl that the Clerk should proceed with the purchase of a laptop computer not to exceed £400. All were in favour.

Clerk

Cllr Barnes proposed seconded by Cllr Coatsworth that the Clerk take out a subscription to Parish Online at a cost of £20 set up fee plus £10 per year. All were in favour.

Clerk

**e) To receive and consider recommendations from the Finance Committee regarding:  
I. Alternative investment accounts for reserves**

Alternative accounts were discussed; Cllr Coatsworth volunteered to investigate the terms of the various accounts which may be suitable.

Cllr  
Coatsworth**II. Recommendations from the Internal Auditor's report for y/e 2010**

Cllr Coatsworth proposed, seconded by Cllr Earl that the Parish Council accept the findings of the Internal Auditor's Report. All were in favour.

**III. Review of the significant risks to achieving the council's objectives and the adequacy of the arrangements to manage those risks**

Cllr Burns proposed, seconded by Cllr Coatsworth that the Council should accept the recommendations of the Finance Committee, namely that having considered measures taken to minimise significant risks: published Standing Orders, Financial Regulations, Risk Assessment, reference to NCALC, Clerk's training courses, Internal Control Councilor, the review of Risk Management Policy, regular financial reviews, the Parish Council is unaware that any significant risks exist. All were in favour.

**IV. Annual Risk Assessment Review**

The current documentation had been reviewed by the Finance Committee; Cllr Coatsworth proposed, seconded by Cllr Earl that the risk assessment be re-adopted without amendment. All were in favour.

**V. Annual review of Financial Regulations**

The current documentation had been reviewed by the Finance Committee; Cllr Coatsworth proposed, seconded by Cllr Earl that the Financial Regulations be re-adopted without amendment. All were in favour.

**6 Correspondence Review**

Correspondence as listed in Appendix A was reviewed.

	<p>Planning Application from Helmdon Primary School – Cllr Coatsworth proposed, seconded by Cllr England that an Extra Ordinary meeting should be called in order that the representatives of the School might attend to clarify confusion regarding the application. All were in favour. The Clerk was requested to arrange a meeting for 11<sup>th</sup> or 9<sup>th</sup> August and also to contact Cllr Grant to enquire what County Guidance was regarding security fences.</p>	<b>Clerk</b>
<b>7</b>	<p><b>To receive update from the Clerk regarding Councillor Vacancy</b></p> <p>The Clerk confirmed that she would follow the procedure for filling a Casual Vacancy to replace Cllr Turner.</p>	<b>Clerk</b>
<b>8</b>	<p><b>Reading Room Project</b></p> <p><b>a) Update on proposals for the ceiling</b></p> <p>Cllr England distributed a questionnaire regarding the replacement ceiling and asked for completed forms to be returned by 31<sup>st</sup> July.</p> <p><b>b) To resolve whether the Parish Council should pay the refurbishment invoices for VAT reclaim purposes</b></p> <p>It was resolved that the Clerk should investigate the issue further and report back to the Extra Ordinary Meeting in August.</p>	<b>All Cllrs</b>
<b>9</b>	<p><b>Health and Safety</b></p> <p><b>a) To receive completed Inspections Reports</b></p> <p>Cllr Earl submitted the reports; key areas to address were steps on the bank for the slide and loose footings on some of the trim trail due to the dry weather. The Clerk offered to meet Cllr Earl on site to clarify ownership of specific pieces of equipment. Cllr Duncombe proposed seconded by Cllr Earl that the Inspection Reports be accepted. All were in favour.</p> <p><b>b) To receive report on Playground safety issues including barbed wire on Gravel Path, issue with wooden apparatus and update on swings</b></p> <p>The swing shackles had been repaired and the Clerk confirmed that SNC had been asked to remove the barbed wire by NCC. The wooden apparatus issue had been covered in 9a).</p>	<b>Clerk</b>
<b>10</b>	<p><b>Planning: - To receive decisions of Planning committee on applications since 26/05/10</b></p> <p>.</p> <p><b>Application number: S/2010/0515/FUL</b>  <b>Location: Meadway 85 Wappenham Road Helmdon</b>  <b>Proposal: Replacement garage</b></p> <p>The Committee resolved to have no objection to the application but make the following comments:  The Parish Council has no objection to the existing garage being converted. Regarding the new development there are concerns as to whether the applicant would need to reverse out on to Wappenham Road due to decreased parking/turning area.  The varying roof pitches and designs are felt to be unattractive. The Parish Council would query whether the building line should in fact stop in line with that of 85 Wappenham Road.</p> <p><b>Application number: S/2010/0557/FUL</b>  <b>Location: College Farm Weston Road Helmdon</b>  <b>Proposal: Stables &amp; vehicle shelter including the closure of existing access &amp; creation of new.</b></p> <p>The Committee supported the application.</p>	

**Application number: S/2010/0626/AGD**  
**Location: Astwell Mill Helmdon**  
**Proposal: Erection of a general purpose agricultural building (including housing of livestock)**

The Committee noted the plans which were for information only.

**Application number: S/2010/0671/EXT**  
**Location: Stonemeade 14 Station Road Helmdon**  
**Proposal: Single & two storey extensions (extension of time limit of planning permission S/2005/0613/P).**

The Committee supported the application.

#### **11 Allotments Update**

Cllr Coatsworth highlighted that one allotment had some rubbish on it left by a previous tenant which he would remove. He would also inspect the lid on the pump which was loose.

#### **12 To receive update on Helmdon Acorns Pre-School building project**

The report had been circulated to Councillors; building work was due to start in August.

#### **13 To receive and approve documentation for new permissive path**

Cllr Burns clarified the process for new permissive path; Cllr Coatsworth proposed, seconded by Cllr Earl that the agreement provided by NCC be signed. Cllr Burns signed the documentation witnessed by the Clerk.

Cllr Burns informed the meeting that Mark Oakey had agreed to build a new bridge over the brook; Cllr Earl agreed to inspect it from a Health and Safety aspect.

**Cllr Earl**

#### **14 To receive update from PPMG regarding Parish Plan Refresh**

The Future Needs Day was due to be held on Saturday 11<sup>th</sup> September at the School with barbecued refreshments on offer. The topics would be the same ones covered previously. There was £2478 in the bank account; £55 had been spent on printing.

#### **15 To address issue of excessive advertising on lamp posts, etc**

Cllr Coatsworth noted the excessive amount of advertising on lampposts, some of which was out of date or from well outside the village. It was resolved that Cllrs would remove notices if necessary.

#### **16 Councillors' Questions**

Cllrs England and Burns were intending to attend Harold Seckington's funeral.

The Clerk was requested to follow up the request for additional salt bins.

**Clerk**

The Clerk was requested to follow up the issue of the bridge regarding potential weight restriction with Helen Howard.

**Clerk**

The Clerk confirmed that she intended to have her CiLCA ready for submission by the end of September.

**Clerk**

The meeting closed at 9.20pm

## Appendix A - Correspondence Received – 25<sup>th</sup> May 2010 – 27<sup>th</sup> July 2010

### South Northamptonshire Council

- Weekly Planning Application listings
- Planning Applications:
  - S/2010/0683/NMA – 4 Wrightons Hill - notice of consent to Non Material Amendment (*addition of two rooflights*)
  - S/2010/0557/FUL - College Farm Weston Road Helmdon - Stables & vehicle shelter including the closure of existing access & creation of new – *planning meeting held*
  - S/2010/0626/AGD - Astwell Mill Helmdon -Erection of a general purpose agricultural building (including housing of livestock) – *plans for information only* – refusal notice
  - S/2010/0671/EXT-Stonemeade 14 Station Road - Single & two storey extensions (extension of time limit of planning permission S/2005/0613/P)- *planning meeting held*
  - S/2010/0515/FUL- Meadway 85 Wappenham Road Helmdon – replacement garage – decision notice – approval
  - S/2010/0748/AGD - Astwell Mill Helmdon - Open fronted farm shed– *plans for information only* – subsequent approval notice
  - S/2010/0849/FUL - 22-24 Station Road Helmdon -Demolition of two dwellings to be replaced with a pair of semi detached houses and 2 no. flats- *planning meeting to be held*
- Strategic Housing Team – Parish Council Newsletter
- Consultation on SPDs on Wind Turbines, Re-Use of Rural Buildings and Developer Contributions and details of a presentation at SNC
- Register of Electors – monthly alterations
- Consultation on Draft Brackley Masterplan – *closes Friday 20<sup>th</sup> August*
- Cabinet Report on Joint Working Party with Cherwell District Council

### Northamptonshire County Council

- Information on Reuse Shops
- Consultation on Planning Application from Helmdon Primary School to erect a metal 1.8m fence around the perimeter of the school grounds (including road frontage)
- Emails from Leo Plant regarding outstanding works in Helmdon

### NCALC

- Update – July/August
- Photo Competition details
- Details of Parish Clerk Vacancies

### Miscellaneous

- South Northants Homes – works briefing papers
- ACRE – details of Judges' Visit for Vilalge of the Year Competition
- SNVB – Link Up Newsletter Jul/Aug, posters for display
- Came and Company – insurance schedule or cover and Liability Certificate
- Chiltern Railways – details of rail improvements
- Carers Support Centre (Banbury) – offer to speak at future meeting to highlight their work
- Coop bank statement – June/July
- Coop – details of revised terms and conditions
- Northants 50+ Network – Newsletter and details of an information day
- CPRE – communication regarding HS2 and offer to attend PC meeting – *invitation sent for September meeting*
- CPRE – Windfarms – Time to Change Direction? – document on CPRE policy to Wind Turbines
- Alzheimer's Society – Singing for the Brain poster
- Letter from Cllr Burns to other Cllrs canvassing their views on whether Cllr Turner should remain as a Cllr
- Letter of Resignation from Cllr Turner

### Accounts received

- E.ON UK Energy- Services - £104.11 + £18.22 VAT= £122.33, statement for £2.30
- Brown and Barden - £110.00 + £19.25 VAT = £129.25 x 2
- Lilac Enterprises Ltd - £61.84
- Universal Services - £33.50 + £5.86 VAT = £39.36