

## HELMDON PARISH COUNCIL

### Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 24<sup>th</sup> September 2008 in the Reading Room, Church Street, Helmdon at 7:33pm

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

Seven members of the public were present; also Mark Gatland, MGWSP

#### Action

#### 1 Apologies

Received from Cllrs Stothard and Turner.

#### 2 Approval and Signature of the Minutes for the Ordinary Meeting held on 23<sup>rd</sup> July 2008

Cllr Coatsworth proposed, seconded by Cllr Barnes, that the Ordinary Meeting Minutes of 23<sup>rd</sup> July be approved. All were in favour and Cllr Burns duly signed the minutes

#### 3 Matters Arising from the Minutes of 23<sup>rd</sup> July 2008

None.

#### 4 Open Forum

Mark Gatland, Area Manager from MGWSP gave a short presentation on the new structure and his personal background. The following were flagged as issues which the Clerk will forward to MGWSP:

- Footpaths in Church Street, Wappenham Road and Shortlands Close have been marked up for works – when is this due to take place?
- A timescale for the resurfacing of the rail bridge in Station Road
- The broken sign on Wappenham Road by Jeffs Bridge
- The drain on the footpath by Fountain House
- Weston Rd – pipe on side of the road
- Mud on the Falcutt Rd
- Rail bridge near Peter's Farm – an ash tree needs to be removed

Members of the public raised the following:

*Update on flooding issues* – Cllr Barnes circulated a letter on responsibilities due to be sent out to all relevant parties requesting their comments. Mark Gatland volunteered to write to SNC (Tom Livingstone) and Mark Probin (Anglian) and arrange a site meeting in Helmdon to discuss the issues.

*War Memorial* – Sue Lidgley will purchase compost and potentillas for the replanting of the War Memorial beds to be paid for by the Parish Council as previously agreed.

*Broken gate at the bottom of the Allotments* – Cllr Barnes confirmed that the Footpaths Group were looking at this issue already.

#### 5 Finance

##### a) Financial statement

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

<b>Cash &amp; Investments</b>	
Current Account (Coop)	18 578.39
Nottingham Bond	500.00
<b>Total</b>	<b>19 078.39</b>

**b) Bills for Payment**

<b>Accounts Payable</b>	NET	VAT	GROSS	Cheque
E ON Energy Ltd	104.11	18.22	122.33	500082
C and E Grass Cutting	225.00	0.00	225.00	500083
BDO Stoy Hayward LLP	135.00	23.63	158.63	500084
Clerk's Wages (July and August including 5 hours CiLCA)	419.93	0.00	419.93	500085
Clerk's Expenses (childcare, petrol)	103.10	12.25	115.35	500085
Helmdon Primary School	2000.00	0.00	2000.00	500086

Cllr Coatsworth proposed, seconded by Cllr Duncombe that all bills above presented for payment be paid. All were in favour.

Brackley Cottage Hospital (2/4)	250.00	0.00	250.00	500087
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Cllr Coatsworth proposed, seconded by Cllr Duncombe that the above donation be paid under s137 of the LGA 1972. All were in favour

**c) Payments Received**

No payments had been received.

**d) Annual Return – to sign off y/e 2008 and review comments of External Auditors Report**

The Annual Return was presented. Cllr Thorne proposed, seconded by Cllr Barnes, that the document be approved and the Annual Return be accepted by the Council. All were in favour.

The points in the External Auditor's Report were considered. The newly increased level of Fidelity Guarantee (£25 000) had briefly been exceeded due to timescales of incoming grants and outgoing expenditure for the Playground Refurbishment. The Clerk had informed the Parish Council of this fact. Due to the fact that this situation was extremely unlikely to re occur, Cllr Barnes proposed seconded by Cllr Crouch that the level remain at £25, 000. All were in favour. The level of reserves is perceived as being high by BDO. Cllr England proposed seconded by Cllr Coatsworth that the reserves are reviewed by the Finance Committee when the budget and precept are considered and a proposal then put to the Parish Council.

All were in favour.

## 6 **Review of all Correspondence**

The correspondence as per Appendix A was reviewed.

Cllr Crouch will attend the Police meeting in December.

Cllr Crouch

## 7 **Planning: To receive decisions of Planning committee on applications since 23/07/08**

**Application No. S/2008/0958/P**

**Location: Astwell Mill Helmdon**

**Proposal: Garden room to rear (amendment to S/2007/1202/P)**

The Committee supported the application with no further observations.

**Application number: S/2008/1075/P**

**Location: 57 Church Street, Helmdon**

**Proposal: Erection of garden shed in rear garden**

The Committee supported the application with no further observations.

**Application number: S/2008/1071/P**

**Location: Manor Farm Barn Church Street Helmdon**

**Proposal: Conversion of agricultural barn to two dwellings, conversion of adjacent outbuildings to garaging and ancillary domestic storage and change of use of land to residential garden.**

The Committee supported the application with the following comment: it was noted that the large amount of glass could cause reflection (glare) issues particularly on the rear (west facing) elevation. The Council requests a condition of non reflective glass be placed on the development.

**Application number: S/2008/1149/P**

**Location: 19 Station Road, Helmdon**

**Proposal: 1st floor extension to side and loft conversion with 2 no. dormers to the front & 1 no. dormers to side**

The Committee supported the application.

**Application number: S/2008/1185/P**

**Location: Field View House, Field Way, Helmdon**

**Proposal: Stable Block**

Cllr Duncombe declared a prejudicial interest in this application and left the Committee meeting. He took no further part in the considerations.

The Committee supported the application whilst noting that the covering of the walls should be of a green nature.

## 8 **To review EON Electricity Agreement and resolve whether to sign**

Cllr England proposed seconded by Cllr Duncombe that Cllr Burns sign the Agreement. All were in favour.

9	<p><b>To receive update on Housing Needs Survey</b></p> <p>Cllr Thorne confirmed that he had 500 copies of the Survey to be distributed with Talkabout magazine.</p>	
10	<p><b>To review documentation for Model Publication Scheme in preparation for adoption at the November meeting</b></p> <p>All Councillors were requested to forward their comments to the Clerk by the end of the third week in October.</p>	<b>All Cllrs</b>
11	<p><b>Ongoing Maintenance of War Memorial and Pump Garden</b></p> <p>The Rainbows and Guides have kindly undertaken to tend the Pump Garden. Ongoing maintenance of the War Memorial will be considered at the November meeting once the replanting has been completed.</p>	<b>Clerk</b>
12	<p><b>To review the Playing Field Licence Agreement with NCC</b></p> <p>Cllr Coatsworth proposed seconded by Cllr Thorne that the licence can be signed by Cllr Burns once clause 2.9 is amended as agreed already between both parties. All were in favour.</p>	
13	<p><b>Allotments – to review waiting list procedures and consider splitting plots</b></p> <p>The Allotments Committee agreed to meet and consider the above issues together with a proposal from Mr and Mrs Wray (listed under Correspondence) to purchase a portion of the land. A report will be made to the November meeting.</p>	<b>Allotment Committee</b>
14	<p><b>Update on Issues regarding preventative Flooding measures</b></p> <p>Cllr Barnes' letter will be sent to all relevant parties. The next meeting is Monday 3<sup>rd</sup> November at 8pm.</p>	
15	<p><b>Consideration of request to have US Servicemen's Names read out at future Remembrance Services</b></p> <p>Rev Will Adams had been approached by an individual regarding the US Servicemen crew killed at Astwell Castle. The American base would like to send representatives to the Service. All were in favour of this.</p>	
16	<p><b>Councillors' Questions</b></p> <p>Cllr Thorne asked Cllr England for an update on the refurbishment of the Reading Room at the November meeting.</p> <p>Cllr Barnes asked if anyone had any more parking notices; Cllr Thorne will issue one where necessary.</p> <p>The Clerk will chase up Ian Richardson regarding the Village Information Board.</p> <p>Cllr Burns informed the meeting he will organise the wreaths and poppies for Remembrance Sunday.</p>	<b>Clerk</b>

The meeting closed at 9.22pm

## Appendix A - Correspondence Received – 22<sup>nd</sup> July – 22<sup>nd</sup> Sep 2008

### South Northamptonshire Council

- Weekly Planning Application listings
- Planning Applications:
  - S/2008/1071/P – Manor Farm Barn – Conversion of agricultural barn to two dwellings, conversion of adjacent outbuildings to garaging and ancillary domestic storage and change of use of land to residential garden – *planning meeting held*; also additional reports on bats and structural reports – *for information only*
  - S/2008/1075/P – 57 Church Street – Erection of garden shed in rear garden - *planning meeting held*
  - S/2008/0519/TR – removal of payphone at The Green – notice of decision – objections raised – poster displayed
  - S/2008/0838/P – Manor Farm Helmdon – decision notice - refusal
  - S/2008/1149/P - 19 Station Road, Helmdon - 1st floor extension to side and loft conversion with 2 no. dormers to the front & 1 no. dormers to side – *planning meeting held*
  - S/2008/1185/P- Field View House, Field Way -: Stable Block - *planning meeting held*
  - S/2008/0958/P-Astwell Mill Helmdon--proposal: Garden room to rear (amendment to S/2007/1202/P)- *planning meeting held*. Decision notice - approval
- Register of Electors – monthly alterations
- Susan Hope (Affordable Housing) – follow up from PC meeting regarding details of the Housing Needs Survey (letter and subsequent email) – *circulated*
- Housing 4U newsletter Summer 2008
- Summer Activity poster – displayed and on website
- 2008-9 Yearbook (2 copies)
- Homelessness Directory
- Details of Consultation on Dog Control Orders – *circulated and on notice boards*
- Representative sought for Standards Committee – *circulated*
- Litter picks – request for intention of support- *circulated*

### Northamptonshire County Council

- Details of launch of Rightracks Project – *circulated*
- Empowering Councillors Scheme – questionnaire and request for evidence of benefits - *submitted*
- Touring Arts Newsletter
- Notice on Invoice Payment Process
- Notification of new Area Managers
- Locations for Waste Development – consultation details - *circulated*

### NCALC

- Update – forwarded on email
- AGM reminders
- Details regarding the Adoption of revised Freedom of Information Scheme – *on Agenda*
- Details of revised Quality Parish Scheme

### ACRE

- Invite to Climate Change Conference – *circulated*
- The Playing Field Newsletter – for Playground Committee

### Miscellaneous

- Ability Northants – poster for October event - *displayed and on web site*
- Playsafety Ltd – revised RoSPA report – *circulated*

- SNVB Newsletter – September/October – invitation to join Board of Trustees, reminder ref the South Northamptonshire Forum on Thursday 25<sup>th</sup> September 4pm in Syresham
- Aspects of Helmdon No 5 – Audrey Forgham
- Coop – information on insurance cover, August, September statement
- Wicksteed – playground inspection services details
- ABB – notice that ABB has been acquired by E.ON UK
- E.ON UK – notice that E.ON UK has acquired ABB – revised contact details for billing
- Brackley Rural PCT – invitation to Community Panel meeting in Syresham – *circulated*; report from that meeting and date of next meeting announced as Tuesday 2<sup>nd</sup> December
- BDO Stoy Hayward – completed annual return, auditor’s report and associated documentation
- Helmdon Primary School – Chair of Governors – communication regarding vandalism at the school asking for support from the Parish Council
- Brackley Cottage Hospital – copy of accounts for y/e 2008
- Vitalise – request for donation
- East Midlands Fire and Rescue – details of a new facility at Castle Donnington
- Neptune – Order Acknowledge ref purchase of two litter bins
- Age Concern – questionnaire on Befriending Service – response requested
- E.ON UK statement
- Letter from Douglas Hadfield regarding stones found under the bridge over the brook and accompanying photos – copies provided for circulation to Robin Digby and Andrew Grant
- Request from Mr and Mrs Wray to purchase a proportion of the allotment land - *circulated*
- North Northants Joint Planning Unit – advise that the adopted Core Spatial Strategy is available free on line
- Conrad Woolley – letter of thanks to PC and Paths Warden regarding improved stiles and wicket gates at the end of Cross Lane - *circulated*
- Kathy and Iain Quiney – letter regretting that they can no longer maintain the War Memorial
- Bio Group Ltd – Steve Sharrett stating that they are no longer involved at the Blackpits Site

#### **Accounts received**

- C and E – grass cutting - £225.00 (2<sup>nd</sup> of 3 invoices)
- BDO Invoice for 2007/8 Auditing – £135 + £23.63 (VAT) = 158.63
- E.ON UK Energy Services Ltd (formerly ABB LTD) – £104.11 + £18.22 (VAT) = 122.33