

HELMDON PARISH COUNCIL

Draft Minutes of the Ordinary meeting of Helmdon Parish Council held on Wednesday 26th November 2008 in the Reading Room, Church Street, Helmdon at 7:30pm

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

Five members of the public were present.

Action

1 Apologies

None.

2 Approval and Signature of the Minutes for the Ordinary Meeting held on 24th September 2008

Cllr Turner proposed, seconded by Cllr Barnes, that the Ordinary Meeting Minutes of 24th September be approved. All were in favour and Cllr Burns duly signed the minutes

3 Matters Arising from the Minutes of 24th September 2008

None.

4 Open Forum

Work regarding flooding issues –the Clerk was thanked for her efforts regarding working with various authorities in resolving flooding issues.

Footpath from Wickets Mead to Church Street – there are problems with the gate and it is very muddy making access difficult. Cllr Barnes will follow this up with the Parish Paths Group.

Cllr Barnes

5 Finance

a) Financial statement

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

Cash & Investments	
Current Account (Coop)	20463.96
Nottingham Bond	500.00
Total	20963.96

b)) Bills for Payment

Accounts Payable	NET	VAT	GROSS	Cheque
E ON	151.41	7.57	158.98	500087
C and E Grass Cutting	340.00	0.00	340.00	500088
John Thorne (Purely Plants)	102.31	0.00	102.31	500089
Clerk's Wages (September and October including 10 hours CiLCA) at NACL agreed pay increase rates	529.41	0.00	529.41	500090
Clerk's Expenses (childcare, petrol)	119.97	0.00	119.97	500091
ACRE Subscription	34.00	0.00	34.00	500092
Brackley Cottage Hospital (3/4)	250.00	0.00	250.00	500093
Neptune Outdoor Furniture Ltd	1086.00	190.05	1276.05	500094
Between Ourselves (Water Pump Installation)	160.00	0.00	160.00	500095
Mr S Loveday (allotment key return)	5.00	0.00	5.00	500096
Total	2778.10	197.62	2975.72	

Cllr Stothard proposed, seconded by Cllr England that all bills above presented for payment be paid. All were in favour. It was noted that cheque 500093 was a donation to be paid under s137 of the LGA 1972.

Cllr Burns thanked the Clerk for additional work she had carried out regarding flooding issues and asked for a bill for payment for £200 in recognition of this to be presented for approval at the January 2009 meeting.

Clerk

c) Payments Received

The meeting noted the payments as follows:

Accounts Received				Receipt
Nottingham Bond	9.38			---
Wappenham Parish Council	150.00			A/037
Helmdon Primary School (key deposit)	5.00			A/038
Richard Wray (key deposit)	5.00			A/039

6 Review of all Correspondence

The correspondence as per Appendix A was reviewed.

Cllr Burns commented on inaccuracies in the East Midlands Regional Assembly consultation (Partial Review of Regional Plan).

7 Planning: To receive decisions of Planning committee on applications since 26/09/08 To be considered for observation:

Application number: S/2008/1459/P

Location: Stone Gables 17 Station Road Helmdon

Proposal: Single storey rear lean-to extension with glazed roof (amendment to S/2007/0707/P)

The Committee supported the application.

To be considered for observation:

Application number: S/2008/1460/LB

Location: Stone Gables 17 Station Road Helmdon

Proposal: Single storey rear lean-to extension with glazed roof (amendment to S/2007/0708/LB)

The Committee supported the application.

8 To consider response to SNC's report on Housing Needs Survey

The meeting discussed in detail the issues raised in the Draft Report and made the following observations:

- a) In the key findings it stated that "78% of respondents are in favour of some form of affordable housing provision for local people." This was felt to be misleading as 39% were in favour, 22% not and 39% gave "maybe" as an answer. Comments were made that "maybe" was not a strong statement of support and should not be construed as being "in favour".
- b) The number of concerns regarding a new development was 294, an average of 2.8 concerns per respondent. It was felt that this was a high number and that the report did not pay sufficient attention to the concerns raised.
- c) It was felt that the consequences of b) were that the report was imbalanced leading Councillors to question whether the report was being made to fit a given Agenda.

The Clerk will feed back comments to Nadeem Khan at SNC.

Clerk

9 To adopt the Model Freedom of Information Publication Scheme as issued by the Information Commissioner and the Guide to Information

Cllr Stothard proposed, seconded by Cllr Turner that the Model Freedom of Information Publication Scheme be adopted. All were in favour.

Cllr Crouch proposed, seconded by Cllr Thorne, that the Guide to Information as detailed in Appendix B below be adopted. All were in favour.

10 War Memorial – to receive update on replanting and ongoing maintenance

Cllr Thorne had organised a working party to replant and tidy up the area. All agreed that it looked very well kept for the Service of Remembrance and the Clerk was requested to thank all who had helped.

Clerk

The Finance Committee was requested to consider a budget of £50 per year as ongoing maintenance when setting the Draft budget.

Finance Committee

	<p>It was suggested that the US Forces may like to have a permanent memorial stone - Cllr Stothard will ask Will Adams if he would approach the Officers concerned.</p> <p>Cllr Thorne is setting up a rota for keeping the area tidy; anyone able to help should contact him.</p>	Cllr Stothard
11	<p>Talkabout Magazine – feedback and next issue</p> <p>Cllr Thorne thanked all volunteers who had distributed the last issue. Cllr Burns noted that the Parish Council appreciated the work undertaken by Cllrs Thorne and Stothard.</p>	
12	<p>Speeding Issues – to determine sites for temporary speed display unit and to consider making a request to NCC to extend the 30 limit.</p> <p>Cllr Burns proposed that the Clerk should Draft a letter to NCC determining sites and also asking them to consider extending the 30 speed limit. This will be reviewed at the January meeting.</p> <p>The Road Safety Committee may meet in the meantime to discuss the issue.</p>	Clerk Road Safety Committee
13	<p>To consider supporting the PPMG in a bid to secure grant funding for a Parish Plan Refresh</p> <p>On behalf of the PPMG Cllr Barnes sought a proposal of support from the Parish Council to secure grant funding for a Refresh as it was felt that all the quick wins identified had been achieved and that outstanding items may not come to fruition. Cllr Coatsworth seconded the proposal and all were in favour.</p>	
14	<p>To adopt a grant awarding policy</p> <p>This will be reviewed at the next meeting of the Finance Committee when the budget and precept are prepared for approval at the January PC meeting.</p>	
15	<p>To receive update from Reading Room Committee</p> <p>Cllr England reported that the next General Meeting was to be held on 9th December. New bunded oil tanks had been fitted to comply with Building Regulations; some roof work had been completed with more due to be carried out. The Cllrs were asked to email Cllr England with any issues that may have regarding refurbishment.</p>	
16	<p>To receive update on the Playing Field Licence Agreement with NCC</p> <p>There was no update as no further communication had been forthcoming from NCC.</p>	
17	<p>Allotments – to receive recommendations from the Allotment Committee from the Minutes of 6th November 2008</p> <p>Cllr Coatsworth gave the meeting a summary of the Allotments Committee meeting. The proposals from the meeting were</p> <ul style="list-style-type: none"> • For the waiting list, parishioners should have priority on the list, followed by people from outside the village, and finally existing allotment holders wishing to have additional plots. All would be placed in order of the date of application. • To turn down Mr and Mrs's Wray proposal to purchase some allotment land due to <ul style="list-style-type: none"> ○ it setting a precedent on land where many allotment holders have adjacent gardens ○ it being an irreversible decision ○ an anticipated increase in demand for plots • To consider the splitting of plots on an ad hoc basis if requested by an allotment holder 	

- Regarding plot maintenance that a period of one year, weather conditions permitting should be enough to commence improvements on a plot and that if no improvements were seen then notice should be given.

Cllr Coatsworth proposed seconded by Cllr England that all recommendations should be adopted. All were in favour. In addition it was decided that in order for a plot to be "in a good state of cultivation and fertility and in good condition" the land must be used for growing crops such as flowers, fruit and vegetables rather than merely being laid to grass.

18 To receive update on MGWSP visit on 19th November

As a consequence of the meeting with Mark Gatland the following works were scheduled to commence in the next week:

- Shortlands Close – Footway Reconstruction / Surfacing (Part, section leading to post box)
- Church Street – Footway Reconstruction / Surfacing (worst areas only)
- Station Road – Footway Reconstruction / Surfacing (small area only)
- Wappenham Road – Build up of footpath just past bridge
- Station Road – Carry out drainage works – fit 45 degree bends to the outfalls / investigate installation of 1 No new gully opposite the green

Cllr Crouch left the meeting.

19 To receive update on preventative Flooding measures including meeting with Bulkhead Properties

Cllr Burns informed the meeting that Bulkhead Properties had indicated that they would do as much as possible to help with the flooding. Cllr Barnes indicated that a working party needed to be set up to investigate the capacity and levels for diverting water across towards the brook and he volunteered to co-ordinate this. Cllr Burns will approach Mr Williams the landowner to seek permission for clearance work to be carried out on his land.

Cllr Barnes

Cllr Burns

20 Councillors' Questions

Cllr Coatsworth requested that "Application for Quality Status" be placed on the January Agenda.

Clerk

Cllr Barnes requested that "Policy Review" be added to the January Agenda. The Clerk will ascertain any formal recommendations on policies in the meantime.

Clerk

The meeting closed at 9.22pm

Appendix A- Correspondence Received – 23rd Sep 2008 – 23rd November 2008

South Northamptonshire Council

- Weekly Planning Application listings
 - Planning Applications:
- Planning Applications:
 - 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 – notice of refusal – *communicated*
 - S/2008/1075/P – 57 Church Street – Erection of garden shed in rear garden – notice of permission – *communicated*
 - 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 - notice of permission – *communicated*
 - S/2008/0314/P – *Jeffs Coaches –Detached Workshop* – notice that application has been withdrawn - *communicated*
- Register of Electors – monthly alterations
- Susan Hope (Affordable Housing) – notice that Nadeem Khan will now be following up the Housing Needs Survey as Susan has left SNC
- Nadeem Khan – Draft copy of Helmdon Housing Needs Survey – *on Agenda for comments*
- Tom Livingstone - letter of response regarding flooding responsibilities – *circulated*
- Landlord News and Views – Autumn 2008
- Details of SNC's re-organisation and contact details
- Invitation to discussion forum – development implementation and related services – *arrived too late for circulating prior to event*
- Invitation to "Meet the Directors" Event at Brackley Town Hall on 3rd December - *communicated*
- Arts News South Northamptonshire – newsletter Sept-Dec 2008
- Village confines Policy Consultation – *consensus gathered by email to comply with timescales*

Northamptonshire County Council

- MGWSP - letter of response regarding flooding responsibilities – *circulated*
- Details of revised ordering and invoice payment Process
- Mineral and Waste Development Framework – consultation details - – *circulated*
- Public Participation & External Communication Strategy consultation
- Request from Zafran Khan for 10 Highways Priorities to be submitted - *consensus gathered by email to comply with timescales*
- Details of Northampton Flood Fair - *forwarded to all affected*

NCALC

- Update – *forwarded on email*
- Details of new pay scales for Clerks
- Details of funding to form new Parish Councils - *circulated*

ACRE

- Results of the Village of the Year Competition and accompanying email
- Annual Report and Accounts 2007-8
- Village Viewpoint
- Updates on ACRE's work
- The Playing Field Newsletter – for Playground Committee
- Details of COMMA – Community Aggregates Funding – *not applicable*

Miscellaneous

- Cooper bank statement – October, November
- Solutions for Playgrounds – advertising and details of playground inspection fees

- Wicksteed - details of playground inspection fees
- Anglian Water – letter of response regarding flooding responsibilities – *circulated*
- Bulkhead Properties - letter of response regarding flooding responsibilities – *circulated*
- Environment Agency - letter of response regarding flooding responsibilities – *circulated*
- Brackley Cottage Hospital Trust – letter of thanks for £250 (September) donation and confirmation that they would like to apply for a donation for 2009-10
- Link Up – SNVB Newsletter Sept/October and November/December
- Will Adams – letter of thanks for Councillors’ support at the Act of Remembrance – *circulated*
- Helmdon Primary School – letter of thanks for £2000 donation towards the “Trim Trail”
- Northants Touring Arts – promotional literature
- East Midlands Regional Assembly – consultation on Partial Review of Regional Plan – *details circulated – closing date 12th Dec*
- Alzheimer’s Society Newsletter
- Communities and Local Government – details on consultation on code of conduct for local authority members and employees - *communicated*

Accounts received

- John Thorne (Purely Plants) – £102.31
- ACRE Subscription - £34.00
- C and E – grass cutting - £340.00
- Neptune Outdoor Furniture - £1276.05
- Between Ourselves - £160.00
- EON - £158.98

Payments Received

- Nottingham Bond - £9.38
- Wappenham Parish Council - £150.00 (for proportion of Clerk’s CiLCA training)
- R Wray - £5 for allotment key deposit
- Helmdon Primary School – £5 allotment key deposit

Appendix B - Information available from Helmdon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p
Location of main Council office and accessibility details		
Staffing structure		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	60p
Finalised budget	Within Minutes (see below)	
Precept	Within Minutes (see below)	
Borrowing Approval letter		
Financial Standing Orders and Regulations	By Email Hard Copy	Free 10p/ sheet

Grants given and received	Within Minutes (see below)	
List of current contracts awarded and value of contract	(Within Minutes) (see below)	
Members' allowances and expenses	By Email Hard Copy	Free 10p/ sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10p/ sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p/ sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p/ sheet
Agendas of meetings (as above)	Email Hard Copy	Free 10p/ sheet
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p/ sheet
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	Within Minutes	
Responses to consultation papers	Within Minutes	
Responses to planning applications	Within Minutes	
Bye-laws	Within Minutes	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference (within Standing Orders) Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy (under Risk Assessment Policy) Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Information security policy (under Risk Assessment Policy)</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Assets Register</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Disclosure log</p>	<p>Within Minutes</p>	
<p>Register of members' interests</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Register of gifts and hospitality</p>	<p>By Email Hard Copy</p>	<p>Free 10p/ sheet</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>		
<p>Allotments</p>		
<p>Burial grounds and closed churchyards</p>		
<p>Community centres and village halls</p>		
<p>Parks, playing fields and recreational facilities</p>		
<p>Seating, litter bins, clocks, memorials and lighting</p>		
<p>Bus shelters</p>		
<p>Markets</p>		
<p>Public conveniences</p>		
<p>Agency agreements</p>		
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Liz Hart (Parish Clerk)
Station House, Station Road, Helmdon, NN13 5QS
Tel: 01295 760130
Email: parishcouncil@helmdon.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
<u>Note that cleared funds must be received in advance</u>		

* the actual cost incurred by the public authority