



# HELMDON PARISH COUNCIL

## MINUTES



of the meeting of Helmdon Parish Council, held in the Reading Room, Church Street, Helmdon on Wednesday 24<sup>th</sup> May 2023 at 7:30pm.

**Present:** Cllrs Bearman, Gray, Harris, Hosea, Marchant (Vice-Chair), Moody (Chair), Plunkett, Thorpe, Wheeler and Charmaine Jay (Clerk)

**In attendance:** 2 members of the public.

### **127. Election of Chair for 2022/23**

Cllr Moody was proposed and seconded. All were in favour and Cllr Moody was duly elected Chair.

### **128. Signing of Chair's Declaration of Acceptance of Office**

Cllr Moody signed the Declaration of Acceptance of Office.

### **129. Election of Vice Chair for 2023/24**

Cllr Wheeler was proposed and seconded. All were in favour and Cllr Wheeler was duly elected vice-chair.

### **130. Signing of Vice Chair's Declaration of Acceptance of Office**

Cllr Wheeler signed the Declaration of Acceptance of Office.

### **131. Apologies for absence**

**None.**

### **132. Declarations of Interest**

-Cllr Gray for item 146 as she is Chair of Governors.

-Cllr Moody for item 139a as he is CEO of NCALC

-Cllrs Hosea and Marchant for item 139a due to Community Larder.

### **133. To confirm members for the following committees:**

The membership for Committees for 2023/24 was resolved as follows:

- a. Finance:** Cllrs Hosea, Marchant, Moody and Wheeler
- b. Planning:** Cllrs Harris, Hosea, Marchant and Plunkett
- c. HR:** Cllrs Hosea, Moody and Plunkett

### **134. To confirm Parish representatives:**

**RESOLVED:** To appoint the following representatives for 2023/24:

- a. Internal Controls Councillor - **Cllr Wheeler**
- b. Parish Paths Warden - **Roger Miles**
- c. Parish Highways Representative - **Cllr Moody**
- d. Neighbourhood Watch Co-ordinator - **Cllr Marchant**
- e. Police Liaison representative- **Cllr Marchant**
- f. Parish Council rep in Blackpits Monitoring Group- **Cllr Bearman**

- g. Health and Safety Officer -**Cllr Hosea**
- h. Tree Warden -**Mike Birchall**
- i. Flag Master and Deputy Flag Master-**Geoff Abbey and John Coatsworth**
- j. Webmasters- **Richard Farquharson, Ross Vicars, Cllr Plunkett**
- k. Recycling Warden – **Cllr Hosea**
- l. Speed Indicator Device Officer – **Cllr Marchant**
- m. Defibrillator Officer- **Cllr Wheeler**
- n. HS2 Liaison Officer- **Cllr Marchant**
- o. Priory Farm Working Group- **Dissolved**
- p. Allotment Working Group- **Cllrs Hosea, Moody and Wheeler**
- q. Any other representatives that may be considered necessary:  
**-Wellbeing Working group- Cllrs Hosea, Marchant, Moody and Plunkett**  
**-School Liaison Cllr- Cllr Bearman**

**135.** Approval and signature of the minutes of the ordinary meeting of [23<sup>rd</sup> February 2023](#) and [22<sup>nd</sup> March 2023](#)

**RESOLVED:** That the minutes be signed without amendment.

**136. Matters arising**

None

**137. To receive feedback on the Annual Village Meeting and note any matters arising**

The meeting was successful with around 40 attendees. Thanks went to Cllr Marchant for organising.

It was mentioned that the Parish Council should put on refreshments for next years Annual Village Meeting.

**138. Open Forum**

None.

**139. Finance**

- a. To receive the financial statement: note payments received and consider invoices to be paid ([Appendix a](#))**

**To note no schedule with payments received payments.**

One payment was in question for NCALC due to no breakdown. Cllrs are to go through the Benefits & Membership leaflet circulated in the recent weeks.

**RESOLVED: That the following payments be approved apart from INV- 2862**

<b>Company</b>	<b>Invoice</b>	<b>Reason</b>	<b>Cost</b>
<b>Reading Room</b>	INV- 376	Reading Room Hire	£225.00
<b>NCALC</b>	INV-3027	Charmaine- Training	£36.00
<b>NCALC</b>	INV- 2862	Membership Fees	£689.21
<b>NCALC</b>	INV- 3084	Charmaine- Training	£45.60
<b>Charmaine Jay</b>	Stationary	Stationary	£3.00
<b>Charmaine Jay</b>	Stationary	Stationary	£9.00
<b>HMRC</b>	PAYE tax	Annual Fee	46.86

<b>Reading Room</b>	INV -376b	Community Larder	£200.00
<b>R &amp; G ( Grass Cutting)</b>	INV- 119711	Grass Cutting	£211.20
<b>Charmaine Jay</b>	Stationary	USB	£5.99
<b>Charmaine Jay</b>	Stationary	Printing paper	£4.75

b. To review the effectiveness of the system of internal control

**RESOLVED: The effectiveness of the system of internal control is noted and approved**

c. To receive and note the report of the Internal Auditor for the year ending 31 March 2023

**RESOLVED: The report of the Internal Auditor for the year ending 31 March 2023 is received and noted**

d. To approve the Annual Governance Statement for the year ending 31 March 2023

**RESOLVED: The Annual Governance Statement for the year ending 31 March 2023 is approved and signed**

e. To approve the Accounting Statements for the year ending 31 March 2023

**RESOLVED: The Accounting Statements for the year ending 31 March 2023 is approved and signed**

f. To note the commencement date for the Period of the Exercise of Public Rights

**RESOLVED: To set the Period of the Exercise of Public Rights as 5<sup>th</sup> June 2023 until 14<sup>th</sup> July 2023**

**140. To consider quote for maintenance on the flagpole requested by the flag master**

The quote was incorrect due to a miscommunication. It was proposed work can be carried out up to £150 authorised by the clerk.

**RESOLVED: The clerk can authorise work carried out on the flagpole up to £150**

**141. To receive an update regarding gritting store on B4525**

-It was ruled out that the gritting store be made into an official layby due to funding from West Northants council

- Fly tipping is continuing
- There is no update on installation of bins

**RESOLVED: To note the update and report fly tipping**

**142. To consider HS2 funding for the village**

It is felt that Helmdon are not benefiting from the HS2 funding proposal and should find out the conditions and timelines.

**RESOLVED: Cllr Hosea to write to EKFB/ HS2 to get information**

**143. To consider steps necessary for exploring a Good Neighbour Scheme for Helmdon**

Cllrs Eastwood, Hosea and Marchant met up with ACRE (an organisation of Good Neighbour Scheme)

Cllr Hosea reached out to organisations in the village to get any feedback.

**RESOLVED: To note the exploration of the Good Neighbourhood Scheme**

**144. To consider an IT library**

It was proposed that there be an IT library on the Helmdon Parish Council website. In sub folder form.

It was discussed that it would be more beneficial to provide a link as it is up to date.

**RESOLVED: To not approve an IT library on the Helmdon Parish Council website**

**145. To consider developing a new Parish Plan for Helmdon**

There was general support from the council and it is proposed that there be a working group of at least 3 councillors to research current community-led planning techniques, prepare a scope, research costs, and develop a proposal to bring to a council meeting for consideration at a future meeting.

**RESOLVED: Cllrs Bearman, Hosea, Moody and Plunkett formed a working group**

**146. To consider how to move forward with the play wall at the play field**

Due to the play wall being purchased by Helmdon Primary School, there has been some resistance from the insurance. Clerk is to return to insurance and explain the licensing terms and conditions.

**RESOLVED: Clerk to return to insurance and escalate if necessary**

**147. To consider Charmaine Jay up taking another employment for Turweston Parish Council**

**RESOLVED: To approve Charmaine Jay up taking another employment for Turweston Parish Council.**

**148. Close**

The meeting closed at 21.25

**Next meeting is on Wednesday 28<sup>th</sup> June 2023**