



# HELMDON PARISH COUNCIL

## COUNCIL MEETING



All Councillors are summoned to the Annual Meeting of Helmdon Parish Council to be held in the Helmdon Reading Room, Church Street, Helmdon on **Wednesday 27<sup>th</sup> May 2026 at 7:30 pm.**

*Members of the public and press are welcome to attend this meeting. This meeting may be recorded, filmed or broadcast without prior notice to the Parish Council, provided that such activity does not impede the conduct or business of the meeting.*

### AGENDA

367. Election of Chair
368. Election of Vice Chair
369. To receive and approve apologies for absence
370. Declarations of Interest
371. To confirm members for the following committees:
  - a. Finance
  - b. Planning
  - c. HR
372. To Review the Terms of Reference for the following committees:
  - a. Finance
  - b. Planning
  - c. HR
373. To confirm parish representatives:
  - a. Internal Controls Councillor
  - b. Parish Paths Warden
  - c. Parish Highways Representative
  - d. Neighbourhood Watch Co-ordinator
  - e. Police Liaison Representative
  - f. Health & Safety Officer
  - g. Tree Warden
  - h. Flag Master and Deputy Flag Master
  - i. Webmaster
  - j. Recycling Warden
  - k. Speed Indicator Device Officer
  - l. Defibrillator Officer
  - m. HS2 Liaison Officer
  - n. Allotment Working Group
  - o. Parish Plan Working Group
  - p. School Liaison
  - q. Flooding Wardens
  - r. Blackpits Liaison
  - s. Station Road Green Working Group
  - t. Any other representatives that may be considered necessary

374. To readopt the following policies with no changes -
- a. Records Retention Policy
  - b. Complaints Procedure
  - c. Sickness and Absence Policy
  - d. Grievance & Disciplinary Policy
  - e. General Privacy Notice
  - f. Data Protection Policy
  - g. System of Internal Control and Internal Audit
  - h. Health & Safety Policy
  - i. Biodiversity Policy
  - j. Governance Framework
375. Approval and signature of the minutes of March 25th, 2026
376. Matters arising from the minutes
- a. To receive an update in the actions agreed in relation to the Play Area repairs
  - b. Update on communications with Land Registry regarding registration of the Station Road land
  - c. Priory Barn – Update re direct contact with owner re their plans
  - d. Update re proposed amendments to the Allotment Tenancy Agreements
  - e. Update re repair to the barriers on Jeff’s Bridge
  - f. Update regarding wildflower beds on Station Road (opposite Hinton’s Close)
377. To receive feedback on the Annual Village Meeting and note any matters arising
378. Open Forum (15min max, 3 min per person)
379. To consider adopting a Statement on Littering
380. Consideration of what action the Parish Council should take in relation to the closure of the Ability Bus Service
381. Update regarding potential development of Priory Fields
382. To consider whether provision of dog waste bins in the village is adequate and determine any next steps
383. To consider whether the PC wishes to respond to a letter from West Northamptonshire Council (WNC) regarding an application to add a route in Helmdon to the Definitive Map and Statement
384. Annual Governance and Accountability Return for the 2025-26 Financial Year
- a. To review the effectiveness of the system of internal control
  - b. To receive and note the recommendations from the Internal Auditor’s Report 2025-26
  - c. To approve the Annual Governance Statement for 2025-26
  - d. To approve the Accounting Statements for 2025-26
  - e. To confirm the dates for the Exercise of Public Rights as 3 June to 14 July 2026
385. To receive quotes for tree work as specified in the tree survey and agree which contractor to instruct
386. To receive an update and data from the Community Speedwatch Group and to consider next steps
387. To receive an update from the Village Shop Working Group
388. Finance:
- a. To note the bank balances of £293.49 and £43,544.85 as at 20.05.2026
  - b. To review the Council’s spend in 2025-26 using S137
  - c. To note and approve receipts and payments:
- Payments made since the last meeting using delegated powers/Direct Debits:

Date	Pymt Type	Payee	Invoice No	Description	Amount
30.03.26	DD	NEST		Pension Mar 26	£63.14
31.03.26		Unity Bank		Account fee	£7.00
30.03.26	BACS	SLCC	BK225604-1	Training - KB	£70.20
09.04.26	DD	Yu Energy		Electricity	£47.79
22.04.26	BACS	NCALC	INV-5223	Code of Conduct Training JP	£55.20
22.04.26	BACS	Shield Maintenance Ltd	10059	Dog bin emptying	£46.80
22.04.26	BACS	Helmdon Community Foundation	521	Room hire Jan to Mar 26	£145.00
22.04.26	BACS	R&G	122578	Verge mowing - Mar	£361.30
22.04.26	BACS	E-on Energy Solutions	6018817616	Annual street light maintenance	£316.80
22.04.26	BACS	Staff costs		April	£760.91
22.04.26	BACS	HMRC		Tax and NI Apr	£139.03
30.04.26	DD	NEST		Pension Apr	£63.14
30.04.26		Unity Bank		Account fee	£7.00
08.05.26	DD	Yu Energy	03830173	Streetlighting Apr 26	£39.33

Invoices to be paid:

Payee	Invoice No	Description	Amount
NCALC	INV-5473	Annual membership, and DPO	£508.97
CPA Horticulture	INV-141079	10 x 60L bags of softwood chippings	£116.00
Shield Maintenance Ltd	10176	Dog bin emptying	£46.80
R&G Grounds	122678	Verge mowing - Apr	£626.15
Staff costs		May	£759.11
HMRC		Tax and NI May	£139.03
NEST		Pension May	£63.14
On Tap Helmdon Ltd	7108	Hire of de-turfing machine	£105.36

Receipts:

Date	Received from	Description	Amount
31.03.26	Unity Bank	Interest	£152.44
March	Various	Allotment fees	£160.00
April	Various	Allotment fees	£80.00
02.04.26	CCLA	Interest	£95.39
13.04.26	HMRC	VAT refund	£2,123.43
29.04.26	WNC	Precept	£16,309.00
05.05.26	CCLA	Interest	£92.70
May	Various	Allotment fee	£40.00

389. To confirm the meeting dates and time for 2026-27
390. To note the resignation of the Clerk and agree any actions required
391. To appoint a councillor as Proper Officer (unpaid) to hold office until the day that a new clerk is appointed
392. To exclude members of the public and press on the grounds that the following business is confidential

393. To receive a recommendation from the HR Committee on the appointment of a Clerk to the Council



Signed

Dated 20<sup>th</sup> May 2026

Kirsty Buttle  
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