



HELMDON PARISH COUNCIL

COUNCIL MEETING



Minutes of the Ordinary Meeting of Helmdon Parish Council held in the Helmdon Reading Room, Church Street, Helmdon on **Wednesday 22nd July 2026 at 7:30 pm.**

Present: Cllrs Moody (Chair), Hart, Plunkett, Minshall, Sparrow, Shepard, Fitzroy-Ezzy and the Clerk.

Members of the Public: 0 members of the public and Unitary Councillor Eastwood.

- 590. Apologies for absence** – Apologies were received from Cllrs Fitton & Marchant. It was **RESOLVED** to approve the absences.
- 591. Declarations of Interest** - Cllr Moody declared an interest in 597 and will leave the room when that item is discussed.
- 592. Approval and signature of the minutes of 18th June 2026 and 24th June 2026 – RESOLVED** that the minutes be approved and duly signed.
- 593. Matters arising from the minutes**
- a. Update on communications with Land Registry regarding registration of the Station Road land** - Cllr Moody checked with the previous Clerk (before the last) who confirmed that they also do not have the paperwork. **The Working group is to meet and consider bringing a report to the September meeting.**
 - b. Update on the Ability bus service** - No grants have yet been awarded and the minibuses are still unallocated. The organisers will be looking to Communities Team for a grant.
 - c. Update on Meeting with WNC Highways Development Liason Manager** - Cllr Moody & Unitary Councillor Eastwood met with the Highways Development Liaison Manager at Station Road during peak school traffic time. They confirmed that Highways will likely not be objecting to the proposed development as there was not proof that the development would have a severe impact on the highway.
 - d. Update on the Tree Works** – The contract has been awarded and the tree works will be started in August, scheduled for Monday 10th August, if they are able to start early, on Friday 7th, they will do so.
- 594. Open Forum (15min max, 3 mins per person)** - Unitary Cllr Eastwood addressed the council to note that a new WNC Chief Executive has been selected. Cllr Eastwood attended a Full Council meeting on 16th July and confirmed that the Ability bus service is in discussions. Confirmed that the WNC Highways Development Liason Manager will support Highways comments on the Priory Field development. The next steps on Priory Fields will be the committee meeting.
- 595. To determine actions required after review of the Annual Safety Inspection Report (ROSPA)** - Cllr Minshall reported on recent playground inspections. It was **RESOLVED** that the Clerk will request a quote for various remedial works. If the quote is less than £500 the clerk is authorised to instruct the works.
- 596. To receive recommendations from Finance committee on the Small Grants Scheme applications** - Cllr Moody suggested that the small grants scheme was not advertised enough this year and that it would be helpful to create an email group for to be able to proactively advertise the grant scheme to local businesses.

Two grants were received. The Finance Committee's recommendation is to approve Acorns Pre School grant of £400.00. It was **RESOLVED** to approve this grant.

The Finance Committee's recommendation is to reject the Helmdon Community Larder grant application as it did not meet the conditions of the Small Grants Scheme. However, clause 11 of the Small Grants Scheme gives the Parish Council powers to give a grant at any time, therefore the Finance Committee proposed to award a discretionary grant of £350 as a one off for this year only. Any future Small Grants Scheme application must meet the conditions. It was **RESOLVED** to approve the recommendation.

Cllr Moody left the meeting at 19:57

- 597. To consider making a grant of £500 to Helmdon Parochial Church Council as a contribution towards the upkeep and maintenance of Helmdon Churchyard** – Cllr Hart noted that the £500 funds fuel, servicing for lawn mowers amongst other costs. It was **RESOLVED** to approve the grant.

Cllr Moody returned to the meeting at 20:01

- 598. To receive feedback and results of the Community Shop survey from the Village Shop Working Group** – Cllr Fitzroy-Ezzy reported that the Village Shop Working Group met last week and results of the Community Shop survey were analysed. The handwritten comments still need to be compiled and looked through. The comments analysed so far were mostly positive. The next steps, will be to continue analysing the comments and data. A thank you to those who responded will be posted to Facebook. The Working Group will arrange a chat with local businesses such as the pub, the larder, Mumfords and Duncombes to discuss the survey and how the shop could work for all. A draft report is to be completed, more work to be done on viability. The Working Group plan to bring the report to September meeting.

It was **RESOLVED** to note and welcome the report.

- 599. To receive the initial report of the Police Liaison Representative** – Cllr Minshall has contacted all of the local teams and received a positive response. The Neighborhood Team contact information sheet has been updated new copies posted in the notice boards. Cllr Minshall met with the team recently, they are very engaged and pop into the village when they can. Cllr Minshall has also liaised with the Police team, the Primary School and Acorns Preschool to arrange sessions from the Blue Butterfly scheme. This is a scheme unique to Northants that aims to encourage children to tell an adult if something feels wrong. Hoping to have this take place in the new school year.

RESOLVED to Note and welcome report.

- 600. To consider the impact on traffic in Helmdon of events held at Silverstone Circuit and to consider what actions might be appropriate** – Cllr Moody noted that this is in relation to correspondence received on Grand Prix weekend from a local resident. Silverstone Circuit works with local communities to manage the impact, however Helmdon is outside of their area. The resident suggested that the traffic management closure of A43 impacts traffic in Helmdon and should therefore be included in the area.

It was **RESOLVED** to write to Silverstone Circuit and inform them that the race and traffic management affects the village, especially at the end of the Race. The Parish Council will also put out more advertising next year for traffic management plan.

- 601. To agree attendees for the 79th Northants CALC Annual Conference on Saturday 3 October 2026 at Moulton Community Centre from 10am to 1pm** – It was **RESOLVED** that Cllr Hart, Plunkett are to attend.

602. To consider a resident request for additional seating at the war memorial for use on Remembrance Sunday – An email was received from a resident explaining that some residents want to attend remembrance service however cannot stand through service and have had to sit in their cars. They requested seating to allow these residents to be seated during service. It was **RESOLVED** that HPC will provide 6 chairs to the War Memorial on Remembrance Sunday.

603. To receive an update from the Chair regarding data governance clarification for resident contact lists compiled under historic council portfolios, and to resolve any necessary actions to ensure compliance with UK GDPR and the Council's Data Asset Register – Cllr Moody noted that Helmdon Parish Council is required to have a data map of all data held, they must know where data is and what is being done with it. Therefore, there are concerns about any lists that have been compiled for use in a representative role without involvement of the Clerk. Going forward, the Clerk should always be copied into any correspondence to outside of the Council when acting in a representative role. Police Liaison Representative and The Community Shop Working group will do this from now onwards.

Concerns have arisen due to the mention of a list of 60 plus residents, potentially gathered whilst in a representative role, however this is off HPC's data map. The next steps are to ascertain whether the data was gathered in official capacity. If so, the data must be handed over to the Clerk, and any local copies securely deleted. If this was not the case and the list was compiled and is operated in an entirely private, personal capacity. No official helmdonparishcouncil.gov.uk email address can be used to communicate with this list, and recipients must be aware that they are being contacted by a private resident.

It was also noted that Council business should not be conducted at all on personal email addresses.

RESOLVED that the data map will be reviewed by the Finance Committee once clarification has been received.

604. To note consultation responses and consider next steps in regard to the Priory Fields Planning Application (2026/2019/MAF) - Cllr Moody noted that the comment due date is today, this may be extended further but this has not yet been confirmed. The target decision date is still showing as 18th August, the next meeting of relevant community is 6th August, however it is unlikely that the committee will be ready to make a decision at this time as responses are still being compiled.

Responses are still being uploaded, at this stage there is no response from Anglian Water. Highways response is not yet present, CPRE is lodging an objection however this is also not present. **Clerk is to ask WNC to confirm whether they are in receipt of responses from Anglian Water, Highways & CPRE and when they expect all documents to be uploaded.**

Cllr Eastwood left the meeting at 20:46

605. Finance:

- a. To note the bank balances of £362.21 & £41,408.22 as at 15th July 2026

RESOLVED to note

- b. To note and approve receipts and payments:

Payments made since the last meeting using delegated powers/Direct Debits

Date	Payment Type	Payee	Invoice No	Description	Amount
30/06/2026		Unity Bank		Account fee	£7.00
08/07/2026	DD	Yu Energy	03955980	Streetlighting June 2026	£29.66

Invoices to be Paid:

Payee	Invoice No	Description	Amount
R&G Grounds	122858	Verge mowing - June	£473.43
Texprep	27967	6 A1 colour prints 6 A2 colour prints	£55.92
Shield Maintenance	10417	Dog bin emptying June 2026	£46.80
E.ON	6018820835	Repair of 3 lampposts	£140.40
Staff Costs		July	£623.52
HMRC		Tax and NI July	£155.88

Receipts:

Date	Received from	Description	Amount
02/07/2026	CCLA	Interest	£94.43

It was **RESOLVED** to approve invoice payments.

Meeting closed @ 20:48pm

Next Meeting Date – September 23rd 2026

Signed

Dated