HELMDON PARISH COUNCIL

COUNCIL MEETING

Minutes of an Ordinary Meeting of Helmdon Parish Council held in the Helmdon Reading Room, Church Street, Helmdon on **Wednesday 23rd September 2026 at 7:30 pm.**

Present: Cllrs Moody (Chair), Hart, Plunkett, Minshall, Marchant, Shepherd, Fitton and the Clerk
In attendance: 2 members of the public

606. **Apologies for absence** – Apologies received from Cllr Sparrow, **RESOLVED** to approve. Apologies received from Cllr Fitzroy-Ezzy **RESOLVED** to approve.
607. **Declarations of Interest -** Cllr Marchant declared an interest in item 620
608. **Approval and signature of the minutes of 22nd July 2026 – RESOLVED** to approve and sign.
609. **Matters arising from the minutes**
    a. **Update on communications with Land Registry regarding registration of the Station Road land** - this will be deferred to the next meeting
    b. **Update on the Ability Bus Service** - Waiting to receive update, note that the Brackley football bus minibus service has started
    c. **Update on the Playpark maintenance** - Noted that the baby swings have been sorted, works have been done and will continue to monitor
    d. **Update on the Tree Works** - Allotments tree works have been completed, Cllr Hart will review work against the schedule of works
    e. **Update on communication with Silverstone Circuit regarding traffic management** - Clerk to contact Silverstone Circuit and report back
    f. **Northants CALC Conference attendance** – Cllr Hart registered to attend, however the event is currently fully booked, Cllr Hart is on the waiting list
    g. **Update on data governance for resident contact lists** - Cllr Marchant confirmed the list of residents he maintains is a private list, separate from his Councillor role and that he never uses his council email address to communicate with the list members, who are aware that communication is sent in his private capacity. Finance committee to look at data map in next meeting.
610. **Open Forum (15min max, 3 mins per person) -** None
611. **To receive the HR Committee's recommendations for changes to the HR Committee Terms of Reference – RESOLVED** to approve
612. **To receive the HR Committee's recommendations for changes to the Clerk's Job description – RESOLVED** to approve
613. **To receive an update from the Parish Plan Working Group –** Various updates were provided on ongoing Parish Plan projects **RESOLVED** to note the update
614. **To receive a report from the Finance Committee –** Noted a successful audit, review of Grant and Investment policies will be discussed by finance committee in November and brought to the next meeting. Noted that insurance will be renewed this year and contract review started next March
615. **To approve booking of the Reading Room for a Fraud and Cyber Talk on 7th October – RESOLVED** to approve as long as costs are under £50
616. **To agree two attendees for WNC Annual Parish Conference, held on Thursday 26th November 2026, 9:00AM - 1:30PM – RESOLVED** that Cllr Shepherd and Cllr Plunkett will attend and circulate a report

617. **To discuss B4525 Helmdon Crossroads Safety and Recent Serious Collision –** Noted that the collision involved a local resident and that WNC has been contacted for action. WNC assessment is risk based, therefore without evidence they will be unable to take any action. Any WNC investment is based on severity of accidents (focused on fatalities), this one has been categorised as personal injury.
Cllr Moody has already requested a review by WNC however this has been declined, WNC stated that there are signs for the junction and 40mph speed limit. Cllr Moody has photographed signs, showing that they are obscured by vegetation and one has been damaged, pointing into hedge. May be able to request via fixmystreet to repair the signs. Noted that the junction may be suited as a stop, as opposed to a give way, especially relevant for people who aren't familiar with the road.
The family of the individual involved in the accident have written to WNC and to the MP and not yet had a response. If no response is received by the family, the parish council could write to WNC and the MP and request that a response be sent. Highways representative to contact WNC regarding Give Way suitability, request another safety assessment.

618. **To discuss the possibility of applying for a grant of up to £5000 through the Chief Commissioner's road safety scheme (part of the Safe and Sound Plan) and what we could/should apply for –** Discussed benefits of a speed indicator sign for Wappenham road, Church Street or a double sided sign for Station Rd. Church Street may not have an appropriate location. **RESOLVED** to apply for two speed indicator signs, for Wappenham Rd and Station Rd. To consult WN Highways on possible locations.

619. **To consider what steps to take to discourage parking on Station Road Green –** The Station Road Green is owned by the Parish Council, noted that residents may not be aware that the land is owned by the Parish Council. **RESOLVED** To draft a policy regarding parking on council-owned land for approval at the October meeting and once approved to send it with a cover letter to all adjacent homeowners on Station Road Green, The Green, and Jenners Piece

Cllr Marchant left the meeting at 20:16

620. **To note correspondence from Helmdon community larder regarding a proposed amendment to their HPC grant purpose and discuss next steps –** Noted that the grant application for specified purpose was considered and HPC decided to make a donation instead. It was presumed that the donation would be used for the same purpose as grant, this was not expressly recorded and it appears that the purpose of the grant has been changed. **RESOLVED** that, whenever the Parish Council approves a donation, the purpose for which the donation is made shall be expressly stated in the resolution and recorded in the minutes, and the recipient shall be informed that the donation is to be used for that purpose unless the Council subsequently agrees otherwise. This will be incorporated into grants policy, which will be renamed the Grants and Donation policy.

Cllr Marchant returned to meeting at 20:20

621. **To review the members of the following committees and representative roles and determine any action required:**
    a. **Finance committee – RESOLVED** to appoint Cllr Shepherd
    b. **HR committee – RESOLVED** to appoint Cllr Fitzroy-Ezzy
    c. **Defibrillator monitor –** The current monitor checks the batteries and pads then marks it as checked. This role will be queried with the defibrillator maintenance company (do it for defib). Cllr Plunkett will contact a potential volunteer for the monitor position and provide an update at the next meeting

622. **To consider any updates related to the proposed Priory Field development –** Noted updates to the application, the Flood Risk Assessment (second response) does not object to the application, however does note Anglian Water's objection.

The application will be reviewed by WNC after the new planning rules come in, therefore it is not certain that the application will be reviewed by committee. Discussed the option to commission a Topographical survey of the site, however HPC would be unable to commission this without permission of the landowners. The council discussed and discounted the suggestion of commissioning a topographical survey of Priory Field. **RESOLVED** to note the updates and continue to monitor the progress of the application.

623. **To review options for guest speaker at the April Annual General Meeting** - The Council considered options for guest speakers for the April Annual Village Meeting:
   i. **Material Change (Blackpits)** - A presentation explaining their local operations and environmental and community benefits.
   ii. **The Northamptonshire Fire and Rescue Service (NFRS) Fire Prevention and Safety Team -** A presentation on fire prevention and safety practices across home, garden, and countryside environments.

RESOLVED To explore both options with a view to hosting two shorter presentations, ensuring sufficient time is reserved for a Q&A session. Cllr Minshall to contact both potential speakers and report back at the next meeting.

624. Finance:

a. To note the bank balances of £331.81 & £36,058.22 as at 17th September 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
31/07/2026		Unity Bank		Account Fee	£7.00
31/07/2026	DD	Information Commission	ZA408779	ICO Certificate	£47.00
06/08/2026	BACS	HMRC		Tax and NI June	£146.98
07/08/2026	BACS	R&G Grounds	122951	Grass Cutting July	£417.43
07/08/2026	BACS	Shield Maintenance	10599	Dog Bins July	£46.80
07/08/2026	BACS	PKF Littlejohn LLP	SB20260335	2026 External Audit	£252.00
07/08/2026	BACS	Helmdon Reading Room	533	Hire of Reading Room Q2	£132.50
07/08/2026	BACS	Acorns Preschool		Small Grants Scheme Grant	£400.00
07/08/2026	BACS	Helmdon Community Larder		Grant	£350.00
07/08/2026	BACS	Helmdon PCC		Grant	£500.00
10/08/2026	DD	Yu Energy	04222576	Streetlighting July 2026	£32.54
31/08/2026		Unity Bank		Account Fee	£7.00
01/09/2026	BACS	Staff Costs		August	£623.40

Invoices to be Paid:

Payee	Invoice No	Description	Amount
Clerk		Staff Costs September	£623.40
HMRC		Tax and NI July	£209.64
HMRC		Tax and NI August	£210.36

R&G Grounds	123043	Grass Cutting August	£208.68
Shield Maintenance	10731	Dog Bins August	£46.80
Luke no Further	1142	Playground Repairs	£385.00
Fernwood Arboculture	492	Tree Works	£1,842.00
Conrad Energy	00234210	Streetlighting August 2026	£57.66

Receipts:

Date	Received from	Description	Amount
04/08/2026	CCLA	Interest	£97.63
02/09/2026	CCLA	Interest	£98.09

RESOLVED to note and approve invoice payments

Meeting closed at 20:36

Signed D Moody. Dated 28/10/26