



HELMDDON PARISH COUNCIL

COUNCIL MEETING



Minutes of the Ordinary Meeting of Helmdon Parish Council held in the Helmdon Reading Room, Church Street, Helmdon on **Wednesday 24th June 2026 at 7:30 pm.**

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

Members of the Public: 1 member of the public and Unitary Councillor Eastwood.

- 581. Apologies for absence** – Apologies were received from Cllr Fitton. It was **RESOLVED** to approve the absence.
- 582. Declarations of Interest** - None
- 583. Approval and signature of the minutes of May 27th 2026 and June 18th 2026** - It was noted that in the minutes of May 27th on Page 4 Item after item 566 Cllr Hart returned to meeting however this had not been noted. It was **RESOLVED** to amend this and the minutes be approved and duly signed. The approval and signature of minutes from June 18th will be deferred to the next meeting as they had not been circulated in time for the councillors to review them.
- 584. Matters arising from the minutes**
- a. To receive an update in the actions agreed in relation to the Play Area repairs** - Cllr Sparrow had spoken with his contact, however they were uncertain about submitting a written report. The Annual Safety Inspection Report (ROSPA) has recently been received, therefore this will be reviewed before any decisions are made. **The report will be circulated and any points of discussion will be added to the Finance Committee or next Full Council meeting Agendas.**
 - b. Update on communications with Land Registry regarding registration of the Station Road land** - Cllr Moody has checked with the most recent Clerk, who confirmed that they do not have the paperwork. **Cllr Moody will now get in touch with the previous Clerk to see if they have the paperwork.**
 - c. Update on the Copper Beech at the top of Station Road** - Upon inspection by Cllr Hart, it was confirmed that the twigs of the tree are still green and therefore the tree may still be alive. The council will continue to monitor the tree before deciding next steps. Discussed options of watering the tree, it is difficult as the tree is a fair distance along Station Road.
 - d. Consideration of what action the Parish Council should take in relation to the closure of the Ability Bus Service. To be chased up if nothing has been heard about the service restarting.** - Cllr Hart confirmed that a Grants meeting was held yesterday, there is interest from 3 parishes. A further update will be provided once available.
 - e. Any other actions**
 - i. The Clerk will go through previous meeting minutes to create an action list to avoid anything being missed during the hand over. For example handling the proposed amendments to the Allotment Tenancy Agreements.
 - ii. Cllr Hart is no longer the temporary proper officer.

iii. **The Clerk will check for email confirmation from PKF to acknowledge receipt of Helmdon Parish Council's Annual Governance and Accountability Return.**

585. **Open Forum (15min max, 3 mins per person)** - Unitary Cllr Eastwood addressed the Parish Council in regards to the proposed development (2026/2019/MAF) to inform that Highways have not yet carried out a report. There was a Highways meeting yesterday and Unitary Cllr Eastwood has requested that they come to assess the proposed development. Cllr Moody requested that if anyone from WNC Highways visits Helmdon, they co-ordinate with the Parish Highways Representative and/or the Chair of the Planning Committee.
Unitary Cllr Eastwood will attempt to discuss the impact of development on Welsh Lane crossroad traffic at a later date.

Unitary Cllr Eastwood left the meeting at 19:50

586. To consider quotations received for the tree work in light of a revised schedule of works - Previously, a tree survey was performed and a range of quotes received, some of the works were questioned by the contractors and therefore survey re-done and amended. The contractors have been recontacted, for quotes but not all of the quotes have returned as of yet. **RESOLVED** to defer decision to Finance Committee meeting on July 1st.

587. To receive any updates on Parish Plan initiatives and approve any actions required - The meeting to discuss the Village Shop has been delayed whilst the surveys are analysed. The Village Shop Working Group will meet shortly to discuss the results of the survey and report back to the Council in the September meeting.

Cllr Moody addressed the council to remind Councillors that as there has been a recent change in Clerk, it would be helpful if they could contact the Clerk in good time to make sure that any required items are on the July meeting Agenda.

588. To consider equipment/actions needed to support the new Clerk

- a. **A new cable for the printer** – Sourced for £8.98 on amazon.
- b. **A key for the notice boards** – Will be approximately £3.
- c. **Renewal of Microsoft 365 & McAfee Antivirus software**
- d. **Purchase of a new laptop as the current laptop Windows software is no longer supported by Microsoft**

There is a sinking fund of £1000 (£250 allocated per year) to cover Clerk equipment expenses with the expectation of replacing the laptop every 4 years. **RESOLVED** to delegate the budget to the clerk in consultation with the chair and vice chair to spend up to £1,000 on the above listed items.

589. Finance:

- a. To note the bank balances of £304.44 & £41,244.85 as at 18th June 2026
- 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
31/05/2026		Unity Bank		Account fee	£7.00
08/06/2026	DD	Yu Energy	03955980	Streetlighting May 2026	£34.20

It was noted that some payments listed in the agenda had already been approved by the council and so these are not repeated in these minutes.

Invoices to be Paid:

Payee	Invoice No	Description	Amount
R&G Grounds	122769	Verge mowing - May	£417.43
Texprep	27945	Shop questionnaires & Priory Field leaflets	£246.14
Shield Maintenance	10283	Dog bin emptying May 2026	£46.80
Playsaftey	98617	Annual Inspection of Play Area	£104.40
Staff Costs		June	
HMRC		Tax and NI June	
NEST		Pension June	

Receipts:

Date	Received from	Description	Amount
June	Various	Allotment fee	£20.00
02/06/2026	CCLA	Interest	£96.71

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

Cllr Hart noted that the Texprep invoice needs to be paid using different cost codes as part of the order was in relation to the Parish Plan and the other in regards to the proposed development at Priory Field.

It was **RESOLVED** that calculation and approval of the Clerk Salary payment is to be deferred to the Finance Committee meeting.

Meeting closed @ 20:08pm

Next Meeting Date – 22nd July 2026

Signed

Dated