



# HELMDON PARISH COUNCIL

## MINUTES



of the **Annual** meeting of Helmdon Parish Council, held in the Reading Room, Church Street, Helmdon on **Wednesday 25<sup>th</sup> May 2022** at 7:30pm.

**Present:** Cllrs Bearman, Gray, Marchant, Moody (Chair), Plunkett, Thorpe, Wheeler and the Clerk (Charmaine Jay)

**In attendance:** 2 members of the public and Cllr Eastwood

### **001.Election of Chairman for 2022/23**

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

### **002.Signing of Chairman's Declaration of Acceptance of Office**

Cllr Moody signed the Declaration of Acceptance of Office.

### **003.Apologies for absence**

Cllr Harris sent his apologies. **RESOLVED:** To approve the absence.

### **004.Declarations of Interest**

None.

### **005.Election of Vice Chairman for 2021/22**

Cllr Marchant was proposed and seconded. All were in favour and Cllr Marchant was duly elected Vice Chairman.

### **015. To receive representation from Cllr Eastwood regarding a proposal for a food larder in Helmdon**

**NOTE: This item was moved earlier in the meeting by the Chairman due to Cllr Eastwood having to attend another meeting**

It was discussed that there is a scheme called 'Tow Food' that provides cheaper food along with free fruit and vegetables. Cllr Eastwood requested Helmdon Parish Council to assist with providing the space and volunteers. It was proposed that Helmdon Parish Council support the Tow Food project in principal and to write to Helmdon Community Foundation to request that it considers making the Reading Room available.

**RESOLVED:** Clerk to write to Helmdon Community Foundation..

**Cllr Eastwood left the meeting.**

### **006.To fill one casual vacancy on the Council by co-option**

The Council had received an application from Lillian Hosea. The candidate had sent a brief introduction to herself via statement due to prior engagement and was nominated and seconded by members of the Council. **RESOLVED:** To co-opt Lillian Hosea on to the Council.

### **007.To confirm membership for the following committees:**

The membership for Committees for 2022/23 was resolved as follows:

- a. Finance:** Cllrs Bearman, Moody, Thorpe and Wheeler
- b. Planning:** Cllrs Bearman, Harris, Marchant, Thorpe and Plunkett
- c. Playground:** **RESOLVED:** To dissolve the Playground Committee
- d. Allotment:** **RESOLVED:** To dissolve the Allotment Committee
- e. HR:** Cllrs Bearman, Moody and Plunkett.



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

**RESOLVED:** To appoint the following representatives:

- a. **Internal Controls Councillor** – Cllr Thorpe
- b. **Parish Paths Warden** – Roger Miles
- c. **Parish Highways Representative** – Cllr Moody
- d. **Neighbourhood Watch Co-ordinator** – Cllr Marchant
- e. **School Liaison Councillor** – Cllr Gray
- f. **Police Liaison Representative** – Cllr Marchant
- g. **Parish Council rep in Parish Plan Monitoring Group** – Cllrs Moody, Thorpe and Wheeler
- h. **Parish Council rep in Blackpits Monitoring Group** – Cllr Marchant
- i. **Health and Safety Officer** – Cllr Marchant
- j. **Tree Warden** – Mikey Birchall
- k. **Flag Master and Deputy Flag Master** – Geoff Abbey (Flag Master) and John Coatsworth
- l. **Webmasters-** Richard Farquharson and Ross Vicars
- m. **Recycling Warden** – Phillip Ward
- n. **Speed Indicator Device Officers** – Cllr Wheeler
- o. **Defibrillator Officer:** Cllr Gray
- p. **HS2 Liaison Officer:** Cllr Marchant
- q. **Priory Farm Working group:** Cllrs Bearman, Harris, Moody, Plunkett, John Coatsworth and the clerk
- r. **Station Road working group:** Cllrs Bearman, Marchant, Plunkett and Thorpe.
- s. **Any other representatives that may be considered necessary.** Playground Inspections: Cllr Gray.

### **009.Approval and signature of the minutes of the Ordinary meeting of 23rd March 2022**

The draft minutes omitted the detail of the small grant recipients. **RESOLVED:** That the detail be added and that the minutes be signed at the next meeting.

### **010.To Receive feedback on the Annual Village Meeting and note any matters arising**

The feedback received was mainly positive but there were some concerns over the traffic lights on Radstone Road due to more traffic from HS2. Cllr Marchant was asked to follow up with EKFB regarding the Oak Tree that was mentioned at the meeting as being worthy of protection.

**RESOLVED:** That Cllr Marchant contacts EKFB to find out about the oak tree on Radstone Road.

### **011.To receive the report of the Asset Mapping Project working group.**

**RESOLVED:** To defer receipt of the report to the June meeting.

### **012.To receive feedback on the launch meeting of the Community Energy Group held on 21 May 2022 and to consider what next steps the parish council should take**

Cllr Plunkett informed the council the meeting was helpful with lots of information gathered. The new group will be called "Warm Helmdon". The next meeting is being held Tuesday 31 May 2022 at the Fat Landlord at 12.30pm.

**RESOLVED:** To note and welcome the creation of the group.

### **013.To agree a budget for the planting of the Jubilee Tree, and to consider whether or not to seek sponsorship.**

A proposal to plant a Japanese Cherry costing £462 +VAT plus delivery with the cost potentially being covered by sponsorship was defeated. The council agreed that it did not wish to explore



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sponsorship and that therefore the cost was excessive. It was agreed that a £100 budget be set for a Copper Beech or Oak to include the cost of stakes and ties etc.

**RESOLVED:** To allocate a budget of £100 to purchase a Copper Beech or Oak to include all costs of planting.

### 014. To receive an update from Station Road Working Group

with the working group met Helen Howard from Northamptonshire Highways on site to discuss the options for Station Road parking. The costs and physical constraints were discussed and all options explored.

**RESOLVED:** That the working group obtains the advice from Northamptonshire Highways in writing and produces a draft report for consideration at the council's meeting in June.

### 015. Matters arising

**RESOLVED:** No matters arising

### 016. Open Forum

- Concerns raised regarding long grass at B4525 crossing. The chair said that it had already been reported.
- Comments regarding the Jubilee tree, which were noted.

### 017. Finance

#### a. To receive the financial statement: note payments received and consider invoices to be paid

**RESOLVED:** That the following bills be approved for payment:

| Payee           | Invoice number | Purpose                  | Amount         |
|-----------------|----------------|--------------------------|----------------|
| DCK Payroll     | P1324          | Payroll Service (Set up) | £36.00         |
| GPC – Bus share |                | Jan-Apr 2022             | £220.00        |
| R & G           | 118496         | Grass Maintenance        | £182.40        |
| DCK Payroll     | P3144          | Monthly Payroll service  | £12.00         |
|                 |                | <b>Total</b>             | <b>£450.40</b> |

#### b. To receive an update from the Internal Controls Councillor

**RESOLVED:** That Cllr Thorpe (ICC) will carry out an audit before the next council meeting.

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

**RESOLVED:** To set the Period of the Exercise of Public Rights as 1 July 2022 until 11 August 2022

### 018. To consider correspondence received relating to Priory Field



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A letter had been received from Francis Jackson Homes, a new developer working with the owners of Priory Field, seeking an exploratory meeting with the parish council. It was agreed that the council should meet with the new developer.

**RESOLVED: That members of the Priory Farm Working Group meet with representatives of Francis Jackson Homes, and that any other councillors not on the working group may attend if they wish. The clerk to arrange a suitable date.**

### **019.Close**

The meeting closed at 9.37pm.

Signed\_\_\_\_\_ dated\_\_\_\_\_

Charmaine Jay, Clerk