



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 7th May 2025 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. Confirmation of receipt of completed Declarations of Acceptance of Office for all councillors
- 370. To receive and approve apologies for absence
- 371. To fill vacancies by co-option
- 372. Declarations of Interest
- 373. To confirm the council's eligibility to exercise the General Power of Competence
- 374. To confirm members for the following committees:
 - a. Finance
 - b. Planning
 - c. HR
- 375. To Review the Terms of Reference for the following committees:
 - a. Finance
 - b. Planning
 - c. HR
- 376. 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. Any other representatives that may be considered necessary
- 377. 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
- 378. To review and adopt the following amended policies:
 - a. Financial Regulations
 - b. Standing Orders
 - c. System of Internal Control and Internal Audit
 - d. Health & Safety Policy
- 379. To consider adopting the following new policies:
 - a. Biodiversity Policy
 - b. Data Breach Policy
 - c. Data Protection Policy
 - d. Freedom of Information Policy
 - e. Subject Access Request Procedure
- 380. Proposal to amend the Small Grants Policy to include a requirement for recipients to attend the following year's Annual Parish Meeting and provide a short presentation on what they used the grant for and how it has made a difference to their group
- 381. To note the importance of all councillors using their .gov.uk parish council e-mail addresses and confirm which councillors need support in getting this set up
- 382. Approval and signature of the minutes of March 26th, 2025
- 383. Matters arising
- 384. To receive feedback on the Annual Parish Meeting and note any matters arising
- 385. Open Forum (15min max, 3 min per person)
- 386. B4525 (Welsh Lane) – Update on the request for further areas to be proposed for a 40mph limit
- 387. Update re contact with West Northants Council (WNC) Planning Enforcement regarding the dilapidated state of Priory Barn
- 388. Annual Governance and Accountability Return for the 2024-25 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 2024-25
 - c. To appoint an Internal Auditor for the 2025-26 financial year
 - d. To approve the Annual Governance Statement for 2024-25
 - e. To approve the Accounting Statements for 2024-25
 - f. To confirm the dates for the Exercise of Public Rights as 3 June to 14 July 2025
- 389. Finance:
 - a. To note the bank balances of £487.76 and £38,008.06 as at 29.04.2025
 - b. To review the Council's spend in 2024-25 using S137
 - c. To note and approve receipts and payments:

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

Date	Pynt type	Payee	Invoice No	Description	Amount
31.03.25		Unity Bank		Banking fee	£6.00

17.03.25	DD	Lloyds Bank		Credit card fee	£3.00
28.03.25	BACS	Kirsty Buttle	GB500TQMBP43VI	Reimbursement for allotment sign	£12.68
09.04.25	DD	Yu Energy	2000160507	Electricity March 25	£47.18
09.04.25	DD	Yu Energy	2000160509	Electricity March 25	£16.85
28.04.25	BACS	Various		Staff costs April	£865.45

Invoices to be paid:

Payee	Invoice No	Description	Amount
Various		Staff costs April	£69.09
NCALC	Inv-4389	Annual membership, internal audit, and DPO	£763.06
Helmdon Community Foundation	477	Room hire Jan to Mar	£115.00
D Phillips	631	Play area repairs	£440.00
R&G	121612	Grass cutting March	£304.80
Various		Staff costs May	£934.54

Receipts

Date	Payee	Description	Amount
31.03.25	Unity Bank	Interest	£113.23
21.03.25	Turner	Allotment fee	£20.00
01.04.25	Saunders	Allotment fee	£20.00
02.04.25	CCLA	Interest	£92.35
08.04.25	Fitton	Allotment fee	£20.00
08.04.25	King	Allotment fee	£20.00
14.04.25	Watson	Allotment fee	£20.00
15.04.25	Vincent	Allotment fee	£20.00
16.04.25	HMRC	VAT refund	£1,546.86
22.04.25	White	Allotment fee	£20.00
23.04.25	Spenceley	Allotment fee	£20.00
28.04.25	Luckett	Allotment fee	£20.00
28.04.25	Emberson	Allotment fee	£20.00
29.04.25	West Northants Council	Precept	£15,963.00

- 390. To receive an update from WNC Planning Enforcement on matters related to the Helmdon Old Station Local Wildlife Site (HOSLWS)
- 391. To receive a report and update from the Parish Plan Working Group
- 392. Reading Room Welcome Pack update
- 393. To confirm the meeting dates and time for 2025-26



Signed

Dated 29th April 2025

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