



HELMDON PARISH COUNCIL

COUNCIL MEETING



All Councillors are summoned to a Meeting of Helmdon Parish Council to be held in the Helmdon Reading Room, Church Street, Helmdon on **Wednesday 25th June 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

- 394. To receive and approve apologies for absence
- 395. To fill remaining vacancy by co-option
- 396. Declarations of Interest
- 397. To confirm additional members for the following committees:
 - a. Finance
 - b. Planning
- 398. To Review the Terms of Reference for the Planning Committee
- 399. To confirm parish representatives:
 - a. Allotment Working Group – 1 further member required
 - b. Parish Plan Working Group – 1 further member required
 - c. School Liaison
 - d. Weekly Play Equipment Inspections
 - e. PC attendee(s) at the Good Food West Northants Food Summit
- 400. Approval and signature of the minutes of May 7th, 2025
- 401. Matters arising
- 402. Open Forum (15min max, 3 min per person)
- 403. To receive the final report of the Parish Plan Working Group and to agree next steps in the development of an action plan
- 404. To note the following correspondence and consider next steps:
 - a. Housing Needs Survey to be conducted in Helmdon
 - b. Notification of a Rural Housing Roadshow on 17th July 2025 in Nassington Village Hall from 11:30am to 1pm
 - c. Fibre broadband rollout in the parish
- 405. B4525 (Welsh Lane) – Update on the request for minutes of the meeting when the decision was made on the locations for the new 40mph limit
- 406. To discuss parking issues at the junction of Field Way and Wappenham Road
- 407. Proposal for Cllr Marchant to form a small team to approach WNC (Highways) to formally request the introduction of a permanent 20mph speed limit, on Station Road - Helmdon
- 408. To note that Zeta Lighting has gone into administration therefore the warranty on the streetlights is now invalid, consider what is required from a streetlight maintenance service, and review quotes received
- 409. To readopt the following policies with no changes made other than dates for review:

- a. Data Breach Policy
- b. Subject Access Request
- c. Staff privacy Notice
- 410. To review and adopt the Risk Assessment Policy
- 411. To review the Flag Policy and to consider adding VE Day to the list of dates on which the Union Jack is flown
- 412. To adopt an IT Policy
- 413. To consider security arrangements at the allotments
- 414. Finance:
 - a. To note the bank balances of £570.74 and £35,508.06 as at 18.06.2025
 - b. To confirm the grant of £500 to the Friends of Helmdon Churchyard for maintenance of the churchyard
 - c. To note and approve receipts and payments:

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

Date	Pymt type	Payee	Invoice No	Description	Amount
30.04.25		Unity Bank		Account fee	£6.00
08.05.25	DD	Yu Energy	02563156	Electricity Apr 25	£41.60
08.05.25	DD	Yu Energy	02563158	Electricity Apr 25	£15.67
29.05.25	BACS	Kirsty Buttle		Stationery and software reimbursement	£21.52
31.05.25		Unity Bank		Account fee	£6.00
09.06.25	DD	Yu Energy	02695274	Electricity May 25	£40.69
09.06.25	DD	Yu Energy	02695276	Electricity May 25	£15.64

Invoices to be paid:

Payee	Invoice No	Description	Amount
H.Tims Environmental Services	PumpWarGarden7	War memorial tidy and Pump garden	£100.00
Texprep	27424	Booklets Welcome	£41.80
R&G Grounds	121804	Grass cutting May	£457.20
H.Tims Environmental Services	PumpWarGarden8	War Memorial and Pump Garden	£200.00
NCALC	INV-4650	Finance for councillors course	£42.00
Various		Staff costs June	£926.44

Receipts:

Date	Received from	Description	Amount
02.05.25	CCLA	Interest	£110.03
06.05.25	Binns	Allotment fee	£20.00
07.05.25	Shepherd	Allotment fee	£20.00
23.05.25	Wheeler	Allotment fee	£20.00
23.05.25	Nash	Allotment fee	£40.00
03.06.25	CCLA	Interest	£110.36
03.06.25	Vicars	Allotment fee	£20.00



Signed

Dated 19th June 2025

Kirsty Buttle

74 Beaulieu Close
Banbury
Oxfordshire
OX16 4FQ
clerk@helmdonparishcouncil.gov.uk
Tel: 07419 126 206