



HELMDON PARISH COUNCIL

COUNCIL MEETING



All Councillors are summoned to an Ordinary Meeting of Helmdon Parish Council to be held in the **Helmdon Reading Room, Church Street, Helmdon** on **Wednesday 23rd September 2026 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

- 606. Apologies for absence
- 607. Declarations of Interest
- 608. Approval and signature of the minutes of 22nd July 2026
- 609. Matters arising from the minutes
- 610. Open Forum (15min max, 3 mins per person)
- 611. To receive the HR Committee's recommendations for changes to the HR Committee Terms of Reference
- 612. To receive the HR Committee's recommendations for changes to the Clerk's Job description
- 613. To receive an update from the Parish Plan Working Group
- 614. To receive a report from the Finance Committee
- 615. To approve booking of the Reading Room for a Fraud and Cyber Talk on 7th October
- 616. To agree two attendees for WNC Annual Parish Conference, held on Thursday 26th November 2026, 9:00AM - 1:30PM
- 617. To discuss B4525 Helmdon Crossroads Safety and Recent Serious Collision
- 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.
- 619. To consider what steps to take to discourage parking on Station Road Green
- 620. To note correspondence from Helmdon community larder regarding a proposed amendment to their HPC grant purpose and discuss next steps
- 621. To review the members of the following committees and representative roles and determine any action required:
 - a. Finance committee
 - b. HR committee
 - c. Defibrillator monitor
- 622. To consider any updates related to the proposed Priory Field development
- 623. To review options for guest speaker at the April Annual General Meeting:
 - i. Material Change – Blackpits, to explain their operations and their environmental and community benefits
 - ii. The NFRS Fire Prevention and Safety Team, to advise prevention and safe practices in the home, garden, urban and countryside areas.
- 624. Finance:
 - a. To note the bank balances of £331.81 & £36,058.22 as at 17th September 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
31/07/2026		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

Signed 

Dated 17thth September 2026

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