



Harlestone Parish Council

www.harlestonepc.org

Executive Officer/Clerk to the Council : Paul Thomas
The Old Bakehouse | Harlestone | Northampton | NN7 4EP
harlestoneclerk@btinternet.com

Members of the Council are hereby summoned and members of the public are invited to attend the meeting of Harlestone Parish Council
19:00 on Thursday 1st November 2018 at Harlestone Village Institute NN7 4EH

AGENDA 004

116. ATTENDANCE & APOLOGIES

Councillors

Cllr Russell Francis (Chairman)
Cllr Sarah Stock (Vice Chairman)
Cllr Ken Waller
Cllr Tim Cross

Cllr Chantelle Denny
Cllr Toni Perryman
Cllr Sue Flynn
Cllr Susie Holland

117. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING(S)

The distributed and published minutes from the previous meeting(s) of the parish council held on: 6th September and 26th September 2018

118. DECLARATION OF INTERESTS

Members are requested to make any declarations of personal or prejudicial interests, in line with the 2018 code of conduct, relating to items on this agenda.



ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Action 8: June 2018

Cllr Holland to contact the Pub, Garden Centre and Golf Club for a donation to the Armistice event. Local businesses to be considered.

04.Oct: SH: the pub will confirm a donation asap. The golf club will not make a money donation, but will give a round of golf for four to be raffled. Wyevale still no contact with the manager.

PENDING

Action 3

Cllr Waller: to try to get the planning permission granted for the statue by the 11.11.2018 Priority to action this as it is a very important day and the statue is a significant part of this Armistice Day celebration.

04.Oct: KW: could be sited under "Permitted Development" will confirm the location and complete the relevant planning application.

PENDING

Action 4

DDC Community Grants

Councillors to email ideas and proposals to be considered to the EO, this could be a good newsletter item to involve the whole Parish.

04.Oct: KW: memorial repair and clean, donation to the Neighbourhood Plan. EO: to get the criteria for the funding grants.

PENDING

Oct.18.110 – Church Walls

Some stone is missing, the wall on the church side belongs to the church. The wall around the car park is owned by Althorp and partly C.Clayson.

Cllr Cross to check the location and speak with C.Clayson.

Oct.18.114 – Adopt a BT Telephone Kiosk Scheme

EO to progress this project and update the council.



119. FINANCIAL UPDATE FROM THE EXECUTIVE OFFICER

The schedule of payments has been circulated and published with the agenda. The finances to be approved and items for payment authorised.

Appendix (i): Please see attached schedule of payments and petty cash spreadsheet

**The Executive Officer seeks the approval from the council for the remuneration of: 15 extra hours worked during the previous month.*

120. PUBLIC TIME FOR COMMENTS BY MEMBERS OF THE PUBLIC

Whilst parish council meetings are open to the public, contributions are limited by standing orders to allow only invited/scheduled guests or councilors to contribute. However, there is a section in each meeting when the Chairman suspends standing orders to hear any members of the public who wish to address the parish council.

This time is limited to 15 minutes and three minutes per contribution unless requested otherwise by the Chair and/or councilors. This is in line with Standing Orders of 2018

Standing Orders will then be reinstated to allow the Council to resume its meeting and discussion items.

DISCUSSION ITEMS

121. ALTHORP LIASON (Executive Officer)

WW1 Oak Tree

Althorp Estate has kindly donated an Oak Tree to mark the WW1 Armistice Centenary. The tree is an English Oak in a 45 litre pot, with a guard and stake.

Conservation Area Boundary

Please remember that a large proportion of trees in the village belong to the Estate and that all trees fall within the conservation area.

You cannot cut down trees which have a trunk diameter of more than 75mm or more than 1.5 meters tall, without prior consent from Daventry District Council.

This extends to residents, volunteers and members of the council.

The Estate will take breaches very seriously, particularly when people work on Estate land without permission or consent.

We all have to respect the conservation area boundary.



122. UPDATES FROM EXECUTIVE COMMITTEES

Safety & Protection Committee

Council to nominate a Chairman for this Committee

Village Emergency Plans

Fireworks in the parish

- ***FIREWORKS: Animal Welfare Act 2006***

It is an offence under the Animal Welfare Act 2006 to cause any unnecessary suffering to any captive or domestic animal. Fireworks must not be set off near livestock or horses in fields, or close to buildings that house livestock.

The offence carries a fine of up to £20,000 and/or a prison term.

The Act is enforced by local councils, animal health officers and the Police.

PCSO

Council to nominate a Councillor as the SPOC

Environment & Management Committee - Update

Chairman Cllr Cross – please appendix C

Playing Fields Sub-Committee

123. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

Neighbourhood Plan – Cllr Waller

Harlestone Hound Newsletter

The council is asked to endorse the formation of the Harlestone Hound working party and the printing costs of circa £150 per newsletter copy bimonthly.

The working party will comprise of Cllr Sarah Stock and Sarah Gyde to organise content, layout and production. The working party is committed to ensuring the newsletter is informative and inclusive and with this in mind welcomes content suggestions from all the working parties, committees and voluntary groups (formal and informal) operating in the village. SS will submit a content list for inclusion on the HPC agenda in the meeting before the next publication is due. Before going to print the working party will send out a draft to the clerk and to all HP councillors and gain final approval from the HPC Chairman.

Armistice Day

Risk Assessments (to be emailed to BHIB Insurance and to Althorp)

Tommy Statue planning update



Harlestone Manor Parks & Open Spaces (POS) Performance

Council to nominate a Chairman for this Working Party

124. UPDATES FROM RELATIONSHIP/LIASION OFFICERS

Cllr Perryman – Speed Watch/Road Safety, Police volunteer on horseback

Cllr Holland – Local Businesses, Annual Meeting

Cllr Flynn – Charities, Harlestone Quarry

Quarry – muddy roads reported to the Principal Development Control Officer

Cllr Denny- Communications Officer

Executive Officer – Gigaclear

- *The main cabinet now has service*
- *The first pots are ready to order soon and make live*
- *Sales should be in touch soon with a view to doing a Q&A session*
- *The works around Harlestone has been held up by Highways authority because a bridge needed emergency work*
- *Looking to complete civil engineering in November*

125. LOCAL PLAN PART 2 SUBMISSION REGULATION 19

South Northamptonshire Council will be publishing the final version from: 4th October to 16th November for comment.

www.southnorthants.gov.uk/consultation

126. PROPOSAL FOR STAFFING COMMITTEE

It is proposed that the Council elect a small staffing committee comprising three councillors to undertake line management and all personnel matters. Any and all employment decisions will be delegated from the Council to the staffing committee. There needs to be a single point of contact between committee and the employee for day to day matters and that person could be the chairman of the staffing committee. For further details please refer to the briefing paper appended to the rear of the Agenda (Appendix A)

127. POS PARKS & OPEN SPACES

Cllr Stock & Cllr Waller to present the pros and cons of the POS agreement for Loxton Fields with the view to managing Fleetlands Farm. See briefing paper (Appendix B)



128. HARLESTONE MANOR NOTICEBOARD

It is proposed that an offered location close to the entrance of Harlestone Manor be agreed by the council as a suitable place for a noticeboard and that said noticeboard be fabricated and installed at the cost of circa £475

129. HARLESTONE MANOR LITTER BIN

It is proposed that the council agree to a Compass Litter Bin being purchased and installed on the A428 near the bust stop at a cost of £371.39 + £260 per annum for emptying.

130. PSPO PUBLIC SPACES PROTECTION ORDER

Be aware of new dog control powers to make sure:

- *Pick up after their dog*
- *Carry the means to pick up after their dog*
- *Prevent their dog from entering a fenced-off children's play area*
- *Put their dog on a lead when requested by an authorised officer*

The DDC will be working alongside parish councils in order to agree appropriate boundaries and signage for the regulations requiring dogs to be put on leads.

Council to consider a Councillor or a Committee to take on this role.

131. COMMUNICATIONS WITH OR BY THE COUNCIL

The Council lists and considers here, any correspondence or contact between the council, the clerk and the public on issues which are of interest. Since the last meeting, such correspondence included:

- *Next Quarry meeting 6pm Monday 12th November 2018*
- *Online Crime Reporting:*
www.northants.police.uk/webform/online-crime-reporting
- *Northamptonshire ACRE and DDC are continuing the Good Neighbour Schemes across the district, however they are looking for volunteers to help with community transport.*
- *Meetings with Stephen Mold – PCC for Northamptonshire: 4th December Greenwell Room at Wootton Hall NN4 0JQ 6pm*
- *DA/2017/0993 Appeal lodged with the Planning Inspectorate*
- *Daventry District Council Big Switch. Scheme to help residents to save money on their energy bills: www.daventrydc.gov.uk/bigswitch*
- *PCSO Quarterly Contract meeting Thursday January 17th 2019 2pm-3pm*
- *Christmas 2018 waste and recycling collection dates on the DDC website*
- *Planning Application DA/2018/0591 permission has been granted*



FIREWORKS: Animal Welfare Act 2006

It is an offence under the Animal Welfare Act 2006 to cause any unnecessary suffering to any captive or domestic animal. Fireworks must not be set off near livestock or horses in fields, or close to buildings that house livestock.

The offence carries a fine of up to £20,000 and/or a prison term.

The Act is enforced by local councils, animal health officers and the Police.

Meeting Duration: 0 hours 0 minutes

NEXT MEETINGS
6TH DECEMBER 2018
19:00 at Harlestone Village Institute

The council may need to convene for planning items which require a response before the date of the next meeting. Deadline for items for the next meeting to the EO/Clerk please:

NO LATER than: 24th November 2018

Paul Thomas - Executive Officer
Dated: 24th October 2018

Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis



Appendix A

COUNCIL BRIEFING PAPER – FORMATION OF STAFFING COMMITTEE

The following are extracts from the “Being a Good Employer Guide” (a guide for parish and town councils) compiled by NALC and ACAS.

Management

The Council, as the body Corporate, is the employer for all its employees. Decisions about employment matters cannot be delegated to individual Councillors, including the Chairman. Management matters are best dealt with by a committee. The Harlestone Parish Clerk/Executive Officer and Responsible Financial Officer is an employee of the Council.

Effective management of employees has the benefits for both the council and employee. It involves continuous dialogue, support, personal development, conflict management and team building. Good line management should be in place for all staff.

The Clerk’s line manager is the Council and therefore they can appoint a personnel or staffing committee to deal with employment matters, such as periodic appraisals, identify training needs, overtime, holidays, sickness absence, grievances etc.

STAFFING COMMITTEE

The proposal is to form a staffing committee to manage all employment issues.

The following is guidance from the NCALC Recruitment Manual and from direct advice from the Chief Executive of NCALC.

TERMS OF REFERENCE

Purpose

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership

The committee shall comprise three Councillors. Meetings will require a quorum of three. The committee can determine the frequency of the meetings.

Delegated Powers

Any and all employment decisions can be delegated from the Council to the staffing committee. There needs to be a single point of contact between committee and the employee for day to day matters and that person could be the chairman of the staffing committee.

Confidentiality

The meetings of this staffing committee will be confidential and NOT open to the public.

Functions

The Committee/Sub-Committee will be responsible to the Council for:-

- job descriptions/person specifications
 - determining or reviewing staff conditions of service and general terms of employment
 - salary grading and pay
 - leave entitlements including annual holiday, sickness, statutory entitlements and special leave
 - salary reviews
 - special conditions relating to a specific post or individual
 - allowances, expenses and subsistence
 - working hours, home working arrangement
 - sickness absence management
 - staff performance review/appraisals
 - operation of the Council disciplinary, grievance, grading and appeal procedures
 - operation and review of the equality and equal opportunities policy
-
- operation and review of the health and safety policy
 - HR strategy, HR policies and procedures, Recruitment



- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Document prepared by Russell Francis 24th October 2018

Appendix B



Discussion Document

RE: Parks & Open Spaces (POS) (Loxton & Fleetlands SUE N4)
Deadline for comments: n/a.

Background

Parks and Open Spaces on SUE developments such as Harlestone Manor, Loxton Fields and Fleetlands are usually managed by a management company set up by the developer. For example, Harlestone Manor POS is managed by Greenbelt.

SUE planning agreements include a section on POS. For Loxton Fields, Schedule 5 of the agreement states:

The developer creates and maintains all open spaces within the Loxton Fields development for 12 months following the date when 90% occupancy rate is achieved.

Then, either a management company will be set up by David Wilson Homes or HPC accepts an offer to take on the POS maintenance liabilities, financial and legal, in perpetuity.

HPC is under no obligation to accept the POS offer.

It will be clear in the conveyancing process and resulting contracts that home buyers in a SUE accept sole liability for an annual payment to cover the costs of POS maintenance in their particular SUE (Confirmed by Stephen Day, David Wilson Homes, 25-09-18).

Current Situation

HPC has an option for the management of POS in respect of Loxton Fields. In addition, DDC are inquiring as to whether HPC wants to be considered to take on the option to manage the POS in the Fleetlands agreements (circa 25% of SUE N4).

It was recorded in the April 2017 minutes that HPC would seek to take on the POS offers. However, entering into a formal agreement was not possible at that stage. Stephen Day, David Wilson Homes (25-09-18), confirmed that no agreement exists. HPC will not be formally offered the Loxton Fields POS (or even be furnished with a schedule of works) in the short term because the developments are not at this stage yet. Therefore, HPC has committed to an option only and not a legally binding agreement for the management of POS.

The NW SUE N4 will comprise over 2,500 homes, spread across two parishes and two local authorities. Facilities include: a primary school, playground facilities, retail facilities, a community centre and allotments. Furthermore, the area of Fleetlands that will lie within the Harlestone parish boundary will contain a sports facility (including a pavilion, changing rooms large enough for six teams, club room, three football pitches and car park).

If HPC accepts the ongoing maintenance liabilities for a POS:

HPC would be required to submit a fully competent and costed plan and schedule of works for DDC approval.

If approved, HPC receives a one-off Section 106 capital sum (we understand this to be £40,000 in respect of Loxton Fields) and the developer is relieved of all POS maintenance duties and liabilities. No management company would be set up unless HPC decided to appoint one.

The SUE residents would, in effect, be relieved of their contractual obligations to pay for their POS maintenance costs which they agreed to when they purchased their homes.

As suggested by the DDC Case Officer, a meeting between Sarah Stock/Ken Waller and Sonja Roberts (Harpole Parish Council) took place on 11/10/18. All parties appreciated the complexity of one parish council being responsible or jointly responsible for POS management across two parishes and across two local authorities. No conclusions were made other than to consider the matter and report back to respective councils.

Whilst it could be considered that there is a short term financial benefit, the costs and risks, financially and legally, would have to be accepted by the parish in perpetuity i.e. dispersed across all parishioners in perpetuity via the parish precept. The parish would be saddled with a long term liability (financially, legally and practically).



Observations

The SUE straddles the boundary of two local authorities (Daventry and South Northants) and two parish councils (Harlestone and Harpole), making the management situation extremely complex and contentious with potential conflict between parishes.

The majority of the POS amenities are not in Harlestone parish; therefore, it is considered unlikely that Harpole or South Northants will want Harlestone to take the lead on the management of the NW N4 SUE.

Multiple management organisations, appointed by different authorities, would not serve the community conveniently or efficiently.

These separate parcels of development, that in several years will collectively form Northampton West N4 SUE, will develop a large-scale single identity and a single qualified management company serving the community would best reflect this.

DDC believes that the single management company route may be best, due to the quantity and complexity of POS across the SUEs and in order to provide a consistent approach (see Rebecca Grant's email below).

The POS in Fleetlands, particularly the sports facility, is so vast, so complex and rife with associated legal liability issues that the workload and risks would go beyond the capacity of Harlestone parish councillors and it is beyond reasonable for a voluntary village committee (such as Harlestone Playing Field Association or sub-committee) to be expected to tackle rather than a professional body specialising in this type of service.

Given the size and complexity of the NW N4 SUE, HPC does not have the expertise to manage such a large scale POS project.

The initial one-off lump sum must be viewed in the full context of taking on open-ended escalating liabilities.

If HPC was to take on the Loxton Fields and Fleetlands POS maintenance, the position for Harlestone Manor residents would be inequitable because they would be paying for their own POS maintenance AND contributing towards the maintenance of the NW N4 SUE POSs via the precept.

Arbitrarily changing legal liabilities (from privately contracted to parish) may expose HPC to challenge. It would, in the very least, represent a significant extension of the remit of this council if HPC were to take on private liabilities in this way.

The only way for HPC to take a consistent approach to all SUEs in the parish is for HPC to decline all POS offers.

Recommendation

For the reasons outlined above, and the advice given by DDC Planning – Major Projects Officer, it is recommended that Harlestone Parish Council take the following action:

1. Loxton Fields: Formally write to the DDC to confirm that Harlestone Parish Council has made the decision not to adopt any SUE POS maintenance liabilities and therefore will not exercise the option to manage Loxton Fields POS.
2. Northampton West SUE (Fleetlands): Formally write to DDC confirming that Harlestone Parish Council has made the decision not to adopt any SUE POS maintenance liabilities and therefore does not wish this option to be added to any agreements.

Further details of the Fleetlands Farm POS Schedule are published on the HPC website

On Mon, 30 Jul 2018 at 16:27, Rebecca Grant
<RGrant@daventrydc.gov.uk> wrote:



Dear Mr Thomas,

I am emailing in connection with the planning applications for Northampton West and would like to know what the Parish Council's thoughts are about potentially adopting the green spaces/open spaces and play areas within this development? Discussions have begun regarding the S106 agreement for these applications and it would be helpful to know if Harlestone Parish Council has any interest in acquiring the open spaces or if this is something that the Parish Council would not want to take on.

Bearing in mind that these spaces are likely to be of a relatively large scale and spread across a wide area (due to the fact that the site straddles parish and district boundaries) it is thought that a management company for the entire site might be the best option to ensure continuity in management and maintenance. However, if the Parish Council is willing to adopt the green spaces for the entire development or to work in conjunction with Harpole PC to deliver a comprehensive management and maintenance plan for the whole site it might be possible to negotiate the addition of a clause for the S106 which gives an option to the parish council(s) to adopt the open spaces along with commuted sums.

I'd be grateful if you could put this to your Councillors for discussion and look forward to hearing back from you within 3 weeks of the date of this email.

Kind regards

Rebecca

Rebecca Grant
Major Projects Officer
Daventry District Council
Tel: 01327 302587
Email: RGrant@daventrydc.gov.uk

Appendix C



ENVIRONMENT & MANAGEMENT COMMITTEE

Summary of Meeting held on 17th October 2018

ACTIONS – Ongoing actions were updated.

August Action (not numbered) – The Big Harlestone Parish Litter Pick takes place on Sunday, 28th October. Many thanks to Sarah Gyde for the huge effort she has put into this project.

September Action 3 – agreed to cut verges on A428 via previously agreed budget

ITEM 29

Projects to be considered for Daventry Grant funding:

- Speed humps in UH road to HVI – No, not allowed by Highways.
- Consider ways of improving the surface of the footpath from Nursery Corner, UH to top of field by Butcher's House. This footpath is now heavily used and suffering erosion and 'hollowing', particularly in wet weather. Opinions were divided on any possible solution therefore further discussion is required.
- A report regarding the condition of stone walls around the village has been submitted to Althorp. The Conservation Area Management Plan identifies the stone wall to the south of New Road abutting the quarry as 'at risk' and this could be considered for grant funding.

ITEM 30

Village Walk No.3 Harlestone Manor:

No representatives from HM present – move to next Agenda.

ITEM 31

General Maintenance:

A Maintenance Programme is to be prepared by E&M Chairman.

ITEM 32

Dog Fouling Project.

Bio-degradable Spray paint to be ordered as a means of encouraging owners to make full use of dog bins. Two additional dog bins under consideration, one for UH and one for LH.

(HM also require dog bin – passed to E&M from Safety Committee – for next Agenda).

ITEM 33

Manor Farm – item closed following meeting with owners.