



MINUTES 001

Executive Officer

- *It saddens me to have to report that David Linnell passed away just before Christmas, David was the appointed auditor from NCALC to the HPC. David was very friendly, kind and knowledgeable and helped me to prepare and ultimately pass the internal and external annual audit. David's funeral is on Monday the 14th January, I will be attending to represent the HPC and pass on our condolences to his family.*

Sue Flynn

- *John Smith and Tom Tarry have sadly passed away over the Christmas period. Two men that grew up and lived in the village for many years who both represented the HPC as Chairman, Tom was also a church warden (*Daphne Baylis will be writing an article in the church magazine about their lives)*

148. 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*

- *Cllr Chantelle Denny Work commitments*
- *Cllr Toni Perryman Pre-planned unavailability*

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

The distributed and published minutes from the previous meeting(s) of the parish council:

- *The council agree that the minutes are a true and accurate account*
- *The chairman signs the minutes*

150. 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.

- *No declarations of interest were offered by the councillors*



ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

*Oct.18.114 – Adopt a BT Telephone Kiosk Scheme
EO to progress this project and update the council.*

Nov: EO: had an email from the DDC and BT to confirm the adoption process is underway, a consultation period will now take place.

- *Ongoing process*

PENDING

Dec.18.152 – Signage

- *To ask Cllr Cross to check the speeding/slow signs heading towards UH on the Port Road to make sure that they are fit for purpose and are clean and reflective as his nominated role in the Environment & Management Committee*
- *Please see Item 154 Tim's Update*

CLOSE

151. 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:
0 extra hours worked during the previous month.*

Action

- *EO to put a summary of the schedule on to the agenda*

Action

- *The EO is asked by the chairman to put his personal salary details on to the schedule*



- * This goes against NCALC guidelines as the information is already free to access on the website by looking at the annual budget
- The council take an unofficial and un-proposed vote that was not on the agenda for the clerk to declare this information
- The council unofficially vote and request this information

EO

- The previous clerk set up an anti-virus subscription with Norton. Against the wishes of the previous clerk, Norton took a further payment of £71.99 We need to reimburse this payment, by way of an apology Norton has agreed that the HPC will get two years cover rather than 1 year.

152. 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.

Louise

- *Any news on the Gigaclear presentation, I have been emailed with the package details, but we were told that connection charges may not apply if we sign on mass? Gigaclear have just finished our lane, they made quite a mess due to the nature of this work, but they cleared up and went beyond what we expected.*
- *Reminder that the pathway along the A428 towards the Bramptons still needs clearing*
- *The Fox and Hounds have had their "Do Not Park" signs removed by Gigaclear, but they are too rotten to replace. Also, the side door of the pub is very untidy with cigarettes, paper, fat and chips on the steps.*

Action

- *Susie to speak with the pub manager to ask if they are going to replace the signs and the poor state of the side door entrance which goes into the kitchen!*

Daphne

- *Regarding the F&H the metal railings were taken out from the front of the pub and also water is often swept out of the kitchen door which could freeze in winter.*



Susie

- *I believe that the pub railings were removed along the front of the car park to make this easier to access the disabled car spaces*

DISCUSSION ITEMS

153. ALTHORP LIASON (Executive Officer)

WW1 Oak Tree

- *The tree has been planted on the Green (31st December 2018 386cms tall)*
- *Choose a date for a ribbon cutting ceremony in March to unveil the tree.*

EO

- *The tree was planted on NYE morning, I measured the tree after planting and it was 386cms. Thank you to the Elseys for their help and for the Burrows for providing coffee and mince pies. Perhaps we could repeat the measuring ceremony each NYE. Plaque to be purchased.*

Business as usual

- *Ongoing fly-tipping problems*

Russell

- *The Clerk and I met with Althorp at the allotments, the plots are not fully occupied so plots are available, rents to be advertised in the Harlestone Hound. Althorp have agreed to clear some of the empty plots before handover.*

154. UPDATES FROM EXECUTIVE COMMITTEES

Safety & Protection Committee

Chairman Cllr Sarah Stock

Summary of the December S&P Meeting

- *Review of the new dog order confirm that while the PCSO has no additional powers under this order some breaches of the order may be deemed anti-social behaviour and the PCSO may be asked to intervene.*
- *SF has list of policing priorities which she will relay to the PCSO*
- *S&P were asked to consider Street Wardens, after discussion we decided this was not a scheme that was appropriate or desirable for Harlestone*
- *We will be organising and promoting CPR training in the Spring*
- *Following a few countryside related incidents (gates left open, dogs out or control among livestock etc) the S&P will survey all the gates to make sure they can be closed easily and will draft an article for the HH promoting good countryside practice.*



- *Parking at the end of Church Lane is causing an intolerable amount of tension and irritation to residents in the immediate area. The committee agreed to add parking to the priority list for the PCSO and to communicate to seek their cooperation.*

Russell

- *Do we know if the trail/fly-tipping camera is being used?*

Sarah

- *The camera can only be used if there is evidence of fly-tipping being done. Not to be used on the Estate land.*

EO

- *I believe that the camera that the HPC purchased can be handed over to the DDC to install in locations that we deem suitable or vulnerable, the DDC will then do the risk assessments and cover the GDPR & confidentiality issues.*

Action

- *Sarah to get an update from Neil.M on the use of the camera and the locations that it has been used.*

PCSO

Cllr Sue Flynn

- *December 17th is the next PCSO meeting*

Sue

- *We have added another PCSO priority, the school car parking is now being monitored as there is an issue with parents parking irresponsibly*
- *The PCSO is aware of the chickens being killed by a dog*
- *There is an issue with a black whippet running free in UH, this is a danger to the dog and to vehicles through the village*

Environment & Management Committee

Chairman Cllr Tim Cross

- *December 16th is the next committee meeting*

Tim

- *I have checked the speeding signs at Work House Bank, they are in good order and fully reflective at night. No need for illuminated signs and after all this is a rural location.*

Ken

- *I would like the council to consider a higher quality post to be put around the village Green, maybe square and varnished like they have in the Cotswolds.*

Playing Fields Sub-Committee



Chairman Cllr Perryman

155. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

Neighbourhood Plan

Cllr Waller

- *Report back to the council in the new year*

Harlestone Hound Newsletter

Editors Cllr Stock, S. Gyde

- *February's Newsletter will feature safe driving, the traffic surveys, speed watch and consider horse riders with road safety.*
- *February issue to include the Annual Parish Meeting and the Allotments advert*

Harlestone Manor Parks & Open Spaces (POS) Performance

Chairman Cllr Denny

- *New litter bin for installation at Harlestone Manor update.*

Tim

- *The Harlestone Manor litter bin has been installed near the bus stop*

Ken

- *The Heras fencing has been removed from near the brook in Harlestone Manor and the path edge has been planted with new hedging.*

156. UPDATES FROM RELATIONSHIP/LIASION OFFICERS

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

Cllr Holland – *Local Businesses, Annual Meeting*

Susie

- *Key discussion points*
- *Irish Dancers to do a 2-3 minute routine at the beginning*
- *Invite email sent to the PCSO Paul Miller*
- *MP Chris Heaton Harris contacted to attend*
- *Stakeholders being contacted: WI, Playing Fields, Althorp, Committees, HVI, Church, Golf Club, School, Wyevale, Fox and Hounds*
- *Will have the HVI bar open and supply nibbles*



- *Date 9th May*

Cllr Flynn – Charities, Harlestone Quarry

- *Badgers: a 20 metre set-a-side needs to be left for wildlife including the badgers around the border of the quarry.*

Sue

- *The Northants Badger Group have been filming on-site*
- *It's believed that there are many active sets*

Cllr Denny- Communications Officer

- *The council agree that the website is fit for purpose and that it should be for key information and the main hub for the parish, we have options to change the design and to add photos etc*
- *P.Crotty is fully onboard to help in any way possible and provide workshops to set up emails, help with logins and USB protection*
- *The current email system offers 100mb storage for each councillor, this equates to 300 emails plus some attachments each. This is a free system.*
- *Unlimited email storage would be circa £40 per month for all*
- *Another option is to move to Gmail accounts, this would be free, but not managed*
- *With Cllr Denny's help we could move to another provider/completely new system*

Executive Officer

Gigaclear

- *Cabling will continue from January, I can confirm that the road behind the Fox & Hounds is scheduled to be cabled*
- *GO FAST 30 £35pm free installation £120 activation*
- *GO FASTER 300 £45pm free installation £30 activation*
- *GO FASTEST 900 £75pm free installation £30 activation*

Training

- *Off to a flying start training: 25.February.2019*
- *Cllr Denny to check this date to attend if possible*

Action

- *EO to look at Saturday morning dates from NCALC for the Future Sight training*

157. CHURCH LANE CAR PARK MAINTENANCE

Proposal to purchase 10 tonnes of 20mm gravel to top-up and maintain the top level of the car park.

- *Raybell quote to loose drop: £280 + VAT*



- *A team of volunteers will be needed to shovel and rake the gravel*

EO

- *Recommended by the original contractor when the car park was refurbished that from time to time we would need to replenish the 20mm gravel on areas with high usage/volume of traffic.*
- *I met with Graham Mortimer (church representative) to view the area around the centre tree, this area was compacted with mud mainly from the heavy use of the school.*
- *I chose a quote from Raybell to make sure that the new gravel will match the current gravel colour.*
- *Council in full agreement to purchase the gravel for £280 + VAT*
- *Dates and volunteers to be put together for a Saturday morning (check with church events)*

158. REPAIRS TO ST ANDREWS CHURCH

(Briefing paper from Liz Ashton Davis attached also previously discussed at the December meeting)

To decide if Harlestone Parish Council are prepared to fund repairs to St. Andrews Church. If this is agreed in principle, to make a proposal for the extent of the financial commitment to be put to the Council at the next meeting and to make budget provision.

Russell

- *At the previous meeting we discussed this item and the briefing paper was circulated*
- *I don't believe that the council can help significantly towards the church maintenance*
- *The council vote to not proceed with this church maintenance project*

159. THE "CHURCH CAR PARK"

It is understood that the Church is intending to surrender the lease in respect of the "Church Car Park". It is also understood that it has been informally agreed between Althorp and the previous Council, that following the refurbishment, HPC will enter in to a new lease with Althorp. It is proposed that the Council select two representatives to enter in to talks with Althorp regarding the proposed lease.



Clarification from the Estate: The church surrendered the car park nearly two years ago. The HPC took it over at that time. At present the HPC have a licence of the car park. This needs to be formalised via a lease.

Russell

- *Ken, the clerk and I met with Althorp regarding the lease, it was a positive meeting and we have a few options to consider.*

Susie

- *I have been negotiating with the school for a £1000 payment to go towards last year's refurbishment of the carpark*
- *As the main stakeholder they should be making regular payments when maintenance is needed and for general running costs*

Russell

- *We are currently in dialogue with Althorp regarding the lease and the future rent and it maybe that the school need to contribute*

EO

- *The school were offered the option of paying £1000 towards the car park by the previous clerk, however due to this sum not being paid in the last 12 months, I believe that this original option is now void.*

Action

- *Secure the car park lease and then contact the school regarding the future maintenance/rent required*
- *Russell & Ken proposed by Susie and seconded by Tim to liaise with the Estate regarding the car park lease.*

160. BUDGET 2019

The Executive Officer has produced a budget paper for the fiscal year 2019/2020. The Council are asked to comment and adopt the budget paper (see Appendix)

Key discussion points

- *Cllr Stock and the EO work through the budget paper, we used actual data and figures from the current fiscal year and some estimated figures where needed for the 2019/2020 budget*
- *Restricted funds are CIL, Section 106 and Reserve money*
- *Unrestricted funds are current account bank balances and precept*
- *Employers pension contributions rise 01.Apr.2019*
- *Some of the unknown elements like maintenance for the playing fields pavilion, unforeseen event costs can now be safely planned for as from*



01.Apr.2019 we will have a reserve account, this will give security and protection to the parish

- *The councillors discuss the budget line by line*
- *Council agree and sign-off the budget paper*

161. SET THE PRECEPT 2019/2020

The Council are asked to set the precept for the forthcoming fiscal year. The PR1 Precept Form will need to be signed by the Chairman and the Executive Officer in front of the Council and returned to the Daventry District Council by 25th January 2019

Russell

- *The precept figure of £57,176.33 is proposed*
- *This is an uplift of 3% on the previous year*
- *Council agree to the proposed precept figure*

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:

- *DA/2017/0993 The HPC objected to this application and stands by the decision. This application has currently gone to appeal and is with the Secretary of State*
- *DA/2017/0889 & 0890 HPC objection resubmitted to DDC*
- *DDC Local Lotto: prizes from £5 to £25,000 and will raise much needed funds for our communities. See DDC website for details*
- *Online Crime Reporting:
www.northants.police.uk/webform/online-crime-reporting*
- *PCSO Quarterly Contract meeting Thursday January 17th 2019 2pm-3pm*
- *SLCC Regional Training Seminar Wednesday January 30th 2019*
- *Settlements and Countryside Local Plan Pt 2, all representations were submitted December 19th 2018*

Newsletter Deliverers



- *Russell: Park Farm, Delph Lane, Glebe Lane, Rugby Road, Railway Cottages*
- *Tim/Susie: Upper Harlestone, Pheantry, New Road*
- *Chantelle: Harlestone Manor, Wykes Lane*
- *Sarah/EO: Harlestone A428, The Firs*

Meeting Duration: *2 hours 15 minutes*

NEXT MEETINGS
WED 6th FEBRUARY 2019
WED 6th MARCH 2019
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: 1 week before the meeting

Paul Thomas - Executive Officer
Dated: 17th January 2019



Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis