



## MINUTES 002

### 162. 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 Ken Waller pre-planned unavailability*
- *Cllr Chantelle Denny work commitments*
- *Apologies accepted by the Council*

### 163. 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*

### 164. 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*
- *It was noted that Cllr Holland made the council aware that she had a pending planning application in the communications, but this is not due to be discussed during this HPC meeting*

### ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

<i>Oct.18.114 – Adopt a BT Telephone Kiosk Scheme</i>
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*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.*

*Feb: EO*

- *Received an email confirming that we can adopt the phone boxes, however only the UH documents have come through so far.*
- *Need to prioritise the LH box refurb so we can install the defib*
- *Have requested planning permission from DDC to confirm change of use as the box is listed and we are in a conservation area*
- *Tim is up to speed with the electrical supply details*

**PENDING**

*Jan.19.152*

*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!*

- *The manager has confirmed that the area outside the pub by the back door will be cleaned up and ensure that it remains clean. The "Do Not Park" verge signs are being renewed in May.*

**CLOSE**

*Jan.19.154*

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

*Feb: Sarah*

- *The camera has never been used. Fly tipping signs have to been shown in areas to have cameras*
- *The signs have deterred fly tipping and so we have not needed to use the camera*
- *Many sites belong to Althorp and they have their own system and cameras*
- *If the camera is used in an area with no previous fly tipping or signs, then the film cannot be used as evidence*

**CLOSE**



*Jan.19.156 NCALC Training*

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

*Feb: EO*

- No dates are available in March so we will look at Apr/May*

**PENDING**

*Jan.19.157 Church Lane Car Park*

*A team of volunteers will be needed to shovel and rake 10 tonnes 20mm gravel  
Dates and volunteers to be put together for a Saturday morning (check with church events)*

**MOVE TO E&M AGENDA**

*Jan.19.159 Church Lane Car Park*

*Council to secure the car park lease and then Susie to contact the school regarding the future maintenance/rent required*

*Feb: EO*

- Confirmed that no cheque/payment had been received from the school*

**PENDING**

## **165. 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.*

*\*The Executive Officer seeks the approval from the council for the remuneration of: 5 extra hours worked during the previous month.*

### *Schedule of Payments*

<i>Staff Salary</i>	<i>Gross Salary</i>	<i>£760.99</i>
<i>Harlestone Village Institute</i>	<i>Hall Rental</i>	<i>£24.00</i>
<i>BT Council Office</i>	<i>Broadband</i>	<i>£63.63</i>
<i>BT Village Institute</i>	<i>Broadband</i>	<i>£46.08</i>
<i>Staff Pensions</i>	<i>Nest</i>	<i>£34.78</i>
<i>Wave</i>	<i>Anglian Water</i>	<i>£39.50</i>
<i>HMRC</i>	<i>Staff Rebate</i>	<i>£1580.80</i>
<i>Short Electrical</i>	<i>Defibrillator Installation</i>	<i>£236.52</i>
<i>Fiftyseven Business Services</i>	<i>Invoice 263</i>	<i>£47.23</i>



Eon	Electricity Account	£129.48
LGG Services	Invoice 109	£150.00
LGG Services	Invoice 110	£180.00
Daventry Norse Ltd	Harlestone Manor Bin Empty	£326.38
Fiftyseven Business Services	Invoice 264	£39.65
Halfords (PFSC)	Tractor Battery	£120
Petty Cash	HPC Top-up	£83.95
	<i>Sub Total</i>	£3,862.99

*HPC Petty Cash Spend (£100)*

Office Outlet	Files/Folders Paper	£45.97
Toolstation (Env & Man)	Measuring Wheel	£37.98
	<i>Sub Total</i>	£83.95

*PFSC Petty Cash Spend (£300)*

	<i>Sub Total</i>	£0.00

Current Account (872)	£32,799.36	Deposit Account (898)	£23,384.53
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Reserve Account (885)	£0.00	Total Accounts	£56,183.89
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Signed: Chairman ..... Signed: EO/Clerk .....

- Council agree to the 5hrs overtime worked by the Clerk
- EO explains that the HMRC rebate was for over paid tax, this will be repaid to the council
- Council approve the schedule of payments set out by the Clerk

**166. 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.



- *No public in attendance for this meeting*

## **DISCUSSION ITEMS**

### **167. ALTHORP LIASON** *(Executive Officer)*

#### ***Business as usual***

*A large bow from an overly mature oak tree fell in Upper Harlestone, the Estate foresters have cleared the area.*

- *2 areas cleared within hours of being reported to the Estate*
- *WW1 tree plaque being sourced by the EO, will present to the council*
- *Tim to find details of an aluminium foundry near Towcester for the EO*

### **168. UPDATES FROM EXECUTIVE COMMITTEES**

#### ***Safety & Protection Committee***

*Chairman Cllr Sarah Stock*

- *Next meeting Wednesday 20<sup>th</sup> February 2019*

#### ***PCSO***

*Cllr Sue Flynn*

- *I am being kept up to date by the PCSO*
- *PCSO attended the Harlestone school during pick up and drop off and reported that all was calm*
- *The EO and I visited and viewed the pick up in the afternoon at the school, 4 cars were parked at the front of the school, 12 were in the carpark, a further 27 cars arrived at the school to collect children, 22 of these used the carpark, only one car parked in the road. The activity was calm and no traffic issues were noted*
- *PCSO needs to visit Wykes Lane as a vehicle was parked in this area and the plates related to previous site burglaries*
- *Susie asks the village to keep vigilant of a man walking around the village taking photos of houses, this maybe suspicious activity*

#### ***Environment & Management Committee***

*Chairman Cllr Tim Cross*

#### ***Tim's Report***



#### *E&M Meeting 16th Jan '19 Notes*

*It was agreed we will not proceed with*

- 1 Advertising and directing traffic to either HVI or Church Car Park*
- 2 Placing any restrictions on Nursery Corner (been tried before)*
- 3 No Posts should be erected.*
- 4 We will review filling the pot holes in the verge in spring.*

*Defibrillator box will be put on outside of HVI as soon as second wiring quote obtained.*

*Considering a large litter bin at entrance to Firs. Subject to Althorp permission.*

#### *Footpath clearing*

- 1 Area near Bakehouse LH done*
- 2 Opposite Fox & Hounds about to be done*
- 3 HM towards Duston Done including removal of fencing on bridge*
- 4 Firs to HM, getting quotes.*

*Church Car Park, leaf clearing done.*

#### *Fly Posting*

- 1. Difficult to control or authorise*
- 2. Suggest notice boards could be used, pin on top of legal notices and remove after event.*
- 3. We did agree all committee members would remove any no- parish notices that appear on poles/gateposts etc*
- 4. Committee did not object to notices on gate posts but felt they would be better confined to notice boards.*

*Damaged Salt bin Church Lane has just been replaced.*

#### *Russell*

- The Conservation report identified some walls in the village as being "At Risk"*
- Two of these are located on Church Lane and on the quarry side of New Road*
- This is a direct result of a lack of maintenance over many years.*
- They are overgrown with saplings, nettles and ivy*
- The walls will become unstable*
- I put a report together that I submitted to the Estate. that Althorp have neglected the walls for many years and need to take action*
  
- I wanted my report to be incorporated into a future maintenance plan for the Estate, but they sent it back with dismissive comments, example as follows:*
  - Church Lane wall cleared, but not repaired*
  - New Road wall no action required*
  - Grange to Butcher's House no action proposed*
  
- I don't think that the Estate are acting responsibly*
- We need weed killer on the saplings and poison on the nettles and ivy*

#### *Note*

- Some Councillors raised concerns regarding the use of weed-killer and the affect that this could have on wildlife and livestock*



*Russell*

- *If left the foliage will destabilise the walls. All the walls around the Althorp Estate are clear of all foliage and the base is sprayed annually with weedkiller. Why do the walls in Harlestone get neglected and left in ruins?*
- *Althorp need to have an ongoing maintenance program for our village walls*

***Playing Fields Sub-Committee***

*Chairman Cllr Perryman*

- *Waiting for the lease to be renewed*
- *The tractor needed a new battery, this is on the schedule of payments*
- *Gary Slinn would be the best person to present at the Annual Meeting*

**169. 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*

- *Next edition will be out mid-February*

***Harlestone Manor Parks & Open Spaces (POS) Performance***

*Chairman Cllr Denny*

**170. UPDATES FROM RELATIONSHIP/LIASION OFFICERS**

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

- *Next training date for volunteers is 7<sup>th</sup> Sept 9:30 to 12:15 at Caroline Chisholm School*
- *We will receive the speed watch equipment 14<sup>th</sup> Sept for a 6 weeks period alternative weeks with Brampton*
- *Normally it is in June, but this year it is later which will help with volunteers and holidays*
- *We have 3 designated areas and 2 pending risk assessments by the police*

*Susie*

- *Speeding vehicles are still driving through Upper Harlestone, we really need to get Port Road closed*

***Cllr Holland*** – *Local Businesses, Annual Meeting*

- *The Irish dancers and the WI are confirmed*



- Sarah and Susie will put together a plan for the evening
- The Harlestone Hound will have an advert in February
- Invites to the parish will go out in April
- Lynn has agreed to do the bar

**Cllr Flynn – Charities, Harlestone Quarry**

- EO and I went to view the wheel wash at the Quarry on Monday 21<sup>st</sup> January, the day before the A428 was covered in orange mud, the road sweeper couldn't be used because the water in the tanks was frozen
- We watched the wheel wash in action, this cleaned the wheels well, but then the vehicle had to drive through stained water and mud all the way back to the A428 (council viewed a video that the EO had taken)
- The wheel wash needs to be nearer to the main entrance and this entrance needs to be power washed regularly
- **Action:** The Chairman asks the EO to write to Dan.S regarding the above.
  
- Badgers have been filmed in the Quarry, the manager is aware of the sets.
- The badger team will keep monitoring the movements of the badgers

**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

**Sarah**

- We need to move this item forward, the website is fit for purpose, I suggest I work with the EO to resolve any IT issues

**Russell**

- I would be happy to move all our emails to Gmail

**Sarah**

- If we set up Gmail accounts, the clerk could become the gatekeeper and manage passwords under GDPR rules, an account could be deleted if a councillor leaves the council

**Action:** Sarah & the EO to meet with P.Crotty to look at the options available to the council and simplify the website to encourage more people to use it





**Executive Officer  
Training**

- *Street Lighting Workshop, 4<sup>th</sup> March 10:00 to 15:30 Saxon Hall, Raunds Cllr Cross booked.*
- *I can confirm that Ken, Sarah and Russell are booked on to the April Finances Training*
- *EO Finance training is on the same day*

**171. PLANNING APPLICATIONS – MANOR FARM HOUSE**

- *DA/2018/1053*
- *DA/2018/1054*
- *Please see the briefing notes (A&B) attached/or on the HPC website*

*Sarah*

- *The outside staircase needs reinforcing to make it safe, new balustrade to replace the missing or damaged uprights*
- *A canopy/porch is proposed to cover a section at the rear over 2 door ways, this will not be seen from the footpaths*
- *The main house is not listed*
- *An orangery is proposed to the rear, infilling between 2 existing buildings, this structure will not hide any historic features*
- *We must understand that this building needs modernising in order to make this property liveable*
- *The roof of this orangery will only be seen from the footpaths at a distance*

*Toni*

- *From a next-door neighbour's point of view, it is so nice to see a building being brought back to life from a ruin*

*Russell*

- *We have 2 excellent reports from Sarah with good detail, do the council support these 2 applications?*
- *Council agree to support applications 1053 and 1054*



**DA/2019/0050**

89 Duston Road, Harlestone NN7 4EL

Sarah

- We are hoping for an extension to the representation date given by the DDC
- This is for a 2 storey extension, designed to look like an additional house to blend in with the current property
- Recommendation is to approve this application
- Council agree to support application 0050

**172. COMMUNICATIONS GUIDELINES POLICY**

The policy is designed to promote good practice and reflect the core values of Harlestone Parish Council rather than place (unenforceable) restrictions on councillors or individuals working with the council. Following discussion and agreement to any amendments the council is asked to adopt this policy and agree to adhere to its principles.

- Please see the Policy (C) attached/or on the HPC website

Sarah

- The main document forms the foundation of the communications policy for Moulton, Harpole and Duston Parish Councils
- This has been adapted for the use and needs of the HPC
- Monitoring of script, posts and tweets etc needs to be rewritten to cover negative and malice communications
- Council agree to this policy, but with the amendment regarding the monitoring
- The final draft of the policy to be given to all councillors and committee members to read, sign and return for our policies folder

**173. THE HARLESTONE ALLOTMENTS**

It is proposed that the council take over the running of the Parish Allotments from the Althorp Estate.

- Proposal is outlined in the attached/or on the HPC website, briefing paper (D)

Russell

- Please see the briefing paper for the full details
- Clerk's admin costs are estimated at 2hrs per month



- Council in favour to adopt and manage the allotments

#### EO

- As a body providing an allotment, we only have to supply the land, we do not have to provide any utilities
- **Action:** EO to contact Althorp to draft the lease with a 12 months termination notice option

### 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
- Online Crime Reporting:  
[www.northants.police.uk/webform/online-crime-reporting](http://www.northants.police.uk/webform/online-crime-reporting)
- For information about the Northamptonshire Association of Youth Clubs please visit: [yd@nayc.org](mailto:yd@nayc.org)
- South Northamptonshire Part 2 Local Plan was submitted to the Secretary of State for Housing, Communities and Local Government for examination along with supporting documents on 22<sup>nd</sup> January 2019
- DA/2018/0772 The Old Butchers House – Appeal against the DDC’s decision to refuse listed building consent
- Tracsis traffic surveys on the website

#### Note:

- Consider moving the surveys on New Road and Port Road in November 2019 to a more centralised position which will collect more details of speeding vehicles

#### Tracsis Volume Information

Location	2017	2018	Increase
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<i>Port Road</i>	<i>3,093</i>	<i>3,530</i>	<i>437</i>
<i>Harlestone Road</i>	<i>79,046</i>	<i>83,121</i>	<i>4,075</i>
<i>New Road</i>	<i>2,306</i>	<i>2,570</i>	<i>264</i>
<i>Harlestone Manor</i>	<i>N/A</i>	<i>74,237</i>	<i>N/A</i>

*Note: Sue*

- The new Vicar to join the Harlestone Parish in May 2019*

*Newsletter Deliverers*

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

*Meeting Duration: 1 hours 51 minutes*

**NEXT MEETINGS**  
**WED 6<sup>th</sup> MARCH 2019**  
**WED 3<sup>rd</sup> APRIL 2019**  
**WED 1<sup>st</sup> MAY 2019**  
**THU 9<sup>th</sup> MAY 2019 (ANNUAL)**  
**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: 15<sup>th</sup> February 2019***



Signature: .....

Executive Officer/Clerk: Paul OR Thomas

Signature: .....

Chairman: Cllr Russell Francis