



MINUTES 003 Public Copy

186. 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 Perryman work commitments*
- *Apologies accepted*

- *Cllr Denny work commitments*
- *Chairman proposes a motion that due to only 6 meetings being attended from 13, that apologies should not be accepted*
- *Council agree*

187. 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*

188. 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*

189. 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.

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

We need to consider defib signage, colour red agreed, Tim looking into electrics, EO has the heated box, defib unit for LH is inside the pub, due to regulations we are in a position that planning permission may not be needed as this is a public service under permitted use. Meeting with the electrician booked.



- *EO to chase Short Electrical for their quote*

PENDING

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

Feb.19.170 Quarry Mud on the A428

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 NCC regarding the above.*

EO: letter sent to the NCC, waiting for a reply to determine further actions

Action: *Ken and Sue to arrange a meeting with the Quarry, regarding the mud on the roads and to pay towards maintaining the pathways along the front of the Firs*

- *Quarry Planning Application has been forwarded to Ken and Sue, Ken to arrange a meeting with the Quarry and the HPC*

PENDING

Feb.19.170 Communications

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*

- *Had a very productive meeting with P.Crotty*
- *It is realistic that the HPC can take over the management of the website and mail chimp*
- *Cllrs emails are now working correctly*
- *Sarah is currently doing an audit of the website for unnecessary data being held online*
- *EO to audit the agendas/minutes section*

PENDING

March Agenda

Could the HPC check the internet speed of the HVI broadband?

The current broadband speed is currently 3.78 download speed and 1.98 upload speed

- *EO to contact BT regarding the HVI broadband speed*



- *Data check done at the April meeting: 9.98 download, 1.34 upload speed*

PENDING

190. 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: 10 extra hours worked during the previous month. Council agree*

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>£60.00</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>Fiftyseven</i>	<i>IT Support 265</i>	<i>£24.54</i>
<i>Fiftyseven</i>	<i>IT Support 266</i>	<i>£31.81</i>
<i>Geosphere Ltd</i>	<i>Parish Online</i>	<i>£60.00</i>
<i>NCALC Training</i>	<i>Street Lighting Workshop</i>	<i>£75.00</i>
<i>Eon</i>	<i>Street Light Maintenance</i>	<i>£34.12</i>



Autella	Payroll Services	£59.00
Raybell	Topsoil 5 tonnes £18pt	£90.00
Amazon	Grass Verge Seed	£36.95
Petty Cash	HPC Top-up	£110.61
	<i>Sub Total</i>	£1,487.38

HPC Petty Cash Spend (£100)

Post Office	Postage	£1.77
Souks Ltd	Line Marker Spray x 6	£11.88
Fox Meeting	IT	£8.00
Brother Ink	Office Printing	£79.99
	<i>Sub Total</i>	£101.64

PFSC Petty Cash Spend (£300)

KPCM	10 mph signs x 2	£8.97
	<i>Sub Total</i>	£8.97

Current Account (872)	£21,802.68	Deposit Account (898)	£23,384.53
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Reserve Account (885)	£15,000.00	Total Accounts	£60,187.21
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Signed: Chairman Signed: EO/Clerk

191. 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*

DISCUSSION ITEMS

Note: parts of some roads in Upper Harlestone will be closed for Anglian Water Maintenance from 24th to 26th April 2019



Note: we still have Harlestone Allotment plots available to the Parish, please email the Clerk

192. PCSO Paul Miller

Paul will join the meeting to update the parish

Paul Miller

- *Apologies for taking so long to attend a HPC meeting, my shift pattern hasn't allowed this to happen, so I am here off duty.*
- *I am from Northamptonshire, so I know the area well.*
- *I have been a PCSO for 15 years and before that I was a prison officer*
- *Alert Neighbourhood: HM and Buxton Fields have both been targeted by opportunists that try their luck with trying front doors and car doors. Modern doors do not lock automatically without a key. This often happens during the early hours of the morning.*
- *I have hand delivered leaflets to each house on HM explaining home and car security and safety.*
- *I will soon be taking the mobile Police information unit into HM*
- *Please don't leave valuables on show and keep cars and property locked*
- *A break-in also happened at Cottersbrook Lodge*
- *Alert Neighbourhood can be tailored to collect crime information from specified areas, for example you can include certain villages, but then exclude areas for example Daventry.*

- *It was mentioned to the PCSO that a break-in also happened at a storage unit on the Harlestone Road and that gas vaping cartridges are being left lying around in the Church Lane car park.*

- **Action:** *EO to email DDC to explain that HM is not in Lower Harlestone, this is being incorrectly reported by Alert Neighbourhood*

193. ALTHORP LIAISON (Executive Officer)

Business as usual

Round Oak Spinney trees being planted

Dog Bin opposite Virginia Cottage needs to be located outside of the paddock as livestock roam free

- *Tim agrees that there is a solution and a location outside of the paddock*

Network Rail maintenance near the Firs

Allotment Contract imminent, plots available



194. UPDATES FROM EXECUTIVE COMMITTEES

Safety & Protection Committee

Chairman Cllr Sarah Stock

- *Next S&P meeting Wednesday 17.April.2019*

PCSO

Cllr Sue Flynn

Environment & Management Committee

Chairman Cllr Tim Cross

Tim

- *Looking to install a double sized bin at the entrance to the Firs for dogs and litter, location will remain the same*
- *Edging of the Firs A428 paths has been agreed and quote accepted, we are now looking for the Quarry to contribute towards the cost.*
- *The Green has new smaller posts erected*
- *The Green has a new sign*
- *Nursery Corner will have topsoil and seed laid to tidy this area up, Highways has agreed to this work being done*
- *Church Lane car park: currently liaising with residents and G.Mortimer regarding PIR lighting. Sign agreed with the Estate, but style and location to be confirmed*
- *School: a 40 tonne truck collects paper and damages verges when reversing*
- *Golf Lane: mud verge that was damaged looks to be intact as the ground is dry*
- *D.Kuss has tidied the kerb line near to his house in UH, job well done, many thanks*
- *Litter Pick: Sunday 12th May*

Playing Fields Sub-Committee

Chairman Cllr Perryman

- *New 10mph signs are being fitted*
- *A new H&S sign is being fabricated from aluminium for the entrance to the PF*

195. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

Neighbourhood Plan

Cllr Waller: I believe that we should continue with the NHP, but the HPC should consider what happens with the boundaries decision before applying for grants

- *NHP to be progressed this year*



Harlestone Hound Newsletter
Editors Cllr Stock, S.Gyde

- *The next edition will be circulated mid April*

Harlestone Manor Parks & Open Spaces (POS) Performance
Chairman Cllr Denny

Gigaclear

Snagging lists have been received and compiled, will be forwarded to Gigaclear to be scheduled for actioning

- *The Gigaclear presentation went ahead as promised*
- *Only 4 people attended, but 3 signed up for the new broadband service*
- *The HVI or the School will be chosen for free service as a community hub*

196. UPDATES FROM RELATIONSHIP/LIASION OFFICERS

Cllr Perryman – *Speed Watch/Road Safety, Police volunteer on horseback*
Next Speed Watch campaign will be in September

- *Invite Toni to move this agenda item to the S&P meeting?*

Cllr Holland – *Local Businesses, Annual Meeting*

Susie

- *A WI briefing will be written by Jenny.C*
- *The Irish dancers will do 3 minutes after introductions*
- *Chris Heaton Harris has confirmed*
- *Paul Miller PCSO has confirmed*
- *Liz AD has sent a church update*
- *Gary.S will do the Playing Fields*
- *Sue.R to update on the Charities*
- *Ken (Tudor.D) HVI report*
- *Time table to be drawn up and circulated*
- *Advertised in the Harlestone Hound*

Cllr Flynn – *Charities, Harlestone Quarry*

Cllr Denny- *Communications Officer*



Email the DPO to ask whether we can forward council emails to private email accounts under the GDPR rules

NCALC guidelines would state that they would not recommend forwarding of emails if possible.

Note: the illuminated signs for Railway Cottages are still in progress, waiting for Highways to install the poles, project already paid for.

Executive Officer

Trainings Booked:

- *Future Sight Training* 11.May.2019 All Cllrs/Clerk
- *Finance Training Cllrs* 02.Jul.2019 RF, KW, SS
- *Finance Training Clerk* 02.Jul.2019 PT
- *SLCC Northants Conference* 25.April.2019 PT

- *Community Emergency & Flood Plan Workshop* **15.May.2019**
- *EO to book Sarah Stock onto this training*

197. PLANNING APPLICATIONS

Note: information received from Michael Venton (DDC) that a large Lime Tree in the grounds of Manor Farm has been given permission for dead wooding, no planning application needed

DA/2019/0050

89 Duston Road, Harlestone NN7 4EL

- *Planning Permission Granted*

DA/2018/1048

Heath Bank, Rugby Road NN7 4ER

- *Planning Permission Granted*

DA/2018/1053

Manor Farm House, Harlestone NN7 4TL

- *Planning Permission Granted*

DA/2019/0127

The Fox & Hounds, Harlestone Road, NN7 4EW

- *Dining Room Conversion*

- *The council agree to support this application*

DA/2019/0169



The Fox & Hounds, Harlestone Road, NN7 4EW

- *New pathway*
- *The council agree to support this application*

110 UPPER HARLESTONE UPDATE

HPC has been made aware of building development in Upper Harlestone. And although this dwelling is not listed it is within the conservation area. DDC have been advised.

Actions from this item:

- *No planning application has been sought, now in a conservation area*
- *Does this fall under permitted development?*
- *Dormer windows are not acceptable for a barn conversion in a conservation area*
- *Sarah has sent a letter on behalf of the council to the DDC, copy to be circulated to councillors*
- *Sarah to contact Rachael Booth*
- *This is an ongoing application – move to the Actions outstanding section*

DA/2019/0211

The Fox & Hounds, Harlestone Road, NN7 4EW

- *Removal of trees within a conservation area*
- *The council agree to support the work on the Philedalphus, Purple Plum and Beech trees*
- *Council do not agree to the felling of the Sycamore tree as it is an attractive addition to the setting*

DA/2019/0221

The Hay Barn, Rock Farm NN7 4EL

- *Work to a tree within a conservation area*
- *The council agree to support this application*

DA/2019/0222

Rock Farm, Nobottle Road NN7 4EL

- *First Floor Extension*
- *The council agree to support this application*

DA/2019/0157

The Fox & Hounds, Harlestone Road, NN7 4EW

- *Erection of 4 signs, one illuminated*
- *The council agree to this application*



198. COUNCIL OFFICE TO UPGRADE TO GIGACLEAR BROADBAND

The council office is currently serviced by BT with a monthly cost of circa £60

Gigaclear Package

- *18 month contract*
- *Go Faster Go 300*
- *Free installation*
- *Free Activation*
- *First 3 months free*
- *Monthly cost circa £60*
- *Savings of £180 for the council*
- *Current Mbps less than 2, new package will be 300 Mbps*
- *Bringing the HPC office broadband speed up to date, savings hrs of down time*

- *The council support this proposal and instruct the EO to progress installation*

Ken

- *It would be a saving to the council if the Clerk would share the cost of the Gigaclear broadband, rather than having to have his own provider as well, consider for a future agenda item*

199. REVIEW OF POLLING STATIONS

DDC: Notice of review of polling districts, polling places and polling stations 2019

- *Council to decide whether to represent as a body with a view by 12th April*
- *The council confirm that they are happy with the HVI as the polling station for the parish.*

200. PROPOSAL BY LEE BURROWS TO HAVE WILD FLOWER POCKETS IN UPPER AND LOWER HARLESTONE

- *Cultivation application from the Highways Department*
- *Maintenance commitment from Harlestone Parish Council*
- *Maintenance commitment from Lee Burrows/Volunteers*
- *Consider the benefits of enhancing the village and the environment*
- *Briefing paper and location map to be circulated*

- *Lee has put forward an initial proposal to plant wild flower seeds in 2 areas of the village: along Work House Bank and along the Rugby Road*
- *We need to consider landowners, farmers and the HPC's commitment for maintenance*



- *This is a huge commitment and managing this properly is important, we need to consider licences, fines, varieties of seeds*
- *After considerable discussion, the Chairman proposes that the council do not support this project due to the points above, time and capacity*
- *This was a unanimous decision*
- *Council agree to the Chairman, Cllr Holland and the Clerk meeting with Lee Burrows to look into more detail of how this project would work and to evaluate the commitment made by Lee to help manage this project through the E&M Committee.*

PRIVATE & CONFIDENTIAL SECTION

201. CONSERVATION AND VILLAGE LANDSCAPING

Owing to the sensitivity of certain aspects of this item, it will be treated as confidential and discussed in private without the presence of the public.

*Chairman's Briefing Paper with a time line
Summary of events and actions take leading up to Item 201
Confidential*

Note: May agenda item: proposal to adopt the HPC Tree Policy



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:

- *Online Crime Reporting:*
www.northants.police.uk/webform/online-crime-reporting
- *For information about the Northamptonshire Association of Youth Clubs please visit:* yd@nayc.org
- *Local Validation Requirements Consultation*
Cllr Stock briefing note:
Northampton Borough Council's Local Validation Requirements is a form filled in for all planning applications. It details information about the proposed development and includes a scale drawing, location plans, outline of materials, access assessment etc. This consultation is part of the review of the information sought. HPC is a statutory consultee.
I have responded positively to the very minor changes proposed - they provided some clarity to some aspects of the form. My one comment was that we are provided with scale drawings which are practically useless to the lay-person when viewed on screen or printed in an A4 format - this is generally the way HPC access these plans. I proposed that drawing should have actual measurements. However, since I'm challenging an industry standard it's unlikely this will be taken up! Still worth mentioning. Overall, all changes are positive.
- *Daventry Heart Support Group Walks – Church Lane Car Park, Harlestone, 20th August. Please contact Ralph Porter 01327 704607*

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: *2 hours 50 minutes*

NEXT MEETINGS
WED 1st MAY 2019
THU 9th 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: 8th April 2019

Signature:

Executive Officer/Clerk: Paul OR Thomas



Signature:

Chairman: Cllr Russell Francis