



MINUTES 001

001. THE COUNCIL TO ELECT AND APPOINT A CHAIRMAN

If a Chairman is appointed, this will be for twelve months. This must be recorded by the Executive Officer and before moving on to item two, invite the new chairman as Chair to sign the acceptance of Office and this must be countersigned in the presence of the Executive Officer/Proper Officer to the Council

- *Cllr Holland proposes Cllr Francis, seconded by Cllr Cross*
- *Council vote Cllr Russell Francis to be the HPC Chairman*

002. THE COUNCIL TO ELECT AND APPOINT A VICE CHAIRMAN

The same process takes place as per item above

- *Cllr Francis proposes Cllr Stock, seconded by Cllr Cross*
- *Council vote Cllr Sarah Stock to be the HPC Vice Chairman*

003. THE COUNCIL TO CONFIRM THE SPECIFIC ROLES THAT THE COUNCILLORS HAD BEEN PREVIOUSLY NOMINATED FOR IN 2018

<i>Environment and Management Committee Chairman</i>	<i>Cllr Tim Cross</i>
<i>Safety and Protection Committee Chairman</i>	<i>Cllr Sarah Stock</i>
<i>Playing Fields Sub-Committee Chairman</i>	<i>Cllr Toni Perryman</i>
<i>PCSO, Charities, Quarry Liaison</i>	<i>Cllr Sue Flynn</i>
<i>Local Planning, Conservation</i>	<i>Cllr Sarah Stock</i>
<i>Neighbourhood Plan Coordinator</i>	<i>Cllr Ken Waller</i>
<i>Harlestone Manor Parks and Open Spaces</i>	<i>Cllr Chantelle Denny</i>
<i>Speed Watch, Road Safety, Police Volunteer on Horseback</i>	<i>Cllr Toni Perryman</i>
<i>Communications Officer, Website</i>	<i>Cllr Chantelle Denny</i>
<i>Major Development, Planning, SUE</i>	<i>Cllr Ken Waller</i>
<i>Local Businesses, Annual Meeting</i>	<i>Cllr Susie Holland</i>
<i>Staffing Committee Chairman</i>	<i>Cllr Ken Waller</i>
<i>Althorp Liaison, Facebook Notifications</i>	<i>Executive Officer</i>
<i>Harlestone Hound Newsletter Editors</i>	<i>Cllr Sarah Stock</i> <i>Sarah Gyde</i>

- *Chairman proposes that the Harlestone Manor Parks and Open Spaces role should be dissolved*
- *Chairman proposes that the Communications Officer and Website role be tasked to Cllr Stock*
- *Council vote to agree to both these proposals and for the roles above*



004. 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*

- *Apologies given by Cllr Waller pre-planned unavailability*
- *Council accept the above apologies*
- *No apologies given by Cllr Denny*

005. 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*

006. 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*

007. 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

- *The EO has signed the BT contract and has had confirmation of the contract being received for processing*
- *Short Electrical quote still outstanding*

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*

- *Proposal that Cllr Waller should attend the quarry meeting with Cllr Flynn*
- *A new NCC rep has been appointed*
- *Cllr Flynn to email the meeting date to Cllr Waller/EO*

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

- *If the BB speed doesn't improve, we will pursue connection through Gigaclear*

CLOSE

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

- *Completed*

CLOSE



April Action: 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*

PENDING

008. 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: 0 extra hours worked during the previous month.*

Schedule of Payments

<i>Staff Salary</i>	<i>Gross Salary</i>	<i>£760.99</i>
<i>Eon</i>	<i>DD Electricity Charges</i>	<i>£149.77</i>
<i>BT Council Office</i>	<i>DD Broadband (circa)</i>	<i>£65.00</i>
<i>BT Village Institute</i>	<i>DD Broadband</i>	<i>£46.08</i>
<i>Staff Pensions</i>	<i>DD Nest</i>	<i>£34.78</i>
<i>Wave</i>	<i>DD Anglian Water</i>	<i>£39.50</i>
<i>Fiftyseven</i>	<i>IT Support</i>	<i>£48.33</i>
<i>A&A Landscapes</i>	<i>Grass Cutting</i>	<i>£72.00</i>
<i>A&A Landscapes</i>	<i>Grass Cutting</i>	<i>£72.00</i>
<i>A&A Landscapes</i>	<i>Grass Cutting</i>	<i>£132.00</i>
<i>NCALC</i>	<i>Annual Subscription</i>	<i>£649.25</i>
<i>Earth Anchors</i>	<i>45 Ltr Dog Bin</i>	<i>£214.80</i>



<i>Earth Anchors</i>	<i>45 Ltr Dog Bin</i>	<i>£256.80</i>
<i>SLCC (EO)</i>	<i>Employment Training</i>	<i>£10.00</i>
<i>Playing Fields (IC)</i>	<i>Diesel 80Ltrs x 67p</i>	<i>£53.60</i>
	<i>Sub Total</i>	<i>£2,604.90</i>

HPC Petty Cash Spend (£100)

<i>Amazon (EO)</i>	<i>2 x Notice Pin Boards</i>	<i>£16.20</i>
	<i>Sub Total</i>	<i>£16.20</i>

PFSC Petty Cash Spend (£300)

	<i>Sub Total</i>	<i>£0.00</i>

<i>Current Account (872)</i>	<i>£47,688.14</i>	<i>Deposit Account (898)</i>	<i>£23,407.59</i>
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<i>Reserve Account (885)</i>	<i>£15,000.49</i>	<i>Total Accounts</i>	<i>£86,096.22</i>
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- *Council approve the finances and payments detailed above*

Signed: Chairman Signed: EO/Clerk

009. 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.

Mr Elsey

- *In the Harlestone Firs, members of the public have been verbally abused by riders of around 20 motorcycles, the Police were called twice but did not attend. People are becoming fearful of walking their dogs in this area.*

SPOC

- *Our PCSO is being trained to use an off-road bike to help combat this misuse of the Firs*

Cllr Perryman

- *I will add this incident to the Police Volunteer on Horseback Log*



Louise Mills

- *The armistice bench in Lower Harlestone has had an attempted theft, it has also been scratched along the top seating area. I believe that this should be a temporary location and should be moved to stop vandals.*

Cllr Holland

- *We have received good feedback from parishioners regarding this location and it means everyone can see it.*

DISCUSSION ITEMS

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

010. ALTHORP LIAISON *(Executive Officer)*

Business as usual

Allotment Contract being drawn up, plots available

- *Comments made under relevant agenda items*

011. UPDATES FROM EXECUTIVE COMMITTEES

Safety & Protection Committee

Chairman Cllr Sarah Stock

- *We were not quorate at our previous meeting, we discussed the agenda items in readiness for the next meeting. The agenda has been pulled from the website and will be reissued*

PCSO

Cllr Sue Flynn

- *Please use the 101 service to report incidents, this service now has a call back option*
- *The PCSO will have a rolling contract due to CGR/budgets*
- *We are campaigning to make sure that our PCSO keeps a marked police vehicle*

Environment & Management Committee

Chairman Cllr Tim Cross

- *Litter Pick: Sunday 12th May*
- *2 new dog bins have been delivered and are ready for installation on Manor Lane and near UH stream*



- *An extra-large litter bin is being considered for the entrance of the Firs, a concrete plinth will need to be installed, same location as the current bin*
- *Nursery Corner has been levelled and seeded*

Playing Fields Sub-Committee

Chairman Cllr Perryman

- *Diesel ordered 80ltrs*
- *Looking into a new lead for junior football use*
- *Cricket use is very healthy*
- *Will consider functions and events, ideas to the Clerk*

012. 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

- *We are looking to agree on a format*
- *Review meeting to be booked*

Harlestone Manor Parks & Open Spaces (POS) Performance

Chairman Cllr Denny

Gigaclear

Snagging lists have been received and compiled, forwarded to Gigaclear, being actioned

- *Action: EO to get an update from the Gigaclear Project Manager*

013. 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?*
- *Already struggling with Wednesdays due to work commitments, but will attend whenever possible.*
- *Toni has emailed residents at Loxton Fields to gain support and volunteers for a speed watch campaign on Whites Lane*



- *EO has asked the PCSO to patrol this route for speeding vehicles*
- *Action: EO to email the Police for an update on the new speed watch locations*

Cllr Holland – Local Businesses, Annual Meeting

Cllr Flynn – Charities, Harlestone Quarry

Communications

- *Website Accessibility Regulations – will we be compliant by 23 September 2019*
- *Write a policy regarding the website, as modifications are now being made by Cllr Stock, our IT Manager P.Crotty can no longer (Officially) be totally responsible for the website look, feel and content*

Cllr Stock

- *The burden of this regulation is very low for a parish council*
- *Foreign languages are not needed*
- *Website access for the blind not essential*
- *We do need to make the website easier for navigation*
- *Users can ask for a larger font*
- *We will continue to publish on the 2 parish Facebook pages*

Executive Officer

Trainings Booked:

- | | | |
|--|---------------------|----------------------------|
| • <i>Future Sight Training</i> | <i>11.May.2019</i> | <i>All Cllrs/Clerk</i> |
| • <i>Finance Training Cllrs</i> | <i>02.Jul.2019</i> | <i>RF, KW, SS</i> |
| • <i>Finance Training Clerk</i> | <i>02. Jul.2019</i> | <i>PT</i> |
| • <i>Community Emergency & Flood Plan Workshop</i> | | <i>Cancelled until Oct</i> |
- *EO and Chairman to attend the NCALC Expo*

014. GRANT FUNDING: COUNCIL TO CONSIDER APPLYING BY 31ST MAY

A new range of grant funding is now available and open for applications through the office of Northamptonshire Police Fire and Crime Commissioner Stephen Mold.

This year, three different funds are available that will give a wider range of community groups, charities and other voluntary organisations options to seek funding, with more than £250,000 being made available.

*The **Making Northamptonshire Safer Fund** (total of £100,000) provides grants of between £3,000 and £10,000 to groups carrying out projects that support the aims of the Police and Crime Plan: early intervention and preventing crime; enforcing robustly to fight crime and protect people; putting victims at the heart of justice and reducing reoffending.*

*The **Northamptonshire Road Safety Community Fund** (total of £150,000) is supported by the Safer Roads Alliance and gives grants of between £500 and £5,000 for initiatives that support the Northamptonshire Strategic Road Safety Plan: speed reduction; anti-social road use; distraction driving; drink or drug driving; road victims and their families; use of seatbelts; child restraints and seats; educational initiatives leading to positive behaviour change.*



The **Tackling Hate Crime Fund** (total of £11,000) is provided by the Northamptonshire Hate Crime and Anti-Social Behaviour Delivery Group and is open for bids of between £1,000 and £11,000 for initiatives that will: support victims of hate crime or hate incidents; support confidence in reporting; support work with offenders to successfully change behaviour.

- Please email the EO with ideas you want considered for funding
- Cllr Stock/Perryman to look into the process for this funding

015. CHURCH LANE CAR PARK SIGN

Proposal to purchase a new sign fabricated in metal or as an Althorp style sign to highlight where the car park entrance is, cost to a max circa £125

- Dimensions 40cm x 40cm
- Wording: **CAR PARK PRIVATE DRIVE**
- Permission will need to be sought from the Estate regarding the style, location and the use of the word "Private"
- The Estate being the landowner of the car park, do not give permission for the use of Private, this car park is for the community and for all the parish and it's visitors
- Councillors agreed to the wording: Access Route to be Kept Clear, with an Althorp style of white on blue
- Action: Tim to circulate a draft copy of the sign 40cm x 40 cm

016. PLAYING FIELDS PAVILLION REPLACEMENT WINDOWS

Councillors are asked to make an in-principle decision regarding replacement windows for the Playing Field Pavilion. It is suggested that a specification is drawn up and tenders secured so that the council can appoint a contractor to complete the work. The job is estimated to cost, including fitting, £8,000 max. Although the pavilion is geographically located in the village of Harlestone it is the only sports facility in the parish and therefore serves the whole parish community, thus satisfying the criteria for CIL expenditure. The council is asked to authorise the expenditure from CIL funds.

- Cost circa £8,000 not max
- Consider using CIL money as this would service the whole parish
- Cllr Stock to meet with the conservation reps, to get a quote and a proposed specification
- Council agree for the above to go ahead, to be approved by the council at a future HPC meeting

017. PROPOSAL TO RELOCATE THE ARMISTICE OAK TREE

Consider the tree to be moved from The Green to the Playing Fields in the autumn



Cllr Francis

- *We made a hasty decision to plant the tree on the Green, this should be kept as an open space, the HPC policy should be to keep this area as a Historical Open Space. We do not have permission from DDC for tree planting on this space.*

Althorp

- *There is a possibility the Oak Tree will not survive if relocated*

Cllr Perryman

- *The Oak tree on the Green is a very prominent position to remember the fallen of WW1, we shouldn't risk the tree dying*

Council Vote

- *To relocate the tree to the playing fields away from walls and buildings, tree to be moved in the autumn to protect the roots*
- *Council agrees*

018. HPC TREE POLICY

Proposal to adopt the HPC Tree Policy, please see appendix A

Althorp

- *The wording is misleading. Every tree within the conservation area is not subject to a tree preservation order. There are some trees within Harlestone that are subject to TPOs, these fall within and outside of the conservation area. A tree does not need to be within a conservation area to be subject to a TPO*
- *Action: Cllr Stock to amend and recirculate for approval and adoption*

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*
- *Daventry Heart Support Group Walks – Church Lane Car Park, Harlestone, 20th August. Please contact Ralph Porter 01327 704607*



- *Statement of Community Involvement Consultation
Mon 08 April 2019 to Sun 19 May 2019
www.southnorthants.gov.uk/consultation*
- *Notice of European Parliamentary Election for the East Midlands Region on
23rd May 2019*
- *DA/2019/0211 application approved*
- *Tree works at the Hay Barn going ahead (DDC)*
- *Tree works at the Fox & Hounds going ahead (DDC)*

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 25 minutes*

NEXT MEETINGS 2019

WED 01 MAY
THU 09 MAY (ANNUAL PARISH)
WED 05 JUN
WED 03 JUL
WED 07 AUG
WED 04 SEP
WED 02 OCT
WED 06 NOV
WED 04 DEC

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: 12th May 2019



Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis