



## **AGENDA 001**

### **018. 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*

### **019. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING(S)**

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

### **020. 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.*

### **021. 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**

**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**

**014. GRANT FUNDING: COUNCIL TO CONSIDER APPLYING BY 31<sup>ST</sup> 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.*

- *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 its 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*

**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*

**022. 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>Wave</i>	<i>DD Anglian Water</i>	<i>£39.50</i>
<i>BT Council Office</i>	<i>DD Broadband (circa)</i>	<i>£60.00</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>Gigaclear</i>	<i>DD Broadband</i>	
<i>Fiftyseven</i>	<i>IT Support</i>	
<i>A&amp;A Landscapes</i>	<i>Grass Cutting</i>	<i>£72.00</i>
<i>A&amp;A Landscapes</i>	<i>Grass Cutting</i>	<i>£132.00</i>
<i>A&amp;A Landscapes</i>	<i>Grass Cutting</i>	<i>£144.00</i>
<i>NCALC</i>	<i>Future Sight Training 7674</i>	<i>£234.00</i>
<i>JR Press</i>	<i>Harlestone Hound 71361</i>	<i>£150.00</i>
<i>Eon</i>	<i>Electricity Usage</i>	<i>£104.95</i>
<i>JR Press</i>	<i>Harlestone Hound 72714</i>	<i>£228.00</i>



	<i>Sub Total</i>	£2,006.30

*HPC Petty Cash Spend*

	<i>Sub Total</i>	£0.00

*PFSC Petty Cash Spend*

<i>ARC Agricultural Engineers</i>	<i>Ransome Mower (Gary Slinn)</i>	£38.40
	<i>Sub Total</i>	£38.40

<i>Current Account (872)</i>	£45,382.44	<i>Deposit Account (898)</i>	£55,570.22
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<i>Reserve Account (885)</i>	£15,000.49	<i>Total Accounts</i>	£115,953.15
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*Signed: Chairman .....*      *Signed: EO/Clerk .....*

**023. 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**

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

**024. FAIRY TRAIL EVENT AUGUST BANK HOLIDAY**

*Due to the massive and unexpected turnout of this successful event, the council has a duty of care to the parish residents to ensure that the event will be competently and effectively run to prevent any significant inconvenience to the residents and any danger to the residents and visitors.*



- *Maxine Adkins to present to the council and answer questions about this event. The council has briefed Maxine on the key questions needed to be answered with regards to planning and Health & Safety.*

#### **025. ALTHORP LIAISON** *(Executive Officer)*

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

- *Allotment Contract being drawn up, plots available*
- *Fallen tree reported between the Church Lane car park and the Golf Club Lake*
- *Harlestone Firs bin is being misused, left bags of rubbish and fly-tipping is still a problem*

#### **026. UPDATES FROM EXECUTIVE COMMITTEES**

##### ***a. Safety & Protection Committee***

*Chairman Cllr Sarah Stock*

##### ***b. PCSO***

*Cllr Sue Flynn*

##### ***c. Environment & Management Committee***

*Chairman Cllr Tim Cross*

##### ***d. Playing Fields Sub-Committee***

*Chairman Cllr Perryman*

#### **027. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT**

##### ***a. 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*

##### ***b. Harlestone Hound Newsletter***

*Editors Cllr Stock, S.Gyde*

##### ***c. Gigaclear***





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

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

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

**e. Cllr Flynn** – *Charities, Harlestone Quarry*

**f. Communications**

- *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*

**g. Executive Officer**

*Trainings Booked:*

- |                                 |                     |                   |
|---------------------------------|---------------------|-------------------|
| • <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>NCALC Expo</i>             | <i>21. Jun.2019</i> | <i>PT, RF</i>     |
| • <i>Local Council Forum</i>    | <i>19. Jun.2019</i> | <i>SS</i>         |

**028. NORTHAMPTON LOCAL PLAN PART 2 PROPOSED SUBMISSION CONSULTATION**

*The draft plan was approved for consultation by the DDC Cabinet on 3<sup>rd</sup> April 2019*

- *HPC to consider any representation using the online survey by 5pm on the 14<sup>th</sup> June 2019*

**029. WW1 COMEMORATIVE BENCHES**

*Councillor Holland to put forward a proposal to move the two WW1 benches to new locations. The current locations to have new wooden benches bought and installed at a cost of circa £250 per bench.*

**030.TOWN AND COUNTRY PLANNING ACTS**

*The council to consider representations on the following Acts*

- *NATTRAN/EM/S247/3805 The stopping up of highway order 201 at the Fox and Hounds, Harlestone Village*
- *DA/2019/0378 Installation of bollard lights and change of use of highway land to be used in association with public house for disabled parking and outdoor seating and amenity area at the Fox and Hounds, Harlestone Village*
- *DA/2019/0379 Externally illuminated post sign at the Fox and Hounds, Harlestone Village*



**030. VE DAY 75 – 8<sup>TH</sup> MAY 2020**

*Proposal to put a working party together to plan an event to commemorate VE Day 75*

**031. AUDIT PRESENTATION BY THE EXECUTIVE OFFICER**

*The council will be asked to give authorisation for the Chairman/Vice Chairman to sign the 2018/2019 AGAR Part 3 (Annual Governance and Accountability Return). The EO will then prepare records and accounts for the External Auditor.*

*The Executive Officer seeks the commitment of councillors to review and personalise the following documents:*

- *Standing Orders*
- *Financial Regulations*
- *HPC Risk assessment*

**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](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)
- *Daventry Heart Support Group Walks – Church Lane Car Park, Harlestone, 20<sup>th</sup> August 18:30pm. Please contact Ralph Porter 01327 704607*
- *Northampton North West Relief Road presentation dates being re-scheduled by DDC*
- *DA/2019/0222 Rock Farm planning permission GRANTED*
- *DA/2019/0211 application approved*
- *Tree works at the Hay Barn going ahead (DDC)*
- *Tree works at the Fox & Hounds going ahead (DDC)*
- *Have your say: 5 local villages are looking to get conservation status*  
[www.daventrydc.gov.uk/conservationareas](http://www.daventrydc.gov.uk/conservationareas)
- *St Andrews Church repairs have started on the windows and walls. Extra alarm sensors have been fitted across the church and the scaffolding*
- *APP/Y2810/Y/18/3218662 Old Butchers House appeal dismissed*
- *Unitary Council West & Northamptonshire Vesting Day 1<sup>st</sup> April 2019 Daventry District, Northampton and South Northamptonshire*





- *Travellers reported on Errington Park, New Duston*
- *PCSO Mobile Unit on Harlestone Manor 22<sup>nd</sup> June 2019*
- *Parish and Town Council meeting 13<sup>th</sup> June 2019 6:30pm*
- *DA/2019/0157 Advertisement consent granted*

*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: *0 hours 0 minutes*

**NEXT MEETINGS 2019**

**WED 03 JUL**  
**WED 07 AUG**  
**WED 04 SEP (change to the 11<sup>th</sup>)**  
**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: 30<sup>th</sup> May 2019***



Signature: .....

Executive Officer/Clerk: Paul OR Thomas

Signature: .....

Chairman: Cllr Russell Francis

<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>Speed Watch, Road Safety, Police Volunteer on Horseback</i>	<i>Cllr Toni Perryman</i>
<i>Communications Officer, Website</i>	<i>Cllr Sarah Stock</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>