



MINUTES 001

032. 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 Denny* *no apology given*

033. 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*

034. 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*

035. 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
- Council to source another company if a quote hasn't been received from Short Electrical by the next meeting

- The phone equipment has been removed from both phone boxes
- The quote for the 2 defib boxes to be installed is £500 for both from Short Electrical

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

Continued:

- 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
- Ken: I attended the meeting to get funding for the clearance of the pathways across the front of the Firs and to get the wheel wash moved. Unfortunately, the wheel wash cannot be moved and the build-up of silt along the paths is not from the quarry. The quarry will not contribute to this clearance work.
- Sue: The path across the Firs is very dangerous and is a H&S issue, the pathways across the front of the Firs are overgrown and the path is the narrowest it has been.

CLOSE



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*
- *Council agrees to progress this sign*
- *EO to order in the Althorp style*

- *We have been given permission from Althorp to use the Estate colours and graphics for the sign, EO to order 20cm x 40cm sign "Car Park"*

PENDING

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.

Continued:

- *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*

- *Contact has been made with R.Booth to discuss planning restrictions and specifications, hopefully this will fall under permitted development.*

PENDING

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*

PENDING

June Agenda: Public Request

- *I would like the council to be aware that the drains on the A428 are blocked again, there is a risk of flash flooding*
- *EO to escalate and progress*
- *EO emailed Ian Boyes and Paul Knight of DDC regarding the serious build up of water in the dip on the A428*
- *The road has 80,000 cars using it every week and this is an accident waiting to happen*
- *I had an immediate response from Ian Smith of DDC explaining that an urgent order had been requested to clear the drains, traffic management will be needed.*

PENDING

June Agenda: Church Funding

- *Cllr Ken Waller to contact the Peterborough Diocese to ask for funding and donations towards the church renovations*
- *Ken to speak with Liz and the new Rector*

PENDING

045. VE DAY 75 – 8TH MAY 2020

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

- *This commemorative event to be on Sunday 10th May and to be a joint event with the annual parish meeting*
- *The working party will be Cllrs: Flynn, Stock and Holland*
- *Council agrees*
- *Move to Working Parties*

MOVE



043. 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.

- *Proposal to move the WW1 metal benches to either side of the HVI front door*
- *Council agrees*
- *Proposal to buy 2 new wooden benches to be positioned on the A428 and outside England's Cottage, plaques to be attached*
- *Council agrees*
- *Ken to check the Tudor Bench spec and confirm to the EO that the benches can be ordered*

- *Ken to check benches and get quotes for concrete plinths*

PENDING

036. 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.

Schedule of Payments

<i>Staff Salary</i>	<i>Gross Salary</i>	<i>£936.37</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>£0.00</i>
<i>A&A Landscapes</i>	<i>Grass Cutting</i>	<i>£144.00</i>
<i>A&A Landscapes</i>	<i>Grass Cutting</i>	<i>£144.00</i>
<i>A&A Landscapes</i>	<i>Grass Cutting</i>	<i>£264.00</i>
<i>NCALC</i>	<i>Expo Tickets</i>	<i>£44.40</i>
<i>David Edward Willis</i>	<i>Ransome Mower Service/Parts</i>	<i>£320.00</i>
<i>Citizens Advice</i>	<i>Annual Donation</i>	<i>£250.00</i>
<i>Chairman's Expenses</i>	<i>Budget</i>	<i>£300.00</i>
<i>Ivor Caswell</i>	<i>Tractor Diesel</i>	<i>£55.20</i>
<i>Russell Francis</i>	<i>Renovation George VI Bench</i>	<i>£135.50</i>
<i>ICO</i>	<i>Annual Registration</i>	<i>£40.00</i>



<i>Autella</i>	<i>Payroll Services</i>	<i>£52.69</i>
<i>Kevin Twelvetrees</i>	<i>Noticeboard</i>	<i>£425.00</i>
	<i>Sub Total</i>	<i>£3,291.52</i>

HPC Petty Cash Spend

<i>Amazon</i>	<i>Brother Ink Cartridge</i>	<i>£22.90</i>
<i>NCALC Expo/Meetings</i>	<i>Expenses</i>	<i>£30.60</i>
<i>Amazon</i>	<i>Photocopy Paper</i>	<i>£21.00</i>
<i>Amazon</i>	<i>Dog Marker Spray</i>	<i>£11.86</i>
<i>Amazon</i>	<i>Mouse Mat</i>	<i>£5.99</i>
	<i>Sub Total</i>	<i>£92.35</i>

PFSC Petty Cash Spend

<i>ARC Agricultural Engineers</i>	<i>Ransome Mower (Gary Slinn)</i>	<i>£38.40</i>
<i>Gary Slinn</i>	<i>Cylinder Regrind</i>	<i>£60.00</i>
	<i>Sub Total</i>	<i>£98.40</i>

<i>Current Account (872)</i>	<i>£45,061.05</i>	<i>Deposit Account (898)</i>	<i>£55,570.22</i>
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<i>Reserve Account (885)</i>	<i>£15,000.49</i>	<i>Total Accounts</i>	<i>£115,631.76</i>
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Signed: Chairman *Signed: EO/Clerk*

Financial Actions

- *Cllr Waller requested a monthly expenditure total*
- *The EO will not request a reimbursement for the 2 petty cash amounts, this will help to reduce the council's petty cash by £92.35 and £98.40*
- *The EO and the Chairman to review the quarterly & annual finances and VAT*

037. 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.

Clive



- *The HPC recently objected to a planning application, however, on appeal the application was granted by the DDC, does having conservation status really mean anything when it comes to planning applications?*

Sarah

- *Section 4 consultation is currently running in the background, but will soon become law. Also, a Neighbourhood Plan would give an extra layer to stopping unwanted building.*

Clive

- *I would like to see the HPC take over verge cutting from the DDC, this would tidy up the village and give us more control over protecting wild flowers and wildlife*

Russell

- *Please see item 47 on the agenda*

DECISION ITEMS

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

038. 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 update the council on the latest details and progress with regards to planning and Health & Safety.*
- *Please see the Information Summary regarding this event at the end of this agenda*

Maxine

- *Advance ticket sales will be available online, a percentage of the ticket price will pay for this service*
- *There will be a limited number of tickets sold*



- *Ticket sales can be broken down over the 2 days and again into am and pm, this will reduce the impact of the event*
- *The road closures have been agreed from Whites Lane to Cotherstone Lodge*
- *Traffic will be diverted to New Road to enter the village*
- *There will be no restrictions to Harlestone residents regarding the road closures*
- *No of visitors will be restricted to 3000*
- *There will be no impact regarding emergency vehicles needing access*
- *There will be a minimum of 2 mobile toilets*
- *Approximately 10 addresses will have Fairy Houses located at them*
- *Facebook will have a link for tickets*
- *There will be 4 risk assessments in place before the event commences*

039. ALTHORP LIAISON *(Executive Officer)*

Business as usual

- *Request from the Estate that all risk assessments and insurance is in place for the Fairy Trail event*
- *Katie.W is looking into the ownership of the damaged wall near to the church*
- *Loxton Fields have requested some tree pruning that over hang gardens near Slate Pit Wood*
- *The Estate is very keen to support the HPC with wild flower planting, however there are strict rules regarding certain seed mixes and locations*
- *As above risk assessments will be provided regarding the Fairy Trail*

040. UPDATES FROM EXECUTIVE COMMITTEES

a. Safety & Protection Committee

Chairman Cllr Sarah Stock

- *Next meeting in July*
- *Cllr Stock puts forward a proposal to merge the S&P and the E&M Committees as many of the agenda items cross over*



- *Review of these Committees to be an agenda item for August*

b. PCSO

Cllr Sue Flynn

- *Motorbikes in the fields near Harlestone Manor have been reported to 101 and our PCSO, this will be escalated at the next quarterly review meeting*
- *The 101 number now has a call back facility and incidents can now be reported online*

c. Environment & Management Committee

Chairman Cllr Tim Cross – please see appendix C

- *Tim: quotes for LED street light upgrades and meetings are being arranged*

d. Playing Fields Sub-Committee

Chairman Cllr Perryman

- *Looking to arrange a meeting regarding the new football teams that want to use the playing fields for their clubs, we need to clarify the proposal and the terms of use for the facilities and pitches*

041. 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*
- *EO to look at grants that are available*
- *Committee members to be appointed at a future HPC meeting*
- *Ken, Russell and Sarah to work on a proposal to put to the full council to agree on, this will be the initial start-up plan*
- *The committee will act as a steering group*
- *The wider community will be consulted and involved*
- *Can we use CIL money to help pay for this project?*

b. Harlestone Hound Newsletter

Editors Cllr Stock, S.Gyde

- *Harlestone Manor deliverer required, EO to volunteer*
- *Next edition will be in mid-July*
- *EO to contact Harlestone Manor to look for a volunteer deliverer*



c. Gigaclear

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

- *Tarmac outside of the post office being checked for quality of repair*
- *Kerb stones near ideal tanks on the Rugby Road*

d. Cllr Holland – Local Businesses, Annual Meeting

- *EO preparing information regarding the A428 sewer for Susie*

e. Cllr Flynn – Charities, Harlestone Quarry

f. Communications/Website

- *Northampton Job Centre has requested permission to have a link on the HPC website to the job centre website*
- *Meeting on the Green with the DDC regarding tree planting/conservation*
- *Council agree to add the link to the HPC website*

g. Trainings Booked (EO)

- | | | |
|---|--------------------|-------------------|
| • <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>Common Land & Village Greens</i> | <i>17.Jul.2019</i> | <i>RF, SS</i> |

h. VAS Poles (EO)

- *EO: the poles for the vehicle activated signs have been installed near to the Railway Cottages, the signs to follow*

i. Local Council Forum (SS)

Sarah Stock

- *Being set-up is the formulation of a shadow council to put the plans together for April 2021*
- *1st April will be the official vesting day to formulate the new unitary council*
- *Currently there will be no new statutory roles to be passed down to parish councils, but parish councils may be able to take on extra roles if wanted*
- *Some parish/unitary roles may be shared*
- *Grants will be put into place to help parish councils take on extra roles*

042. Proposal to nominate members to join a Neighbourhood Plan Steering Group



Looking to put together a steering group of people with the knowledge, skills and the time to put towards this project, this will include council members and members of the public

Key areas will be the direction we will take and to get funding

This will be community led and be fun, I want people to get involved

- *This item will be moved to the August HPC meeting*

043. LED Street Light Upgrades

Proposal to fit LED lamps, Sodium bulbs are now not readily available. DDC has confirmed to the EO that CIL money is able to be used for this project. The cost of refits, repairs or total new units to not exceed £6k

- *Council agree to the above proposal with the maximum limit of spend*

044. Telephone Kiosk Defibrillator Install

Proposal to accept the quote from Short Electrical for the Sum of £500 + VAT to install 2 Defibrillators, one into each of the villages phone boxes (Q3438)

- *Council agree to the above proposal and the costs set out*
- *EO to progress the change of use permission and specification*
- *Check the approval of the refit kit*
- *EO to action the 5.6.6 part of the BT contract re the emergency services*

045. Playing Field Pavilion Refurbishment

Proposal to use CIL money to modernise and upgrade the facilities including the showers and the kitchen areas circa £10k

- *Council agree to the above proposal and the costs set out*
- *2 x quotes to be sourced*
- *There is a real need for refurbishment*

046. DDC Planning Applications

DA/2019/0481

Cottesmore Farm, Glebe Lane, Harlestone NN7 4ET

Change flat roof to a pitched roof over an existing stable block



- *This will be entirely appropriate to the building*
- *Council support this application*

DA/2019/0427

Northampton Golf Club, Rugby Road, Harlestone NN7 4EF

Replacement of fence and gate with 1.8m high stone wall with a steel automated gate

- *Council support this application*

Notice of Public Path Diversion Order (Section 257 Town & Country Planning Act
Public Footpath HW44 proposed route will be around 620mtrs, 2.5mtrs wide

- *No objections from the HPC*

047. The Village Green (Please see Appendix B)

The council is being asked to consider and action the following:

- *Organise the relocation of one oak*
- *Take the advice from DDC and purchase a tree to replace (eventually) the ornamental cherry*
- *Seek permission and buy heritage trees to be planted along the hedge line opposite the green (field side)*

Sarah Stock

- *The DDC decided that the small oak sapling near the road and the path needs to be moved, this was agreed with the residents*
- *The small beech saplings to be moved and replaced by another tree as the ornamental tree will die, the new tree to be agreed by the DDC*
- *The DDC say the whips and stems will not live*
- *The bushes and shrubs are established and should remain*
- *Strong opinions were heard regarding a new hedge being planted along the post line, the DDC did not support this*
- *Note: not all residents living on the green attended the meeting*
- *The Green is for the appreciation of the whole village*

- *Council agree to the proposal to move the sapling oak and beech*
- *Relocation will be to the other side of the road, opposite the green or to the playing fields (both locations will need the approval from the Estate)*



048. Long Term Grass Cutting Strategy

Each year, during the growing season we reach a point when our verges are overgrown and complaints of dangerous road junctions and untidiness are made. We currently get criticised for not cutting enough and criticised for cutting too much and destroying habitats and wildflowers.

Current cutting arrangements

The County Highways cut a minimum of 1.0 metre from the edge of the road in to the verge and at junctions, wider areas for visibility splays. This is done twice a year which is inadequate. We have had to arrange for additional cutting and in some cases, residents have undertaken urgent work.

Proposal

Using the digital mapping system establish 3 layers or levels:

- *Level 1: Highway's existing grass cutting specification.*
- *Level 2: Higher specification to include additional areas for safety and aesthetic reasons and those requiring increased frequency*
- *Level 3: Areas not to be cut but left for the establishment of natural habitats and wildflower planting.*

Level 2 would require an increase in precept and will need to be costed. A further consideration could be for HPC to take on the whole function (i.e. level 1 and level 2 and receive reimbursement for level 1 from Highways.

All wildflower planting to be undertaken with HPC authority and in accordance with the planting policy (yet to be formulated) and monitored by the E&M Committee.

The above strategy could form part of the Environmental and Sustainable Design Objectives of the Neighbourhood Plan.

Russell

- *Mowing and verges is an annual problem with untidiness verses health & safety verses wildlife & the environment*
- *The initial plan will be to map the village to decide on areas that need to be mowed, areas to be left and specific management areas*
- *Consider whether to cut right up to stone walls*
- *Longer grass areas could be near hedges*
- *Cut grass a metre from the road and paths and then leave the rest*
- *Wildflower pockets could be designated and managed, Althorp would support this project*
- *Consider taking over the mowing from the County Council and claim back the costs*

Other Comments

- *Encourage metre plots in private gardens*
- *Could Harlestone Village become a nature haven?*



- *Council agree to the above proposal and for Cllr Francis to progress this project*

Meeting Duration: *1 hours 41 minutes*

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
- *Daventry Heart Support Group Walks – Church Lane Car Park, Harlestone, 20th August 18:30pm. Please contact Ralph Porter 01327 704607*
- *Tree works at the Fox & Hounds going ahead (DDC)*
- *St Andrews Church repairs have started on the windows and walls. Extra alarm sensors have been fitted across the church and the scaffolding*
- *Unitary Council West & Northamptonshire Vesting Day 1st April 2020 Daventry District, Northampton and South Northamptonshire*
- *Executive Officer/RFO CGR financial arrangements*
- *Policing – How would you decide? Take the survey:*
www.northantspolice.pointsimulator.com
- *Police: Fatalities on Northamptonshire roads fall in 2018 and was the 2nd lowest since records began in 1960*
- *Appeal Decision: APP/Y2810/D/19/3211474 Permission Granted*

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*

Specific Councillor Roles

<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>

NEXT MEETINGS 2019

WED 07 AUG

WED 11 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: 7th July 2019



Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis