



AGENDA 001

REMIT: *This committee will be responsible for the management of the Parish environment to ensure that it is tidy, presentable, free of litter and a place where we are proud to live. The committee will also be responsible for the safety and protection of the Parish, to address issues which compromise the security of parishioners and their homes, to promote policies which protects public property and generates a feeling of security for all residents, visitors and organisations in the Harlestone Parish. It seeks to do this by working with local policing strategies, supporting the goals of the PCSO and by engaging positively with stakeholders to ensure Harlestone is a safe and protected place to live, visit and work.*

DELGATED POWERS: *Decision making for low level items, with an expenditure limit of £150 per item subject to an annual cap of £1000.*

DECISION MAKING: *At the sole discretion of the chairman, this committee can make decisions on low level items but on more important issues the committee will make recommendations to the full council.*

STANDING ORDERS: *Relaxed on public debate to encourage participation from members of the Parish.*

CRITERIA FOR THE E&S COMMITTEE: *Must be in line with the Conservation Management Plan and Harlestone Manor Parks and Open Spaces management company Green Belt.
Cohesive with the future Neighbourhood Plan.
Village rural nature preserved but not sanitised.
Consult with landowners, Police, farmers and parishioners about our actions.*

ITEM 026. Attendance and Apologies

Chairman: Cllr Tim Cross

Cllr Russell Francis

Cllr Sue Flynn

Cllr Sarah Stock

Sarah Gyde

Mark Yoxon

Richard Dyball

Stewart Clark

ITEM 027. Approval of Minutes from the Previous Meeting



ITEM 028. Declaration of Interests

Members are requested to make any declarations of personal or prejudicial interests, in line with the code of conduct, relating to items on this agenda.

ITEM 029. Actions

5.1 July 2018

New Action *EO to update EMAS on the defib locations and availability and then complete new declarations if needed*

- *EO to do a monthly check on the HVI installed Defib*
- *Consider a check sheet*
- *EO to check the defibs in the pub and the garden centre*
- *EO has checked the Defibs in the Pub and at the HVI, the pub is fully behind the relocation of the unit to the LH phone box*
- *Monthly checks to be done once all defibs are installed*
- *Cllr Stock has applied for planning permission to change the glass logo from Telephone to Defibrillator*
- *All parts for the refurb have been ordered, circa £1800*



PENDING

Action 1

Mark: The DDC Tree Policy is 8 years old, I will make contact to arrange a meeting to discuss the trees in the village.

Tim: Remember that Althorp do an outstanding job of managing trees in the parish.

Mark: meeting with the DDC on 31st October.

EO: a large population of trees in the village belong to the estate, all fall within the conservation area, you cannot cut down trees that have a diameter of 75mm at a height of 1.5m tall without prior consent from DDC and Althorp. This applies to all members of the council including volunteers and the public.

Mark

- *I met with Martin Wilson and Jane Parry of DDC, we had a good meeting.*
- *I want to put a tree policy together for the website to answer frequently asked questions*
- *How do we manage trees?*
- *Highways/trees*
- *Advice on how Harlestone residents could prune/fell trees and information regarding conservation*
- *Arrange a meeting with the Estate/EO/Mark to discuss the aims of the policy*
- *Action: Mark to email the meeting notes to the Clerk to forward to Katie.W*
- *Put together a guide of the trees in the village for walkers and visitors*
- *Due to the village being in a conservation area, the management of trees in the parish will be with the Estate and DDC*
- *Committee to recommend that Mark puts together a guideline document for parishioners who are wanting to know what they can and can't do regarding tree preservation in a conservation area, a second document could be produced outlining the various trees in the parish and their locations with regards to a guide for walkers and visitors*
- *The next Harlestone Hound to have a feature regarding conservation rules and regulations regarding trees, pruning and felling*
- *Mark to lead this project as a general public information service only*

PTO

- *Mark to circulate to all committee members the meeting notes/minutes from the meeting in October with Martin Wilson and Jane Parry of the DDC regarding tree policy, Althorp previously requested this information*
- *The committee has again requested the DDC minutes from Mark.Y to be distributed to the chairman, the committee members and the EO asap*
- *Add the tree policy to the website once it has been signed off by the committee and by Althorp*

PENDING

Action Item.39

Tim: signs around the village are looking tired and dirty, I would like to check all signs and report back to the committee.

- *A team can then be put to action and wash the signs around the village*
- *Tim's sign survey sheet handed out to committee members, any work to be allocated and actioned at the next E&M meeting*

PENDING



Action 4 December 2018 Item. 15

Committee agree to arrange CPR trainings for parish friends and families
EO to arrange dates through the Rotary Club and to find out the minimum age for participants.
EO: emails have been sent, dates to be scheduled, minimum age to be confirmed

- Trainings planned for 14.Nov and 09.Jan
- 7pm to 9pm at the Harlestone Village Institute
- Professional trainings with certificates
- Training is FREE
- Please email the Clerk to book your place

PENDING

B: South wall of the church has been repaired by the church. Check the part of the wall that still needs to be repaired for ownership

- Tim to dig out the land registry folder
- K.Warden to check Althorp ownership

PENDING

ITEM 006. Pathways Maintenance

The pathway running from Golf Lane towards the Old Bakehouse is in desperate need for the same intervention due to over grown vegetation resulting in the extreme narrowing of the footpath.

In addition, if one turns left towards West Hadden from Golf Lane the same can be said for this footpath which is used by ramblers, horse riders, parents taking children to school and pedestrian access to the bus stop etc.

Footpath on the A428, Glebe Lane towards Althorp needs Edging and mowing.

- Tim has contacted Highways, this will be actioned asap
- A formal letter from Cllr Cross sent by the Clerk to Ian Smith at Highways

PENDING

ITEM 008. A428 Sewer Pipe

The smell from the sewer pipe that comes from the garden centre has got worse, council to meet with the new owners and sort this problem out?

- Anglian Water came out initially to fit smell detectors
- The garden centre's sewage and waste water runs directly down the Harlestone Road pipework
- Anglian Water met with the garden centre and recommended that a water scrubber/douser was fitted to dilute the waste before exit
- Ask Cllr Holland to relay this information back to the garden centre
- The sewer vent that smells is located opposite the speed camera on the A428

PENDING

ITEM 023. General Maintenance Actions

(Grass cutting of verges, open spaces, maintenance of hedgerows, footpaths/bridleways, litter



collection, dog fouling)

- *Nursery Corner: need for signage for parked vehicles owners to respect the verges, consider the safety aspects. This area is a mess from tyre tracks.*

Richard.D

- *There are still too many cars parked along this area of verge*
- *Photo evidence produced showing 12 cars parked in this area*
- *Consider signage to ask users to respect the verges and park in the village car parks*
- *When this area was cordoned off for seeding, there were no problems with the village car parks filling up*
- *We will find that the verges could become used more frequently with the increase of the local developments*
- *This is a dangerous area for pedestrians, children and dogs*
- *Would an option be to have a nylon mesh set into the verge?*
- *Committee to consider a sign to ask visitors to use the village car parks, this will be a polite notice with no enforcement*
- *This will be a 2 month trial and be reviewed in December*

G: Tim to visit the allotments and consider a sign to instruct vehicles that there is no through route

- *Look at this after the Allotments Lease has been signed*
- *3 plots are overgrown, areas need rotavating*
- *Plots available, please email the Clerk*

PENDING

DISCUSSION ITEMS

ITEM 030. General Maintenance Actions

(Grass cutting of verges, open spaces, maintenance of hedgerows, footpaths/bridleways, litter collection, dog fouling)

- Overgrown hedges hanging over the footpath in front of 10 cottages*
- Dog bin on Manor Lane is full and has a Norse bag over the top to stop use, apparently the Norse lorry cannot access the bin*

ITEM. 31 Neighbourhood Watch Signs



A proposal by Neil Mitchell for the members to authorise the purchase of 6 new NHW signs including cable ties and postage from Normanton Screen Print (NSP). The signs will be for 4 new locations and to replace 2 missing signs

- *The total cost will be £66.50*

ITEM. 32 Wild Bunch Funding

The EO is looking to apply for a Community Project Grant from Daventry District Council, the grant can provide funding for equipment, small items, materials, training and volunteer expenses. The group are able to apply providing they have the following:

- *A Formal Constitution*
- *Terms of Reference*

Would a committee member be willing to draft the above?

ITEM. 33 Providing for Birds in your Garden

Consider a project to help educate the parish with regards to attracting and encouraging birds to visit, thrive and nest in our gardens

- *Birds are a crucial part of the natural world*
- *Planning a wildlife friendly garden*
- *Ways of providing food/shelter and all the benefits to the area*
- *Providing water and nest boxes*

ITEM 34. Climate and Nature Emergency

Parish and Town Councils may not be as powerful as local authorities, but they can “Do Their Bit” and be a force for change

- *Consider the “Friends of the Earth 20 actions plan”*

Communications, Updates

a. Wild Bunch Update



Meeting Duration: **Ohrs Omins**

Allocated Committee Member Roles

Road/Village Signs	Chairman
Dog Bins	Tim
Grass mowing/verge maintenance/hedgerows	Russell
Footpaths/bridleways	Sarah.S (Reporting Role)
Inventory of Parish fixtures and fittings	Executive Officer
Grit Bins	Chairman
Noticeboards	Executive Officer
Litter Bins (HM)	Chairman
Trees	Mark
Walls	Russell
Traveller Risk (HM)	Stewart
Harlestone as a visitor attraction/management	TBC
Litter Picks	Sarah.G
Althorp	Executive Officer
Golf Club	Russell
Street Lighting	Chairman
Harlestone Manor Neighbourhood Watch	TBC
Fly Tipping	TBC
Neighbourhood Watch for Harlestone Village	Neil Mitchell

Health & Safety

Note: volunteers working in the village on behalf of the HPC **MUST NOT** use mechanical/machinery including mowers, strimmers and chainsaws

Salt Bin Wardens

- Mark 303 305
- **TBC** 306 308 309 1710 **Tim to check locations**
- Russell 307 2012
- Barry (TBC) Park Farm
- 303/305 Church Lane
- 306 Work House Bank
- 308 near UH telephone box
- 1710 Church Farm



- 307 *Rock Farm* 3.Dec Full RF
- 2012 *Cross Hill*
- 309 **TBC**

Salt Bin Policy/Management

- *Wardens to contact Street Doctor to fill a specific bin*
- *Please email the Clerk with Ref No and date*
- *Park Farm bin and the extra UH bin will be an email to the Clerk to fill*
- *Clerk to collate and record the amount of salt used, details to be used for reference and for budgeting.*

Litter Picking

Upper Harlestone Champion – Sarah Gyde
Lower Harlestone Champion – Paul Thomas Executive Officer
Harlestone Manor Champion – Stewart Clark

Next Meeting Dates:

2020
19.Feb
15.Apr

19:00 at the Harlestone Village Institute
Environment and Safety meetings take place every other month.

Paul Thomas – Executive Officer
Dated: 10th December 2019



Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Tim Cross

CITIZENS ADVICE

*Whoever you are, whatever the problem. Free, confidential, impartial and independent advice.
Advice Line: 03444 889 629 www.daventrycab.org.uk*