

## **MINUTES 002**

### **VIRTUAL ONLINE ZOOM MEETING**

**Password: 425846 ID: 858 0880 5353**

[harlestoneclerk@btinternet.com](mailto:harlestoneclerk@btinternet.com)

#### **019. ATTENDANCE & APOLOGIES**

##### **Councillors**

*Cllr Russell Francis (Chairman)*

*Cllr Susie Holland*

*Cllr Sarah Stock (Vice Chairman)*

*Cllr Toni Perryman*

*Cllr Ken Waller*

*Cllr Sue Flynn*

*Cllr Tim Cross*

*Cllr Vacancy*

- *All councillors in attendance*

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

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

- *Cllr Holland proposes the minutes be approved*
- *Cllr Stock seconds the minutes be approved*
- *The council agree that the minutes are a true and accurate account*
- *The Chairman to sign the minutes*

#### **021. 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*

#### **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.*

<i>Schedule of Payments</i>
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<i>Staff Salary</i>	<i>Gross Salary</i>	<i>£850.00</i>
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<i>Wave (Playing Fields)</i>	<i>DD Anglian Water</i>	<i>£6.00</i>
<i>BT Council Office</i>	<i>DD Phone</i>	<i>£40.00</i>
<i>BT Village Institute</i>	<i>DD Broadband</i>	<i>£40.00</i>
<i>Staff Pensions</i>	<i>DD Nest</i>	<i>£62.91</i>
<i>Gigaclear</i>	<i>DD Broadband</i>	<i>£45.00</i>
<i>E-on Electricity Bill</i>	<i>Playing Fields</i>	
<i>Russell Francis</i>	<i>Zoom Charges - May</i>	<i>£14.39</i>
<i>Russell Francis</i>	<i>Zoom Charges - June</i>	<i>£14.39</i>
<i>LGG Services</i>	<i>Village Verge Mowing</i>	<i>£160.00</i>
<i>Amazon Prime</i>	<i>DL Envelopes</i>	<i>£4.99</i>
<i>Postage</i>	<i>Allotment Lease</i>	<i>£1.50</i>
<i>EO Transfer</i>	<i>Office Spend</i>	<i>£6.49</i>
	<i>Sub Total</i>	<i>£1,239.18</i>

#### **Community Shop Stock Payments**

<i>Collins</i>	<i>9544443</i>	<i>£43.04</i>
<i>Collins</i>	<i>954127</i>	<i>£146.56</i>
<i>R.Francis - Sainsburys</i>	<i>11</i>	<i>£35.29</i>
<i>GJ Catering</i>	<i>HPC</i>	<i>£31.50</i>
<i>Collins</i>	<i>955164</i>	<i>£206.94</i>
<i>Collins</i>	<i>955811</i>	<i>£167.94</i>
<i>Collins</i>	<i>956186</i>	<i>£111.96</i>
<i>S.Stock – Tikus Ltd</i>	<i>24.05.20</i>	<i>£411.35</i>
	<i>Sub Total</i>	<i>£1,154.58</i>

<b>Total Monthly Spend</b>	<b>£2,393.76</b>
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Signed: Chairman ..... Signed: EO/Clerk .....

Current Account (872)	£55,895.74	CIL Deposit Account (898)	£49,765.03
Shop Receipts Acc (885)	£4,500.07	Total Accounts	£110,160.84

- EO to update the council on the monthly bank reconciliation and QFAR
- The payment schedule to be agreed by the council and signed by the EO and Chairman above

\*Shop Note: General Shop Payments £1,627.38  
 General Shop Sales £1,186.96  
 Value of Stock Held £440.42

- Cllr Stock proposes the minutes be approved
- Cllr Waller seconds the minutes be approved
- Council agree to the payment schedule and the monthly finance updates for June 2020
- The Chairman to sign the minutes

### 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 councillors 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 councillors. 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 attendance

### DECISION ITEMS

**024. DA/2020/0326 THE FOX & HOUNDS PUB**

- *Listed building consent for installation of a radon mitigation system in the basements and cellars*
- *No change to the exterior of the building*
- *Proposal to support this application*
- *Council all in favour*

**025. DA/2020/0323 119, NOBOTTLE ROAD, UPPER HARLESTONE**

- *Remove trees within a conservation area*
- *Rear garden trees, general tidying, cannot be seen from the front of the property, ornamental trees including a Bay and a Holly*
- *This is part of a landscaping project and does not affect any sound or visual barrier*
- *Proposal to support this application*
- *Council all in favour*

**026. TO ADOPT THE EXISTING INFORMAL SPEEDING STRATEGY AS THE HPC POLICY**

- *Please see Appendix A*
- *The strategy has evolved over time, the Chairman has amalgamated all the road safety items together*
- *Chairman: I would like to nominate Clive Skinner to work with our PCSO regarding the use of the PCSO's speed gun*
- *Port Road is currently 60mph max speed. Council would support the reduction from 40mph to 30mph from Harlestone to Duston along the A428*
- *Council were all in favour of the adoption of the Traffic Management and Speeding document as the Council's formal policy subject to the one amendment: the inclusion of the three specific locations (two on the A428 and one on Port Road). RF to amend the document accordingly.*

**DISCUSSION ITEMS**

**027. PARKING ON VERGES, BENDS AND OTHER DANGEROUS INCIDENTS**

- Council to look at problem areas to prevent a serious incident
- New Road, The Firs, Nursery Corner, Church lane
- Many areas during lockdown have suffered with extra traffic
- The corner of New Road where the trees are being felled has had up to 5 vehicles park and people walk straight into the quarry, could the Estate restrict the parking/access to the quarry?
- Opposite the Pheasantry, as many as 4 cars park along the worn verge, this is very dangerous as it is so close to the bend.
- Nursery Corner has seen regularly as many as 10 cars and more on some occasions parked along the verge causing walkers, dogs and families to have to walk in the road, this is also a blind corner.
- Cllr Flynn to contact the PCSO for road safety advice
- Church Lane: cars are still trying access the car park by driving up the church pathway, council to consider installing a lockable bollard. Cllr Holland to ask for agreement of the church. Cllr Cross will source quotes as part of the E&S sub-committee
- Cllr Waller to source the views of the local farmer with regards to picnicking in the fields with livestock
- Cllr Waller to look into a Highways consultant to identify hot-spots and dangerous areas
- Council agree to exploring this route

#### **028. PCSO – TO REVIEW THE REPORTING PROCEDURES AND WORKING RELATIONSHIP (see report Appendix B)**

- How do the council and parishioners report incidents to the PCSO
- Who can direct contact the PCSO, role of the SPOC
- Review of the PCSO performance and how he reports to the HPC
- Attendance of the PCSO at HPC meetings
- PCSO actions/response during the COVID 19 Lockdown
- Incidents in the parish should be reported to 101 and for emergencies use 999
- Require information on current crime rates and statistics
- Monthly/Quarterly reports need improving by the PCSO, more detail is needed to understand what is occurring in the parish
- The PCSO to attend at least two HPC meetings a year
- Feedback to be discussed at the quarterly PCSO meeting

#### **029. UPDATE OF THE COMMUNITY SHOP**

- Running down the stock
- Excess stock donated to a food bank
- Demand has reduced due to people now shopping as normal
- The stock held is for general products
- The plan is to reduce the prices and sell off the stock over the next month
- Further reductions may be necessary towards the 3<sup>rd</sup> July when the project will end
- The project has been a huge success
- Any remaining stock after 3<sup>rd</sup> July to be donated to a local food bank.

### **030. TO FORMULATE THE STRUCTURE OF THE HARLESTONE HOUND NEWSLETTER**

- *Consider the contents of the HH in light of the closure of the white newsletter*
- *The HH hound only distributes within one parish, this is significantly different to the white newsletter that covers a large area, due to this the coverage will greatly reduce the benefits for advertisers*
- *There is potential for a Harlestone business to sponsor a copy*
- *Contents should relate to Harlestone and include such items as the church, WI, the environment and local issues*
- *The HH to be quarterly*
- *Council agrees to this approach*

### **031. UPDATES FROM THE ADVISORY COMMITTEES**

- a. *Environment and Safety Sub-Committee Chairman  
Chairman Cllr Tim Cross*
  - *Installing a lockable bollard at the church*
  - *Overflowing bins at the Firs*
  - *WW2 being moved on the 17<sup>th</sup> June*
  - *Cllr Waller to purchase a wooden bench for the England's Cottage location*
- b. *Playing Fields Sub-Committee Chairman  
Chairman Cllr Toni Perryman*
  - *Youths are being asked to not use the playing fields due to the COVID 19 guidance*

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

- a. *PCSO, Charities, Quarry Liaison  
Cllr Sue Flynn*
  - *PCSO June Report (Appendix B)*
  - *The Quarry is closed and currently no meetings are planned for the Charities*
- b. *Local Planning, Conservation  
Cllr Sarah Stock*
- c. *Neighbourhood Plan Coordinators  
Cllr Stock/Francis*

- *Cllr Stock met with the consultant regarding the forthcoming questionnaire, moving towards a final document, this could be a good time to send out the questionnaire due to many people being at home*
  - *We have received an invoice for the above consultant work for £245.20 + vat*
  - *Although there is no budget set for the NHP, there is a grant for £9k which Cllr Waller is completing*
  - *Council agree to pay this invoice and the HPC to be reimbursed by the grant, this payment will show on the July payment schedule*
  - *Council all in favour*
- d. *Speed Watch, Road Safety, Police Volunteer on Horseback  
Cllr Toni Perryman*
- e. *Communications Officer, Website  
Cllr Stock*
- f. *Major Development, Planning, SUE  
Cllr Waller*
- g. *Local Businesses, Annual Meeting  
Cllr Holland*
- h. *Althorp Liaison  
Executive Officer*
- *A number of fly-tipping incidents have been reported in our neighbouring village of Brington in gateways and in fields*
- i. *Harlestone Hound Newsletter Editor  
Cllr Stock*
- j. *Harlestone Village Institute Liaison  
Cllr Waller*
- k. *HPC Allotments  
Executive Officer  
(Lease, figures, update)*
- *We have received £430 in allotment rent*
  - *A number of tenants are putting up their own fencing due to lockdown regulations*
  - *We have received a written complaint with regards to social gatherings, drones, drinking and plots being attended up to 9pm; this will be investigated and an update to the rules may be necessary*

### **033. ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS**

<p><b>September CHURCH LANE CAR PARK</b></p> <ul style="list-style-type: none"> <li>• <i>To install a PIR light, ideally the PIR light will need a taller pole and more powerful lamps</i></li> </ul>
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- The school has agreed to pay the £1000 in four £250 yearly amounts
- Invoice for 2019 and 2020 to the school

**PENDING**

- *The PIR request to be closed*
- *No payment has been received from the school to date*

**081. FOOTPATH AND ROAD SIGNS RETRO FIT**

*Project from Cllr Susie Holland to retro fit old style wooden black and white sign posts in the village, would the council consider this project*

- *The village would require 7 signs at a cost of circa £3,400*

**PENDING**

- *A request for pictures of the old post signs are needed to design a new pattern, pending and needs to be researched*

**177. HPC SPEEDING VEHICLES & ROAD SAFETY STRATEGY**

- *Ask the PCSO to action the mobile speed camera with regular monthly slots*
- *Sue to speak with the PCSO to get a schedule of when the mobile camera will be activated*
- *Look to put a speed strategy policy together*

**PENDING**

- *Actioned to be closed*

**178. WW1 Oak Tree**

- *Source a plaque in brass 9" x 9"*

**PENDING**

- *Foundry currently closed*

**Action: SPOC**

- *Reports from the PCSO giving an update on patrols, incidents, crime, speed camera use and any issues the council should be aware of.*
- *To secure the attendance of the PCSO at our next physical meeting*

**PENDING**

- *Actioned to be closed*

**Action: Tarmac Damage near the Post Office**

- *Council to source a quote to repair this area*

- *The edge of the tarmac has eroded from the mud backfill*
- *EO to write to Gigaclear to demand that this needs to be actioned along with the kerb stones near to Ideal tanks*

*Items for the next HPC meeting:*

- *To make a decision on the number of meetings that the HPC will hold each year*
- *To make a decision on the number of meetings being held over Zoom*

*Meeting Duration: 2 hours 25 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](http://www.northants.police.uk/webform/online-crime-reporting)
- *Transport & Mobility solutions in Daventry District: spread the word regarding the services of DACT in local areas* [www.dact.btck.co.uk](http://www.dact.btck.co.uk)
- *The Harlestone Playing Fields are currently closed until further notice due to the Covid pandemic*
- *Daventry District Council Covid support line: 0300 126 1000*
- *Coronavirus Response and Recovery Fund application has been completed and submitted by the Harlestone Charities*

**NEXT MEETINGS 2020**

**WED 03.JUN**  
**WED 01.JUL**  
**WED 05.AUG**  
**WED 02.SEP**  
**WED 07.OCT**  
**WED 04.NOV**  
**WED 02.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: 13<sup>th</sup> June 2020***

Signature: .....

Executive Officer/Clerk: Paul OR Thomas

Signature: .....

Chairman: Cllr Russell Francis