



19:00 on Wednesday 5th August 2020
Harlestone Village Institute NN7 4EH or online

AGENDA 003

VIRTUAL ONLINE ZOOM MEETING

ID: 857 0743 6033 Password: 795711

050. ATTENDANCE & APOLOGIES

Councillors

Cllr Russell Francis (Chairman)

Cllr Sarah Stock (Vice Chairman)

Cllr Ken Waller

Cllr Tim Cross

Cllr Susie Holland

Cllr Toni Perryman

Cllr Sue Flynn

051. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING(S)

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

052 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.

053. 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

Signed: Chairman *Signed: EO/Clerk*

UNITY TRUST BANK



- *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*

054. 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.

DECISION ITEMS

055. NORTHAMPTON LOCAL PLAN PART 2 PROPOSED SUBMISSION

HPC to decide to make representations to Northamptonshire Borough Council on the Northampton Local Plan Part 2. The Borough Council are currently consulting for a second time on the Northampton Local Plan Part 2 Proposed Submission and the associated Sustainability Appraisal and Habitats Regulations Assessment. This public consultation is in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The deadline for making representations has been extended to 5pm on 7 September 2020.

The local plan and its accompanying consultation documents can be viewed online:

<https://www.northampton.gov.uk/lpp2proposedsubmissionround2>

056. DA/2020/0455 (0425 AMENDED)

Cottesmore, Glebe Lane, Harlestone NN7 4ET

- *Construction of an indoor riding arena*

057. DA/2020/0542

Holly Bush Cottage 60 Duston Road, UH NN7 4EH



- *Work to a tree within a conservation area*

058. DA/2020/0553 (Please see Appendix B)

Tillsist, Harlestone Road, Lower Harlestone NN7 4EW

- *Two storey side extension*

059. CHURCH PATHWAY HERITAGE BOLLARD

At the July meeting the Council approved the cost of acquisition of a heritage bollard to be installed at the Church pathway. It is now proposed that the Council approve the use of CIL money to pay for the installation of the bollard at an estimated cost of £300.

060. PROPOSAL TO INSTALL ANOTHER DOG BIN ALONG WORKHOUSE BANK

- *Proposal to use CIL to pay for this infrastructure*
- *Previous Dog Bins have been purchased from Earth Anchors*
- *Cost of the bin £256 and attachments £214 Total circa £470*
- *Annual emptying of the bin circa £320 from council POS budget*

060. AGAR PART 3 (ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN)

The Internal Auditor has completed the internal audit and report of the HPC accounts and processes presented by the Executive Officer/RFO. The RFO has completed the AGAR form for 2019/2020

- *Please see Appendix B for the AGAR*
- *The council was recommended in the previous audit to reduce the petty cash down from £580, the petty cash now stands at zero*
- *The EO/RFO invites the council to agree these figures and for the Chairman to sign the AGAR on behalf of the council*
- *The EO/RFO will then prepare records and accounts for the External Auditor*

061. REPLACEMENT BOILER IN THE HARLESTONE VILLAGE INSTITUTE

It is proposed that the Council approve the use of CIL money for the purchase and installation of a replacement oil fired boiler at the Harlestone Village Institute at an estimated cost of £5200 (plus vat).

Quotations:

- 1) *Environmental Heating and Power - £5200 (plus vat)*
- 2) *Curtis Carder Services Ltd - £7851.00 (plus vat)*
- 3) *W J Townsend and Son - £5520 (Plus vat)*

Note: All contractors are known within the village and the HVI would like to proceed with the lowest quotation. The detailed quotations are available on request



DISCUSION ITEMS

064. UPDATE OF THE COMMUNITY SHOP

- *The project has been a huge success*
- *Remaining stock after 3rd July donated to a local food bank.*
- *Final shop figures/accounts*

065. UPDATES FROM THE ADVISORY COMMITTEES

- a. *Environment and Safety Sub-Committee Chairman
Chairman Cllr Tim Cross*
- b. *Playing Fields Sub-Committee Chairman
Chairman Cllr Toni Perryman*
 - *The playing fields are looking to sell 2 unused gang mowers which will go into disrepair if left*

PTO

- *Looking for an area at the playing fields that can have a goal post installed for the public to use for fun. The main goal posts are not to be used as this is to protect the pitch ready for match days. There are metal training goal posts, but they have been deemed to be unsafe as they can topple.*
- *EO is in receipt of the Cricket Club's Public Liability Insurance*
- *The new windows that were installed may need to be modified as they do not open in either of the toilet rooms, lack of ventilation has caused a build-up of condensation and there is a smell of dampness inside the pavilion, the building has no damp course.*

066. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

- a. *PCSO, Charities, Quarry Liaison
Cllr Sue Flynn*
 - *Motorbikes ridding around Ellis Pitt opposite the Pheasantry reported to the SPOC*
 - *Motorbikes continue to ride in and around the Firs, what are the Police doing about this situation?*
- b. *Local Planning, Conservation*



Cllr Sarah Stock

- c. *Neighbourhood Plan Coordinators*
Cllr Stock/Francis
 - *DDC have now designated the revised HPC boundary as the "Neighbourhood Area" for the NHP*
- 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
 - *Cllr Waller to check the progress of the relief road through Harlestone Manor*
- g. *Local Businesses, Annual Meeting*
Cllr Holland
- h. *Althorp Liaison*
Executive Officer
 - *Quarry security: once the timber has been removed, will look at fencing.*
- i. *Harlestone Hound Newsletter Editor*
Cllr Stock
- j. *Harlestone Village Institute Liaison*
Cllr Waller
- k. *HPC Allotments*
Executive Officer

067. ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

September CHURCH LANE CAR PARK

- *The school has agreed to pay the £1000 in four £250 yearly amounts*
- *Invoice for 2019 and 2020 to the school*
- *No payment has been received from the school to date*
- *EO to send a reminder to the school*

PENDING

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



- *Cllr Holland is meeting with Ian Boyes of Highways*

PENDING

178. WW1 Oak Tree

- *Source a plaque in brass 9" x 9"*
- *Foundry currently closed*

PENDING

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*
- *EO to keep lobbying Gigaclear*

PENDING

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*
- *Cllr Flynn to contact the PCSO for road safety advice*
- *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*

045. TO CONSIDER THE COSTS/BUDGET REGARDING THE CLEARING OF LEAVES AND WEEDS ALONG THE CHURCH PATH ON A REGULAR BASIS

- *Monthly/quarterly schedule*
- *Specification for the clearance required*

- *Cllr Holland to liaise with the church as to who takes responsibility for the clearance of the path and to understand how often this needs to be done*
- *Confirm that the footpath belongs to Althorp*
- *Possible HM contribution*

046. PCSO – TO REVIEW THE REPORTING PROCEDURES AND WORKING RELATIONSHIP (previous agenda item 28.)

- *Review of the PCSO performance and consider whether this meets our local needs*
- *Monthly/Quarterly reports by the PCSO, more detail is needed to understand what is occurring in the parish*

- *The parish is geographically different as we no longer have 2 modern developments*
- *The new sergeant has agreed to address the issues of the parish*
- *The PCSO was emailed a list of issues to be addressed, these issues are yet to be resolved*
- *The cost of the PCSO to HPC has halved due to the CGR split*
- *The HPC reported parking, fly-tipping and speeding at the Quarterly PCSO meeting*
- *The council agree that the visible presence of the PCSO is a deterrent against crime for the village*
- *Generally, we are paying for peace of mind*
- *The SPOC has good communication with the PCSO*



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
- Transport & Mobility solutions in Daventry District: spread the word regarding the services of DACT in local areas 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

- The details of the driver that hit the VAS at Railway Cottages has been passed to BHIB Insurance
- Congratulations to the new Chairman of Daventry District Council: Chris Millar
- Gate by the HVI (CU12/22) is damaged, has been reported to DDC
- Dislodged stone from the wall along the church pathway reported to the church
- Overgrown vision splays at the top of Church Lane reported to Street-Doctor by the public
- Dog fouling spraying exercise is underway in the Firs and around UH
- Neighbourhood Watch Impact Survey.
This is a survey open to all members of the public including our supporters and members and we are asking our partners to share across their public networks. It will enable us to look at how Neighbourhood Watch impacts in our communities and identify the concerns surrounding crime, fear of crime and the increase in neighbourliness and community spirit.
We ask that you share the survey [IMPACT SURVEY](#) with friends, neighbours, colleagues and your partners, to ensure that we get a good mix of responses. You can do this in various ways through email, using social media.
- DA/2020/0255 (Amended) Construction of a free-standing Orangery. 2 Railway Cottages, Harlestone Road NN6 8AR

Meeting Duration: 0 hours 0 minutes



NEXT MEETINGS 2020

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: 27th July 2020

Signature:

Executive Officer/Clerk: Paul OR Thomas



Signature:

Chairman: Cllr Russell Francis

Appendix B – AGAR Part 3 (2 pages)



Section 1 – Annual Governance Statement 2019/20

acknowledge as the members of:

Harlestone Parish Council

responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with effect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		"Yes" means that this authority:	
	Yes	No*		
I have put in place arrangements for effective financial management during the year, and for the preparation of accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
I maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
I took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
I provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
I carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks facing and dealt with them properly.	
I maintained throughout the year an adequate and active system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
I took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal or external audit.	
I considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business at the end of the year including events taking place after the year end if relevant.	
(For local councils only) Trust funds including charitable trusts. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent verification or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

We provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

Recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Further information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.harlestonepc.org

AUTHORITY WEBSITE ADDRESS



Section 2 – Accounting Statements 2019/20 for

Harlestone Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
Balances brought forward	23,744	60,776	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree with Box 7 of previous year.
Precept or Rates and Levies	55,511	57,176	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grant received.
Total other receipts	51,415	35,718	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
Staff costs	10,985	11,256	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (including PwLB).
All other payments	58,908	42,545	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
Balances carried forward	60,776	99,869	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
Total value of cash and short term investments	60,776	99,869	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
Total fixed assets plus long term investments and investments	79,927	80,298	The value of all the property the authority owns – it is the sum of all its fixed assets and long term investments as at 31 March.
Total borrowings	0	0	The outstanding capital balance as at 31 March of all borrowings from third parties (including PwLB).
For Local Councils Only) Disclosure note on Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I confirm that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Statement have been prepared on either a receipts and payments or accruals and expenditure basis following the guidance in the Accounting and Accountability for Smaller Authorities – a Small Authorities' Guide to Proper Practices and present fairly and truthfully the financial position of this authority.

I have signed this Statement by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Application No: DA/2020/0553

Description: Two storey side extension. Location: Tillsist, Harlestone Road, Lower Harlestone NN7 4EW

This property is on the Harlestone Road, it is not in the conservation area and is not listed. The property has been extended previously with a two-story extension on the north side of the property. The proposed development is 3.6 metres wide and the full depth of the principle dwelling.

1. Dominance. The property has a good area of land to the front and rear. This proposal would take up much of the space to the south side of the property so that the total built area nearly covers the full width of the plot, however a narrow strip of land is maintained between this and the neighbours boundary. The apex comes below the principle dwelling's apex and matches the extension on the north side of the property. It will not over dominate the plot or overshadow the principle dwelling.

2. Local Impact. There are two small bathroom windows which overlook Churstan (next door), these will have very little impact (if any) on the neighbour's privacy. Other homes in this row of four more modern homes have been changed considerably and the changes proposed will not have a detrimental impact on the appearance of the area.

3. Access. Vehicle and pedestrian access to the property will be unaffected.

4. Appearance/Design. The materials indicated are appropriate for this develop and match the north side extension. The design is sympathetic and will match the existing dwelling.

5. Conservation Area/Listed Building Restrictions. n/a Recommended Conclusion: This proposal is an appropriate size and design for this home and will not have a detrimental impact on the setting or the neighbouring property. It is recommended that HPC SUPPORT this proposal.