



19:00 on Wednesday 7<sup>th</sup> October 2020  
Harlestone Village Institute NN7 4EH or online

## MINUTES 002

### VIRTUAL ONLINE ZOOM MEETING

ID: 857 1742 4918 Password: 276653

#### 084. 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*

- All councillors in attendance

#### 085. 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 Waller seconded the minutes be approved
- The council agree that the minutes are a true and accurate account
- The Chairman to sign the minutes

#### 086. 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

#### 087. 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
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*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
  
- Chairman proposes an extra verge cut for New Road and for the A428 by LGG
- Council in favour
  
- Cllr Stock proposes the payment schedule be approved
- Cllr Flynn seconded the payment schedule be approved
- Council agree to the payment schedule and the monthly finance updates for October 2020
- The Chairman to sign the payment schedule

## **088. 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.

### **L.Mills**

- Would the council look into changing or modifying the dog bins to be pedal operated, this would be more hygienic and guard against the spread of the Covid virus.
- Cllr Cross to look into costs.

## **DECISION ITEMS**

### **089. PROPOSAL TO FORM A WORKING PARTY WITH HARLESTONE MANOR PARISH**

To develop a joint strategy to reduce the speed of traffic along the A428

*\*Note: New Harlestone Manor Chairman Jackie Kimbrey*



- Cllr Waller Proposes Cllr Perryman and Cllr Flynn to form the joint working party with Harlestone Manor
- Cllr Cross Seconded
- Council in favour

#### **090. CROSS HILL – SMALL WILDFLOWER PROJECT**

A local resident that currently maintains the grass verges at Cross Hill has requested if he can develop a wildflower area immediately beneath the horse chestnut tree. This area will extend to approximately 2 to 3 metres in diameter and will be solely funded and maintained by the resident.

- Cllr Holland Proposes
- Cllr Stock Seconded
- Council in favour

\*Note: would be great if the resident could communicate with the Wild Bunch regarding seeds sown etc for interest.

#### **091. CLERK'S SALARY INCREASE**

The Unions accepted a 2.75% increase. It is backdated to 1<sup>st</sup> April 2020. The pay increase comes with an extra day of annual leave for Clerks with less than five years' service.

- Chairman Proposes that this increase by the Union be moved to the Staffing Committee
- Cllr Cross Seconded
- Council in favour

#### **092. DA/2020/0689**

119 Nobottle Road, Upper Harlestone

- Work to trees within a conservation area
- Please see Appendix A
- Representation sent to Daventry District Council
- DDC Michael Venton has recommended that thinning takes place, target pruning, removal of ivy and trim the canopy

#### **093. DA/2020/0775**

Cross Hill Cottage 114 Nobottle Road, Upper Harlestone



- Work to trees within a conservation area

#### Cllr Stock

- 2 x silver birch trees are inside the garden boundary
- Would have been introduced originally as ornamental trees, they are now out of control and need selective pruning
- A professional tree surgeon will trim the canopy 15% to 20%
  
- Chairman                      Proposes that target pruning by a professional be carried out
- Cllr Cross                      Seconded
- Council in favour

#### **094. PROPOSAL TO APPLY FOR A GRANT TO EMPLOY A LITTER PICKER**

DDC offer parish councils a grant to employ a litter picker and if we were to employ an enthusiastic teenager, they would pay £460 pa. That would give us a budget of £38 a month and we could ask the enthusiastic teen to pick litter for 5 hour per month, pick out some routes, provide the necessary safety equipment (gloves, high vis, bags and litter picking stick). This would create low key employment

Areas to be included:

- A428 up to Glebe Lane (footpath side only) & top of Glebe Lane (about 1 hour per month)
- A428 up Harlestone Firs (footpath side only) & car park outside Harlestone Firs (about 1-2 hours per month)
- New Road (1 hour per month)
- Port Road South (1 hour per month)
- Port Road North (1 hour per month)



- The total fund is £460
- PPE and Hi-Viz to be worn
- Litter picking Risk Assessment to be sent to Cllr Stock by the EO for signing
  
- Cllr Waller Proposes
- Cllr Holland Seconded
- Council in favour

## DISCUSSION ITEMS

### 095. PLANNING FOR THE FUTURE

“Planning for the Future” was published on 6 August 2020. It is a consultation on proposals for reform of the planning system in England. The consultation closes at 11:45pm on Thursday 29 October 2020. The full document and supporting evidence is available at:

<https://www.gov.uk/government/consultations/planning-for-the-future>

- Please see Appendix D for a briefing paper by Cllr Sarah Stock
  
- Chairman Proposes that Cllr Stock responds on the council's behalf
- Cllr Waller Seconded
- Council in favour

### 096. FOOTPATH AND ROAD SIGNS RETRO FIT

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

The village signs are in need of repair/replacement, new signs will be a retro design more in keeping with the village which has been designated as a conservation area.

- The new signs would qualify as infrastructure for CIL money
- Permission from Highways agreed
- 2 x Harlestone signs, 3 x UH signs, 2 x Harlestone Heath signs
- Maintenance would fall to the HPC
- Please see Appendix D for the full quotes

#### Finger Posts Quote

- Cost of the signs £9,222.00 (inc VAT) additional costs will be incurred to fit the signs.

#### Yesterhome

- Cost of the signs £6,823.20 (inc VAT) excludes posts and installation.

#### Installation Quote

BHML (County Highways authorised)

Harlestone Parish Council – October Minutes 2020 – Executive Officer/Clerk: Paul Thomas



- £2,892.00 (inc VAT)

\*County Highways to replace the existing wooden gateways at Harlestone Heath

- Council to determine the exact size, dimensions and thickness of the signs in the quotes
- The signs to look more authentic without the crest
- Chairman to send the link of the Yesterhome signs to Tim and Susie
- Confirm number of signs needed
- Susie, Tim and Russell to obtain a further post installation quote and come back to the November meeting with their recommendations to the council

## 097. UPDATES FROM THE ADVISORY COMMITTEES

a. Environment and Safety Sub-Committee Chairman  
Chairman Cllr Tim Cross

- New dog bin installed on Workhouse Bank
- MOP has requested a sign near to the England's Cottage noticeboard to point cricket/football traffic to the playing fields, this would help away teams and wedding parties

Tim

- The new dog bin at Workhouse is being used well
- Looks like the dog bin in the Firs has been damaged by a vehicle, could be possible to re-level the concrete base (Russell to help Tim)
- It is intended to correct the leaning finger sign outside England's Cottage and add the wording "Playing Fields" to the direction "fingers".
- The pathway to the left of England's Cottage leading to Workhouse Bank has overgrown hedging causing pedestrians to walk in the road and the grass verge needs cutting back.

Ken

- Bench has been chosen for the England's Cottage corner location.
- Will look to put a proposal together for the bank at the above location to be cut back and mowed.

b. Playing Fields Sub-Committee Chairman



Chairman Cllr Toni Perryman

- Looking to get quotes for an extractor unit in the cricket pavilion to improve ventilation
- Possible Grant options being looked into by the Cllr Perryman
- Safety issues concerning the flood lighting to the training pitch, which are very old and the wiring mounted on the poles is suspect and non-compliant, have been raised. The below ground armoured cabling, at the point where it emerges from the ground and connects to the poles, is also prone to damage caused by the mowers. There are 6 flood lights on wooden poles and consideration is to be given to replacing the lights with LED to reduce maintenance and running costs. Two quotes to be obtained.

## 098. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

a. PCSO, Charities, Quarry Liaison

Cllr Sue Flynn

- EO in communication re the fridge magnets
- PCSO report Appendix B
- EO contacted the Principal Development Control Officer re earth moving machinery in the quarry, was assured that the current activity on site is consented re-profiling works
- No crime incidents reported.
- PCSO has continued to do his rounds.
- Pat Flynn had a fall, the PCSO attended to help then waited until the ambulance arrived.
- No Charities meetings have taken place.
- Activity at the Quarry was profiling work.
- Sue to contact Mick George the new contractor at the quarry.
- At the Quarterly PCSO meeting we need to prompt the Sergeant regarding speeding, Nursery Corner and motorbikes.

b. Local Planning, Conservation

Cllr Sarah Stock

- Currently working on 2 enforcement issues.

c. Neighbourhood Plan Coordinators

Cllr Stock/Francis

- Grant application has been completed and was successful
- The sum of £9,670 has been deposited into the HPC current account



- Data imputing is progressing with an estimated total of 50 hours work almost complete.
  - Consultant Sally Stronman has had a walk around the village to learn more about the parish.
- d. Speed Watch, Road Safety, Police Volunteer on Horseback  
Cllr Toni Perryman
- No 2020 campaign due to COVID
- e. Communications Officer, Website, Harlestone Hound Newsletter  
Cllr Stock
- Next Harlestone Hound issue early September
  - Accessibility/PDF
- EO Accessibility: the EO sets out the background of the new legal requirements, accessibility rules are in place for the agendas and minutes, this will help the members of the public who have sight difficulties, learning difficulties and may need items changed into brail or audio from a PDF.
- f. Major Development, Planning, SUE  
Cllr Waller
- A draft statement of community involvement, new strategic plan for stakeholders, to be an agenda item for November. Sarah to do a briefing paper for the council.
- g. Local Businesses, Annual Meeting  
Cllr Holland
- h. Althorp Liaison  
Executive Officer
- Adey Greeno the ex-gamekeeper now appointed as the Estate Conservation Officer

#### EO met with Adey Greeno

- Adey will be working on all matters regarding conservation and wildlife.
- The trees, wildlife and flowers around the parish will be photographed and catalogued.
- Adey will communicate through the Althorp Liaison, will be happy to attend a council Zoom meeting in the future.
- Field cameras could be used to help combat rural fly-tipping.
- Achievements of this new role have already resulted in the hedges around the parish being left to grow taller to aid nesting birds.





i. Harlestone Village Institute Liaison  
Cllr Waller

- Tudor Ashton Davies: I would like to thank HPC on behalf of the committee and trustees of HVI for financing the new HVI boiler. Situated externally this not only creates more kitchen space but will also reduce carbon emissions, expenditure and reduce dampness and cold areas in the hall.  
Despite having a very difficult year we are committed to providing the community with an outstanding facility at reduced, or free, rates for local groups and charities.
- The Christmas Panto has had to be cancelled for the first time in 15 years due to the current COVID regulations.

j. HPC Allotments  
Executive Officer

- 1 x plot available, names on the waiting list have been contacted.

## 099. 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**

- Susie to make contact again with the governors.

### 178. WW1 Oak Tree

- Source a plaque in brass 9" x 9"
- Foundry currently closed
- Potentially use the companies sourced in Action 81. to quote for the plaque

**PENDING**

\*Note: plaque to be in brass and not cast aluminium



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

- 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
- Gigaclear final response: Pre-survey pictures and evidence today show the ground has been put back as was!

**PENDING**

- [Proposal to get a quote to repair the tarmac road edge](#)
- [Council in favour](#)
- [Ken: will speak to his contacts and get a quote after speaking with D.Masters, taking photos and agreeing the spec.](#)

**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
- Motorbikes using the Firs and the fields at the back of HM has continued, however, this has now been put onto the routine checks of the police and PCSO
- An electric bike has been purchased by the police, could this be a useful resource for the Police to use in and around the Firs
- A consultation regarding the installation of ANPR cameras will start in September. A budget of 1.3m has been awarded to the Police
- Nursery corner was highlighted to the sergeant and inspector as a dangerous road area rather than a parking issue
- The PCSO report is becoming more detailed, report to be added to the website and to the Harlestone Hound

**081. CHURCHYARD EXTENSION**

To discuss how the Parish Council will fund the proposed acquisition of additional land for the Churchyard extension.

- The graveyard is for use by the ecclesiastical parish not just the HPC so this is urgent, we don't want this to fall to the council to provide and run a cemetery
- The geology of the site has been checked and is suitable for a graveyard, it may be worth contacting G.Mortimer for an historical update of the Golf Club negotiations, EO will contact the Estate to confirm ownership
- Cllr Francis & Cllr Waller to discuss the purchase of the land with the Golf Club

- [Russell and Ken were tasked with speaking with the golf club.](#)
- [HM Chairman Jackie Kimbrey emailed that HM have an interest in this extension as they share the church, they have contributed to the surveyor's report and that the new development will have a demand on this extension.](#)



- G.Mortimer, J.Kimbrey and S.Clark have all been invited to the November HPC meeting.
- Council agree to wait for the surveyor's report before meeting with the golf club.

## 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)
- Daventry District Council COVID support line: 0300 126 1000
- Care and Repair funding for disabled facilities up to £30k per household  
[www.daventrydc.gov.uk/careandrepair](http://www.daventrydc.gov.uk/careandrepair)
- ANPR expansion consultation: this will enhance the ability for the police to detect and deter criminal activity. Identified locations: [anpr@nothants.pnn.police.uk](mailto:anpr@nothants.pnn.police.uk)
- Notice on the Green: DDC looking to dispose of the Green to Harlestone Parish Council
- Unitary Council update from NCALC: [www.northantscalc.com/lgr.html](http://www.northantscalc.com/lgr.html)
- NCALC 73<sup>rd</sup> AGM on Zoom for Councillors: 3<sup>rd</sup> October 10am to Midday
- SLCC National Conference for Clerks on Webinar: 12<sup>th</sup> to 16<sup>th</sup> October
- 110A Upper Harlestone E/2019/0018: Thank you for your patience whilst this matter was investigated this has been a complicated investigation. As previously advised, we are of the opinion that planning permission is required. Despite several attempts to receive a retrospective planning application none have been forthcoming. Therefore, formal enforcement action has been considered. As a general overview of how planning enforcement works, enforcement, in terms of both timing and whether the Council undertakes it at all, is a discretionary process by law and needs to be expedient and proportionate in line with the National Planning Policy Framework. The enforcement service carried out by the council as the local planning authority is underpinned by negotiation and the Council will take a constructive approach in looking to remedy identified breaches in planning control (which may include, amongst others options, inviting retrospective applications etc where appropriate). It is only when all informal avenues have been exhausted that consideration will be given to the expediency and proportionality of enforcement action beyond the initial investigation. Enforcement action and expediency are dictated objectively by planning policy and are investigated, and conclusions drawn, on an individual basis and a determination made entirely on its merits. Based on the facts and the information before this council a decision was made by the development control manager that further formal enforcement action would not be considered expedient. However, should further breaches come to light we reserve the right to open the enforcement file again. **Rebecca Martin: Planning Investigator**
- [DA/2020/0425 \(Amended\)](#) The indoor riding arena will now face away from the houses along Glebe Lane, this will be more private and less noise transmitted to the neighbouring properties.

Meeting Duration: 2 hours 0 minutes



**NEXT MEETINGS 2020**

**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: 14<sup>th</sup> October 2020**

Signature: .....

Executive Officer/Clerk: Paul OR Thomas

Signature: .....

Chairman: Cllr Russell Francis