



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

AGENDA 003a

VIRTUAL ONLINE ZOOM MEETING

ID: 825 6559 7243 Password: 753284

***Please see the HPC Fireworks Awareness Policy (Appendix A)**

Harlestone Parish Council is committed to promoting a safe environment for all residents, livestock and property and to this end have set out this guidance in relation to private firework displays which might take place in the parish. Most of the guidance offered here is covered by Government Legislations, so this advice merely aims to help compliance with existing legislation.

100. 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

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

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

102. 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.

103. 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

104. 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.

105. Presentation & Discussion in respect of the Churchyard Extension

Graham Mortimer the former Church Warden to inform the Councils of the obligation in respect of the provisions for adequate burial space.

- To consider the findings of the Atlantic Geomatics survey in respect of burial space, estimated at around 50 spaces.
- Current burial rate 5 to 6 per year, indicating the churchyard will reach capacity in 10 to 12 years.

DECISION ITEMS

106. PROPOSAL TO ACCOUNT FOR PLAYING FIELD INCOME AND EXPENDITURE SEPARATELY



The proposal is to account separately for the Playing Fields income and expenditure by operating a separate Unity Bank Account. It is also proposed that this action will be retrospective from the date of closure of the Playing Fields Charity HAFF and the transfer of funds currently identified as £5,465.33 (please see Appendix C) will be made.

- April 2017 - Haff Charity closed £9,682.47 transferred to HPC Current Account
- At the time, it was documented, that the Internal Auditor suggested that the Playing Field funds could be “ring fenced”
- However, funds were not “ring fenced” and all income and payments have been processed through the HPC current account
- Having a separate Playing fields account will give the playing fields a degree of autonomy when items of expenditure are considered
- This change will not affect the requirement for all items of expenditure to be approved by HPC
- The Council will be better informed regarding income and expenditure on the Playing Fields
- This arrangement will not restrict the Council’s ability to use the monies in this account for other purposes should needs dictate.

107. Proposal to spend £1,112.40 (inc VAT) of Council/CIL money on the installation of a mechanical method of ventilation/extraction to the playing fields changing rooms.

- There is high condensation levels in the changing room (6 showers, 4 WCs)
- The ventilation is inadequate for this situation relying on two opening windows
- The installation will comprise a large extractor fan in the shower area and a smaller extractor fan to the toilet and kitchen area.
- These will be operated by occupancy detectors

Quotation 1:	Harrison Electrical	£927.00 plus vat
Quotation 2:	Goodsons Electrical	£1,668.20 plus vat
Quotation 3:	Brampton Electrical	£2,490.00 plus vat

108. FOOTPATH AND ROAD SIGNS RETRO FIT AT A COST CIRCA £10k - £12k

Proposal to retro fit heritage style cast aluminium black and white village name plates.

For full details please see Action 096. Under Agenda Item 114.

Cllr Holland to put forward a firm recommendation to the council of the sign manufacturer, installation contractor, post manufacturer and advise the council of the total cost of the recommendation



- Also proposed that the full cost will be funded by CIL money.
- Since the previous meeting, a further quotation for the installation was sourced from S&D Paving £2,692.82 (inc VAT TBC)

DISCUSION ITEMS

109. Statement of Community Involvement for the West Northamptonshire Strategic Plan - Consultation

A draft statement of community involvement, new strategic plan for stakeholders, Cllr Stock to brief the council.

110. Council are invited to discuss the draft budget for 2021/2022

Part of the process is to set the precept, the final budget to be signed of in the December meeting. For the Draft Budget 001 please see Appendix B.

111. Protection of Road Verges against damage caused by delivery vehicles and lorries.

- Verge signage?
- Fluorescent verge markers with a reflector?

112. UPDATES FROM THE ADVISORY COMMITTEES

- a. Environment and Safety Sub-Committee Chairman
Chairman Cllr Tim Cross
 - Dog bin in the Firs has been, could be possible to re-level the concrete base (Russell & Tim)
 - Correct the leaning finger sign outside England's Cottage and add the wording "Playing Fields" to the direction "fingers".
 - Bench has been chosen for the England's Cottage corner location.



- b. Playing Fields Sub-Committee Chairman
Chairman Cllr Toni Perryman
 - Quotes being obtained for an extractor unit in the cricket pavilion to improve ventilation
 - Quotes being obtained for flood light cable and LED upgrade

113. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

- a. PCSO, Charities, Quarry Liaison
Cllr Sue Flynn
 - EO in communication re the fridge magnets
 - Sue to contact Mick George the new contractor at the quarry.
 - PCSO quarterly meeting

- b. Local Planning, Conservation
Cllr Sarah Stock

- c. Neighbourhood Plan Coordinators
Cllr Stock/Francis

- d. Speed Watch, Road Safety, Police Volunteer on Horseback
Cllr Toni Perryman
 - No 2020 campaign due to COVID
 - Joint strategy with HM update: Cllr Perryman/Cllr Flynn

- e. Communications Officer, Website, Harlestone Hound Newsletter
Cllr Stock
 - Next Harlestone Hound issue?

- f. Major Development, Planning, SUE
Cllr Waller

Northampton West – The overall site (2,550 dwellings) is split approximately 40:60 between DDC and SNC respectively. Two outline applications have been submitted. Both applications straddle the DDC/SNC boundary, one being for up to 1,750 dwellings; primary school; and local centre and the second for a phase within the first site, for up to 600 dwellings; primary school; and local centre.

Both applications within DCC went to Planning Committee on 25th September. Members resolved to grant permission with delegated powers given to the Executive Director to enable conditions and the S106 agreement to be satisfactorily completed. The S106 is likely to be finalised within the next couple of weeks.

The agent/applicant has approached both Authorities with regards to a Design Code for the SUE.

North-West Relief Road – the application was considered at the NCC Development Control Committee on 22 September 2020 and approved, subject to a range of conditions, including



local traffic mitigation measures – in Boughton village and elsewhere. DDC was a consultee only.

- g. Local Businesses, Annual Meeting
Cllr Holland

- h. Althorp Liaison
Executive Officer
 - A.Greeno - Estate Conservation Officer

- i. Harlestone Village Institute Liaison
Cllr Waller

- j. HPC Allotments
Executive Officer
 - 1 x plot available, names on the waiting list have been contacted.

114. 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
- Susie to make contact again with the governors.

PENDING

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
- Note: plaque to be in brass and not cast aluminium

PENDING

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!
- Proposal to get a quote to repair the tarmac road edge
- Ken: will speak to his contacts and get a quote after speaking with D.Masters, taking photos and agreeing the spec.

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
- 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

Action: Request from a Member of the Public

- 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 (£104 + VAT + delivery each)
- Consider sanitiser bottles being installed

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

- PPE and Hi-Viz to be worn
- Litter picking Risk Assessment to be sent to Cllr Stock by the EO for signing by the litter pickers before commencing.

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.

BHML – Installation (County Highways authorised)

- £2,892.00 (inc VAT)

S&D Paving – Installation (concrete only)



- £2692.82

*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

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
- 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
- ANPR expansion consultation: this will enhance the ability for the police to detect and deter criminal activity. Identified locations: anpr@northants.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
- Railway embankment clear up work being looked into by Cllr Stock as some areas have been left untidy.



- Cllr Cross reported a deep hole that appeared in UH to Fix My Street, area has been coned and made safe by Highways.
- Volunteers needed to listen to children read in local primary schools after lockdown www.schoolreaders.org/volunteer-application-form or call 01234 924111
- Cllr Cross reported the dead-end sign and redundant pole No DP 57 to Fix My Street
- Church Lane car park gullies being looked for cleaning

Meeting Duration: 0 hours 0 minutes

NEXT MEETINGS 2020

WED 07.OCT
WED 04.NOV
WED 02.DEC
WED 03.FEB
WED 03.MAR
WED 07.APR
WED 05.MAY
WED 20.MAY (Annual Parish Meeting)
WED 02.JUN

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 October 2020



Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis

Appendix A

FIREWORK AWARENESS POLICY

Harlestone Parish Council is committed to promoting a safe environment for all residents, livestock and property and to this end have set out this guidance in relation to private firework displays which might take place in the parish. Most of the guidance offered here is covered by Government Legislations, so this advice merely aims to help compliance with existing legislation.

The Fireworks Regulations 2004 contain provisions to minimise the risk of fireworks harming people, property and animals, and Government-sponsored advice and guidance on the safe and considerate use of fireworks is freely available on the Safer Fireworks website.

<https://www.rospa.com/home-safety/advice/fireworks-safety/>

If you are planning a fireworks display please:

- Consider the welfare of pets and livestock by:
 - Notifying the clerk – HPC’s EO has contact information for a great many members of the public who need advance notice of your display so that they can make arrangements for their livestock. This is especially applicable to horses who are often scared by the noise and lights.
 - Under the Animal Welfare Act 2006, Section 4 powers exist for secondary legislation and codes of practice to be made to promote the welfare of animals. It is an offence to cause any unnecessary suffering to any captive or domestic animal. The offence carries a fine of up to £20,000 and/or a prison term of up to six months. The Act is enforced by local councils, animal health officers and the police. Further information is available from the Gov.uk website



- Do not set off fireworks near thatched roofs.

- The law says you must not set off or throw fireworks (including sparklers) in the street or other public places. You must not set off fireworks between 11pm and 7am, except for:
 - Bonfire Night, when the cut off is midnight
 - New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am

Adopted: April 2019

Review Due: April 2020

Appendix B

Part 1 of 2



Harlestone Parish Council Budget 2021/22

Current Account (Estimated Year End)	£ 20,000.00
Transfer to Reserve Account	£ 10,000.00
Balance	£ 10,000.00

Reserve Target	£ 30,000.00
Reserve Account	£ 10,000.00
Transfer from Current Account	£ 10,000.00
Balance	£ 20,000.00

Total cost of all budget items	£ 32,317.00
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	2020/2021	Increase 3%	Increase 5%
Precept 2021/2022	£ 29,445.81	£ 30,329.18	£ 30,918.10
Shortfall required from current funds		£ 1,987.82	£ 1,398.90

Community Infrastructure Levy	2020/2021	2021/2022
Telephone Box - electrics for the LH defibrillator	£ 500.00	£ 500.00
POS - footpath clearance	£ 1,950.00	£ 1,950.00
	£ 2,450.00	£ 2,450.00

Unity Trust Bank CIL Account	£ 19,527.80
Balance	£ 17,077.80

Part 2 of 2



	2019/2020	2020/2021	2021/22
1 Vehicle Activated Signs for the Railway Cottages	£ 3,800.00	£ -	£
2 Safety Signs/Slow Horses	£ 250.00	£ 250.00	£ 2
3 Notice Boards for Harlestone Manor and Loxton Fields	£ 1,000.00	£ -	£
4 Defibrillator & Heated Defibrillator Boxes	£ 750.00	£ -	£
5 Telephone Boxes Refit/Refurb	£ 2,000.00	£ -	£
6 Neighbourhood Plan (Full cost to be met by grants)	£ 3,000.00	£ -	£
7	£ -	£ -	£
8	£ -	£ -	£
9	£ -	£ -	£
10 State Contingency Plan	£ 1,000.00	£ 350.00	£
11 Street Lighting Upgrade/Maintenance (LED Upgrade)	£ 1,000.00	£ 6,000.00	£
12 IT Equipment Upgrade/Replacement	£ 600.00	£ 249.81	£ 2
13 Elections	£ 250.00	£ 1,900.00	£
14 Graveyard Extension	£ 1,000.00	£ 1,000.00	£ 1,0
15 HMRC	£ 2,000.00	£ 2,000.00	£ 1,5
16 Staff Salaries	£ 12,000.00	£ 12,000.00	£ 8,0
17 Staff Pensions	£ 550.00	£ 550.00	£ 6
18 Auditors	£ 550.00	£ 500.00	£ 5
19 BHIB Insurance	£ 1,600.00	£ 1,250.00	£ 1,2
20 NCALC Subscription	£ 550.00	£ 550.00	£ 6
21 SLCC Membership	£ 550.00	£ 800.00	£
22 BT Broadband at the Harlestone Village Institute	£ 450.00	£ 564.00	£ 5
23 Newsletter Printing	£ 350.00	£ 600.00	£ 6
24 Chairman's Expenses	£ 300.00	£ 100.00	£ 1
25 Harlestone Village Institute Rent for meetings	£ 300.00	£ -	£
26 Unity Bank Charges	£ 100.00	£ 72.00	£
27 Autella Payroll Services	£ 450.00	£ 350.00	£ 3
28 BT Broadband, Gigaclear	£ 800.00	£ 720.00	£ 7
29 IT Management for Website/emails	£ 600.00	£ 250.00	£ 2
30 HPC Office Expenses, Parish Online Mapping	£ 1,000.00	£ 1,000.00	£ 7
31 ICO	£ -	£ 40.00	£
32 NCALC Training	£ 500.00	£ -	£ 5
33 Village Maintenance inc posts, fencing, gates, signs, grit & litter bins	£ 1,500.00	£ 1,500.00	£ 5
34 Eon (Street Lighting and Maintenance)	£ 1,000.00	£ 750.00	£ 3
35 Village POS, Church Yard, Car Park	£ 9,750.00	£ 6,000.00	£ 8,0
36 Playing Fields Running Costs	£ 2,000.00	£ 500.00	£
37 Wave/Anglian Water (PF)	£ 500.00	£ 500.00	£
38 Playing Fields Rent (Althorp)	£ 100.00	£ 100.00	£
39 PCSO	£ 11,000.00	£ 6,000.00	£ 3,5
40	£ -	£ -	£
41 Neighbourhood Watch/FT Cameras	£ 250.00	£ -	£
42 Traffic Monitoring	£ 1,500.00	£ 1,000.00	£ 5
43 Village Event Funding/State Contingency	£ 2,000.00	£ 1,000.00	£ 1,0
44 Citizens Advice Daventry	£ 250.00	£ 250.00	£ 2
45 ILLCA Training		£ 250.00	£
46 CILCA Training		£ 500.00	£
47 Emergency Fund/Flood/Storm/Security/Fencing		£ -	£
48 Health & Safety Equipment/Training/CPR/Defibrillator		£ -	£
49 Church Lane Car Park Rent (Althorp)		£ -	£ 2
50 Harlestone Allotments Rent (Althorp)		£ -	£
	£ 67,150.00	£ 49,445.81	£ 32,3

Appendix C



HPC Playing Fields Income and Expenditure

	2017 to 2018			2018 to 2019			2019 to 2020			
	Receipts	Payments		Receipts	Payments		Receipts	Payments		
Balance transferred from HAFF	£ 9,682.47		Balance b/f	£7,494.23		Balance b/f	£ 6,013.97		Balance b/f	£
April							£ 220.00	£ 48.47		
May	£ 1,100.00							£ 93.10		
June	£ 1,522.21	£ 5,000.00						£ 77.90		
July				£ 110.00	£ 102.40			£ 513.10		
August				£ 150.00	£ 761.00			£ 93.10		
September		£ 501.00		£ 20.00	£ 74.78		£ 2,000.00	£ 39.50		
October	£ 1,170.00	£ 744.00		£ 285.00	£ 102.78			£ 176.30		£
November				£ 40.00	£ 102.40		£ 650.00	£ 118.00		£
December								£ 401.45		£
January	£ 545.00				£ 354.90			£ 39.50		
February					£ 412.00			£ 365.50		
March		£ 280.45			£ 175.00			£ 71.67		
Totals	£ 14,019.68	£ 6,525.45		£8,099.23	£ 2,085.26		£ 8,883.97	£ 2,037.59		£
Balance c/d	£	7,494.23	Balance c/d		£6,013.97	Balance c/d	£	6,846.38		£
Current Estimated Balance										