



Harlestone Parish Council

www.harlestonepc.org

Executive Officer/Clerk to the Council: Paul Thomas HarlestoneClerk@BTinternet.com
The Old Bakehouse, Harlestone Village NN7 4EP

Members of the Council are hereby summoned and members of the public and press are invited to attend the meeting of Harlestone Parish Council. This meeting may be recorded, but such activity must not impede the conduct or business of the meeting.

Harlestone Village Institute NN7 4EH or online
[19:00 on Wednesday 3rd February 2021](#)

AGENDA 003

VIRTUAL ONLINE ZOOM MEETING
ID: 858 6879 0149 Password: 708828

129. 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

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

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

131. 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.



132. FINANCIAL UPDATE FROM THE EXECUTIVE OFFICER **FEBRUARY**

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

<i>Staff Salary</i>	<i>Autella Payslip</i>	£ 887.21
<i>Gigaclear</i>	<i>DD Broadband</i>	£ 45.00
<i>BT Council Office</i>	<i>DD Phone</i>	£ 40.00
<i>BT Village Institute</i>	<i>DD Broadband</i>	£ 40.00
<i>Staff Pensions</i>	<i>DD Nest</i>	£ 62.91
<i>Russell Francis</i>	<i>Zoom Charges</i>	£ 14.39
<i>E-on Electricity Bill</i>	<i>Village Usage</i>	£ -
<i>E-on Electricity Bill</i>	<i>Street Lighting Maintenance</i>	£ 9.60
		£ -
<i>LGG Services</i>	<i>Verges: Harlestone to HM (CIL)</i>	£ 1,950.00
<i>A&A Landscapes Ltd</i>	<i>Village Green</i>	£ -
<i>A&A Landscapes Ltd</i>	<i>Village Institute</i>	£ -
<i>A&A Landscapes Ltd</i>	<i>Churchyard</i>	£ -
<i>BHIB</i>	<i>Council insurance</i>	£ 1,089.85
<i>Tracsis</i>	<i>VAT</i>	£ 99.60
		£ -
<i>Natasha Stock</i>	<i>Litter Picking November</i>	£ 19.00
<i>Bella Linskey</i>	<i>Litter Picking November</i>	£ 19.00
<i>E-on Electricity Bill</i>	<i>Playing Fields</i>	£ 28.93
<i>Malcolm Russell</i>	<i>Mowing Services for 2020</i>	£ 200.00
<i>Ivor Caswell</i>	<i>Diesel 160ltrs @ 45p</i>	£ 72.00
		£ -
		£ -
	<i>Playing Fields Expenditure</i>	£ 300.93
<i>Wickes</i>	<i>Church Padlock</i>	£ 9.99
<i>Amazon</i>	<i>Brother Ink</i>	£ 31.60
<i>Amazon</i>	<i>HP Paper</i>	£ 11.50
<i>Amazon</i>	<i>HP Paper (Chairman)</i>	£ 22.99
<i>Innovation Group</i>	<i>Aviva Excess for Car Park Work</i>	£ 125.00
	<i>EO Office Expenses Transfer</i>	£ 201.08
	<i>Total Monthly Spend</i>	£ 4,778.57

Signed: Chairman Signed: EO/Clerk



Unity Trust Bank

<i>Current Account (872)</i>	£ 23,490.70	<i>CIL Deposit Account (898)</i>	£ 19,527.86
------------------------------	-------------	----------------------------------	-------------

<i>Reserve Account (885)</i>	£ 7,000.00	<i>Total Accounts</i>	£ 66,665.23
<i>Neighbourhood Plan Grant (885)</i>	£ 8,181.34		
<i>Playing Fields (885)</i>	£ 8,465.33		

- 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
- NHP Invoices £1488.66 paid from the grant money



133. FINANCIAL UPDATE FROM THE EXECUTIVE OFFICER **JANUARY**

<i>Staff Salary</i>	<i>Autella Payslip</i>	£ 887.21
<i>Gigaclear</i>	<i>DD Broadband</i>	£ 45.00
<i>BT Council Office</i>	<i>DD Phone</i>	£ 40.00
<i>BT Village Institute</i>	<i>DD Broadband</i>	£ 40.00
<i>Staff Pensions</i>	<i>DD Nest</i>	£ 62.91
<i>Russell Francis</i>	<i>Zoom Charges</i>	£ 14.39
<i>E-on Electricity Bill</i>	<i>Village Usage</i>	£ -
<i>E-on Electricity Bill</i>	<i>Street Lighting Maintenance</i>	£ 9.60
<i>A&A Landscapes</i>	<i>HVI</i>	£ 72.00
<i>A&A Landscapes</i>	<i>Village Green</i>	£ 72.00
<i>A&A Landscapes</i>	<i>Churchyard</i>	£ 132.00
<i>Dyna-Rod</i>	<i>Church Lane Car Park Drain</i>	£ 216.00
<i>Autella</i>	<i>Payroll Services</i>	£ 65.52
<i>Tracsis</i>	<i>VAT</i>	£ 33.00
<i>Police & Crime Commissioner</i>	<i>PCSO 01.Oct.20 to 31.Mar.21</i>	£ 1,741.00
<i>Architectural & Planning Ltd</i>	<i>Neighbourhood Plan</i>	£ 453.00
<i>Emma Mills</i>	<i>Market Research Analyst</i>	£ 1,000.00
<i>Isabel Stock</i>	<i>Litter Picking November</i>	£ 19.00
<i>Bella Linskey</i>	<i>Litter Picking November</i>	£ 19.00
<i>Wave (Playing Fields)</i>	<i>DD Anglian Water</i>	£ -
<i>E-on Electricity Bill</i>	<i>Playing Fields</i>	£ -
		£ -
		£ -
		£ -
	<i>Playing Fields Expenditure</i>	£ -
<i>Brington Post Office</i>	<i>NHW Postage</i>	£ 11.10
<i>Just Stationary</i>	<i>Box Files</i>	£ 14.62
		£ -
		£ -
	<i>EO Office Expenses Transfer</i>	£ 25.72
	<i>Total Monthly Spend</i>	£ 4,947.35

Signed: Chairman Signed: EO/Clerk



134. 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

135. DA/2020/1165 The Old Hammond, Rugby Road, Lower Harlestone NN7 4ER

New raised and tiled roof over conservatory

136. DA/2020/1133 Church Farm, Duston Road, Upper Harlestone NN7 4EH

Single storey side extension, new dormer to front elevation to replace two existing dormers.

137. Harlestone Playing Fields Storage Shed Rear Door Widening

Proposal to approve a quote for a stonemason to widen the rear access doors of the storage shed at a cost of £700. This is needed to be able to fit a sit on mower into the shed to keep it safe and secure. Total cost circa £1000

- Other companies have not yet responded with quotes.
- The shed will also need carpentry work for the door frames and to refit the doors, quotes to be supplied at an estimated cost of £300.
- The HPC will also need to request permission for the work from Althorp.
- Please see Appendix A for the quote specification.



138. Please Use the Dog Bin Signs

Proposal to purchase some signs to encourage dog owners to use the dog bin along Golf Lane.

- 1.2mm rigid plastic, 200mm x 300mm
- 3 Signs at a total cost of £18.00



139. Please Do Not Park on the Grass Verges Signs

It is proposed to spend £120 (plus VAT) (excluding fitting) on twelve signs to be used around the village of Upper Harlestone.



- Above is a copy of a sign used by Boughton and Lamport & Hanging Houghton Parish Councils. (400mm x 600mm)

140. DA/2020/1094

Meadow Rise, 66 Duston Road, Upper Harlestone NN7 4EH

- Works to trees within a conservation area
- Ash, Sycamore and Silver Birch trees



141. Action 178. To Purchase a Brass Plaque

Proposal to purchase a brass plaque to commemorate the planting of the WW1 Oak tree on The Green. Plaque will be set on to a wooden backing.

- Precision Signs Cost £110 + VAT
- Cost of stone plinth circa £30
- Total project cost £140 + VAT
- Please see Appendix B to view the plaque design

142. To appoint a Police Liaison Representative to act as a single point of contact with Northamptonshire Police

Northants CALC is working with Northamptonshire Police to establish a new approach to liaison between parish and town councils and the police.

DISCUSSION ITEMS

143. Protecting the Countryside

With the invasion of dog walkers, fouling, livestock attacks, gates left open, parking of cars, damage to verges, speeding cyclists, fly-tipping, litter etc, are the Council doing enough?

144. PCSO Costs Apportioned between Parishes of the Spratton Ward 2021/22

Boughton	£14,459	Bramptons	£6,593
Harlestone Manor	£3,839	Harlestone	£3,376
Pitsford	£5,068	Spratton	£7,637

145. Queen’s Platinum Jubilee in 2022 - Additional Bank Holiday

The late May Bank Holiday will be moved to Thursday 2nd June 2022 and an additional Jubilee Bank Holiday will be granted on Friday 3rd June 2022

- Council to consider an event for the parish

146. Action: Climate Change Working Party

Councillor Waller requested we look at forming a working party to establish if the parish could get involved in any climate change initiatives.



147. Housing Supplementary Planning Document (Draft for Consultation 27 January 2021 – 26 February 2021) Local Plan Part 2 planning.policy@southnorthants.gov.uk.

Cllr Waller Briefing:

- This document goes in to great lengths in tackling the real housing needs such as affordable homes, first time buyers, affordable rentals and first-time buyer affordable homes. (discounted in perpetuity)
- It also provides policies for an ageing population by introducing policies for a percentage of bungalows on all new developments and further building regulations M4.1 M4.2 M4 .3 to benefit the elderly or those with disability or mobility issues who need wheelchair living and access.
- In addition, it also stipulates number % of electricity bays encouraging EV and addressing climate change although it should go further on this e.g. percentage of homes with renewable heating systems but that is due to come into play in 2025.

148. UPDATES FROM THE ADVISORY COMMITTEES

- a. Environment and Safety Sub-Committee Chairman
Chairman Cllr Tim Cross
 - New padlock fitted to the church bollard
 - Wall collapse and VAS damage opposite the Fox & Hounds, Police No. 244, Street Doctor Ref 2478313
 - Broken gate near the HVI has been reported to Street Doctor by Tim Cross
 - Dustbin lorry damage to verges in UH reported to the DDC/Norse
 - Pot hole along the footpath reported to Street Doctor by Tim, increased footfall has damaged the path where a member of the public had fallen last year in Upper Harlestone.
 - Street light bulb out at 10 Cottages, reported to Eon and Western Power engineers.
 - Hole in the verge in Upper Harlestone has been reported to Fix my Street, safety cones have been placed around the hole, could be badgers, rabbits or a sink hole, to be investigated.
 - Defibrillator has been registered with “Circuit” for 2021 by the Clerk

- b. Playing Fields Sub-Committee Chairman
Chairman Cllr Toni Perryman



149. UPDATES FROM WORKING PARTIES & POINTS OF CONTACT

- a. PCSO, Charities, Quarry Liaison
Cllr Sue Flynn
 - PCSO Quarterly meeting 28th Jan 14:00 and 4th May
 - Abandoned truck has been towed away from the Church Lane carpark
 - Matt Monroe the new sergeant has been invited to attend a HPC meeting, however, due to the unprecedented pace and challenges of the current situation the sergeant is unavailable at this time.
 - The quarry gates are open and a number of trucks have been driving in and out of the premises causing the A428 to be covered in mud, the road sweeper has been deployed.
 - Consider PCSO hours: 9am to 5pm & 11am to 7pm

- b. Local Planning, Conservation
Cllr Sarah Stock

- c. Neighbourhood Plan Coordinators
Cllr Stock/Francis
 - Update from the NHP meeting 17th December

- d. Speed Watch, Road Safety, Police Volunteer on Horseback
Cllr Toni Perryman
 - No 2021 campaign planned due to COVID
 - Joint strategy with HM: Cllr Perryman/Cllr Flynn
 - Tracsis road survey reports circulated
 - ANPR: Clerk put forward a case to have a camera installed on Port Road after it was announced that an additional £1.3 million investment would provide cameras. The Police have informed the Clerk that they will not be divulging the locations of new ANPR cameras.

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

- f. Major Development, Planning, SUE
Cllr Waller

- g. Local Businesses, Annual Meeting
Cllr Holland



h. Althorp Liaison

Executive Officer

- A.Greeno - Estate Conservation Officer
- Althorp Managers looking into the replacement of the White Fence in Upper Harlestone
- Playing Fields wall has collapsed approximately 2 metres in length.
- Ditches and drainage is being checked and cleared to the rear of the Swedish Cottages

i. Harlestone Village Institute Liaison

Cllr Waller

- Tier 5 restrictions in place meaning no events being currently planned

j. HPC Allotments

Executive Officer

- Final plot has been taken from 1st March, all plots now being managed.
- Due to the clearing of scrub, old fencing and dead hedges, the allotments outer boundary has been left exposed to thieves gaining access. Roofing materials have been stolen and some sheds have been entered. EO to get quotes for fencing and hedge whips for the perimeter to stop access. EO to ask Adey Greeno for advice on hedge species to plant.

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

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
- Look to have this plaque mounted on a stone for ground installation

PENDING

PROPOSED GRAVEYARD EXTENSION AT ST ANDREWS CHURCH

- Recommended that a letter be sent to Liz Aston-Davies/PCC to confirm the role and authority of the Church Warden regarding negotiations with the Golf Trustees. Cllr Waller & Stock to look at writing this letter.
- Council agrees to this process
- Proposal that Cllr Perryman joins Cllr Waller to continue this project
- Council in favour



Action: Climate Change Working Party

- Although not an agenda item, Councillor Waller requested we look at forming a working party to establish if the parish could get involved in any climate change initiatives. This item to be placed on the February agenda.

Action: 126.a Environment Committee Items

- Bench for England's Cottage corner location.
Pending
- Railway Cottage sign is tipping, reported to Fix my street.
Pending
- Hole in the verge in UH maybe badgers or a running culvert, reported to Highways
- A new white tube barrier has been installed by Highways over the brook in UH, Tim to progress getting this changed for post and rail.
Highways offered to paint the rail black. Adey (Althorp) looking to get this rail replaced
- Overgrown hedge over the pathway to the left of England's Cottage, Tim to ask the owners to cut this back again, if this is not done then a formal letter will be written by the Clerk.
This area has been trimmed, but has not been cut back enough to make it safe, letter to be sent
- Church Lane car park drains rodded. A Y section is still blocked, quotes being sourced to clear any debris.
Unlikely that a pressure washer will shift the blockage



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
- 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
- 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
- Parish & Town Council Meeting: 25 February 2021 18:30
- Cooking Good Recipe Cards are available through the Clerk to provide a healthy balanced diet that will help families cook straight forward family meals.
- Cllr Ken Waller has ordered a brass plaque for the bench at England's Cottage.
- Emergency Help Needed: the residents of Harlestone rallied round to donate vital supplies to the Salvation Army for the flood victims of Billing who were evacuated on Christmas Day.
- Outline planning application DA/2017/0889 confirms that Port Road has been rerouted to offset the access from the Bloors development roundabout towards Upper Harlestone.
- Census England & Wales 2021: information regarding the census will be posted out by the National Statistics Office commencing 22.Feb.2021 and completing on 21.March.2021 (see Appendix C for website link)
- Government legislation has now been passed to create two new Northamptonshire unitary councils serving the areas of North and West Northamptonshire. (Appendix C)
- Think NHS First: if you have an urgent but not life-threatening medical need, call NHS 111 first rather than going straight to A&E, 111 will prioritise emergency medical treatment.
- Northamptonshire Police and Fire:

Mon 22.Feb 6pm – 7:30pm	Service updates and improvements
Tue 23.Mar 6pm -7:30pm	Working together and sharing estates and services.

Meeting Duration: 19:00 to Time



NEXT MEETINGS 2020

- WED 03.FEB**
- WED 03.MAR**
- WED 07.APR**
- WED 05.MAY (Annual Meeting of the Council)**
- WED 19.MAY (Annual Meeting of the Parish)**
- 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: 25th December 2020

Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis



Appendix A

- To take down/dismantle Door Jambs and Walling stone in order to extend the current opening span of 2000mm, to a new opening size of 2800mm.
- To salvage as much as possible of the original Harlestone Stone to allow for re-use. To rebuild Door Jambs and Walling Stone using the salvaged Harlestone Stone to the new opening size of 2800mm.
- Rebuilding and pointing to be carried out using Natural Hydraulic Lime, and the finish is to match existing original pointing (Brushed).
- To protect the building and its contents from any damage whilst works are being carried out.
- To fit new Steel RSJ (supplied by Harlestone Cricket Club), to pick up/carry the wall plate for the new 2800mm door opening, with the minimum of 150mm bearing upon door Jambs.
- Acrows and Strongboys to be used whilst work is carried out. Gary and Elliott Slinn to labour with the fitting of the new RSJ. Current Steel RSJ size – 4000 x 100 x 180mm

Appendix B (Date will be updated to 2018)





Appendix C

These two new councils will start providing services to the residents and businesses of Northamptonshire in April and two Health and Wellbeing Boards will be created, one for each of the new unitary councils. The aim of the Health and Wellbeing Board is to secure:

- better health and wellbeing outcomes in the region
- better quality of care for all patients and care users
- better value for the taxpayer.

In doing so, the Health and Wellbeing Board brings together the NHS, local councils, the Police and other services.

The Health and Wellbeing Board for both Councils will be under a statutory obligation to draft, consult upon and publish a pharmaceutical needs assessment in accordance with the National Health Service (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013, as amended, by 1 April 2022. Work started in the summer of 2020 in order to meet this duty with the assistance of Primary Care Commissioning Community Interest Company (PCC).

[West Northamptonshire Health and Wellbeing board pharmaceutical needs assessment questionnaire](#)

The consultation closes at midnight on Sunday 21 March 2021.