



Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership

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
19:00 on Wednesday 3rd November 2021

AGENDA 002

101. Attendance and Apologies from Councillors

Cllr Sarah Stock (Chairman)
Cllr Ken Waller (Vice Chairman)
Cllr Sue Flynn
Cllr Fiona MacConnacher

Cllr Susie Holland
Cllr Toni Perryman
Cllr Rupert Knowles
Cllr Mark Jones

Apologies: Cllr MacConnacher, Cllr Waller – pre-planned unavailability

102. Approval of the Minutes from the previous meeting(s)

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

103. To receive Declarations of Interests by members and applications for Dispensation by the council

Members are requested to make any declarations of personal or prejudicial interests, in line with the 2020 code of conduct, relating to items on this agenda.

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 2020, Standing Orders will then be reinstated to allow the Council to resume its meeting and discussion items.

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Deadline for agenda items, 10 days before the meeting to the EO/Clerk.



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- 105. Proposal to renew the Church Lane Car Park Lease with Althorp**
Period 25.09.2021 to 24.09.2022
Cost: £250
- 106. Proposal to renew the Willow Paddock Lease with Althorp**
Cost: £1 pa
- 107. Proposal to renew the Allotments Lease with Althorp**
Cost: £49.87 pa
- 108. Proposal to appoint Cllr Sarah Stock to the Staffing Committee**
- 109. Proposal to appoint Cllr Sue Flynn as the Police Liaison Representative (PLR)**
Cllr Sue Flynn is currently the Specific Point of Contact (SPOC) for the PCSO
- 110. Plant a Tree for the Jubilee**
- Part of the Queen's Canopy celebrations
 - HPC to sponsor the purchase of the tree and plaque
 - Invite Althorp to choose a suitable location
- 111. WND/2021/0682**
Yew Tree Farm Barns 3, Yew Tree Farm, Nobottle Road, Upper Harlestone NN74EL
- Creation of a basement and construction of a glazed extension

Discussion Items

- 112. Council to consider the options to update the Tree Policy**
Cllr Rupert Knowles to present ideas to adopt the Town Council Tree Management Policy
- 113. Council are invited to discuss the first draft of the 2021/2022 budget and consider the precept**
Please see appendix A (illustration is based upon an 8% increase inline with the two previous years)



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114. National Lottery Funding for Climate Activities

Parish Councils should be considering activities that reduce the impact of climate change. “Together for Our Planet” fund is offering grants of £1,000 to £10,000

Possible ideas:

- Electric vehicle charging points
- Solar panels
- Tree planting
- Wildflower seeds and bulbs
- Litter picking equipment

115. What Action could Harlestone Village take regarding Climate Change

To hold an event at the HVI in January. Highlight the personal actions that our parishioners could take, to have stands and speakers.



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116. 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		
<i>Staff Salary</i>	<i>Autella Payslip</i>	£ 540.00
<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>	£ 38.39
<i>Staff Pensions</i>	<i>DD Nest</i>	£ 39.60
<i>E-on Electricity Bill</i>	<i>Village Usage</i>	£ 29.86
<i>LGG Services</i>	<i>Verge Mowing</i>	£ 320.00
<i>The Police & Crime Commissioner</i>	<i>PCSO Oct 2021 to Mar 2022</i>	£ 1,858.08
<i>A&A Landscapes Ltd</i>	<i>Village Green, Institute, Church</i>	£ 552.00
<i>National Allotment Society</i>	<i>Membership Renewal</i>	£ 66.00
<i>Althorp</i>	<i>Willow Paddock</i>	£ 1.00
<i>Althorp</i>	<i>Allotments</i>	£ 49.87
<i>Althorp</i>	<i>Church Lane Car Park</i>	£ 250.00
<i>PP&F Ltd</i>	<i>Poweroll</i>	£ 3,195.00
<i>Norse</i>	<i>Nobottle Dog Bin</i>	£ 346.56
<i>E-on Electricity Bill</i>	<i>Playing Fields</i>	£ -
<i>PP&F Ltd</i>	<i>Poweroll</i>	£ 3,195.00
	<i>Playing Fields Expenditure</i>	£ 3,195.00
<i>Perkins Flowers</i>	<i>Remembrance Wreath £75 max</i>	£ 75.00
	<i>EO Office Expenses Transfer</i>	£ 75.00
	<i>Total Monthly Spend</i>	£ 10,641.36

Signed: Chairman Signed: EO/Clerk

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Unity Trust Bank Accounts

26.November.2021

Current Account (872)	£	26,655.45	CIL Deposit Account (898)	£	15,277.86
Reserve Account (885)	£	20,000.00	Total Accounts	£	70,398.64
Playing Fields (885)	£	8,465.33			
	£	28,465.33			

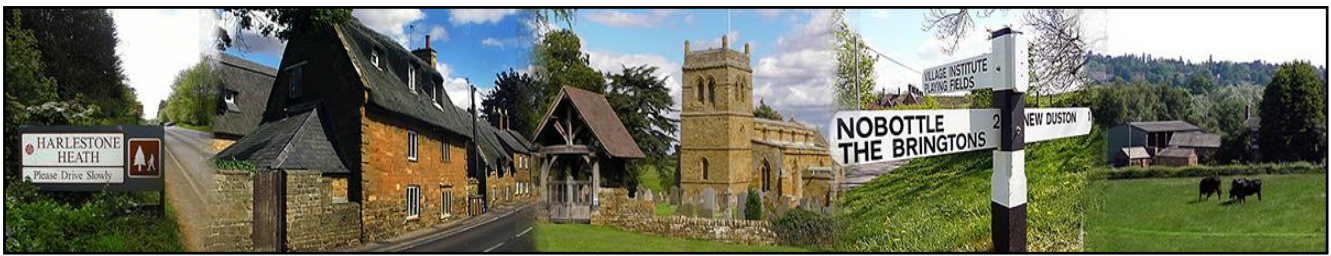
- EO to update the council on the monthly bank reconciliation and QFAR
- The payment schedule to be agreed by the council and signed by the EO and Chairman

Updates from the Advisory Committee, Working Parties and Points of Contact

a	<p>Playing Fields Advisory Committee Chairman Councillor Toni Perryman Councillors Stock, Perryman and the Clerk to review the Althorp lease proposal</p>
b	<p>PCSO, Charities, Quarry Liaison Councillor Sue Flynn Action: Cllr Flynn to write to Cllr John Shepard to make sure that police reps attend meetings. Letter sent by the SPOC to JS and the Sergeant, no reply to date.</p>
c	<p>Neighbourhood Plan Coordinator Councillor Sarah Stock</p>
d	<p>Wild Bunch Coordinator to offer a "light touch liaison" for the project Councillor Rupert Knowles Willow Paddock has been strimmed and raked ready for the new season</p>
e	<p>Speed Watch, Road Safety, Police Volunteer on Horseback Councillor Toni Perryman (Joint Strategy with Harlestone Manor: Cllrs Perryman/Flynn) Cllrs need to put a date in the diary for the next meeting Speedwatch starting up again in Spring 2022, use the newsletter to recruit new volunteers</p>

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f	Communications Officer, Website, Harlestone Hound, White Newsletter
	Councillor Sarah Stock
	Cllr Mark Jones is communicating with James from Parish Council Websites, new website link to be circulated, website taking shape.

g	Major Development, Planning, Substantial Urban Extension/SUE
	Councillor Ken Waller

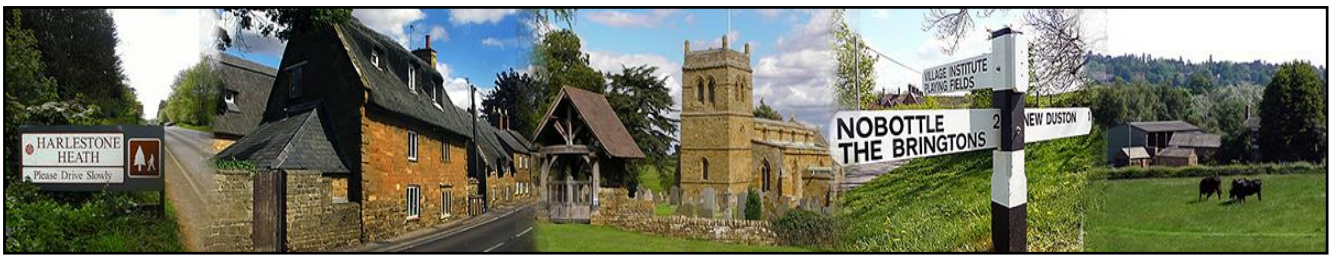
h	Local Businesses, Annual Meeting of the Parish
	Councillor Susie Holland

i	Althorp Estate and Conservation Officer Liaison
	Executive Officer/Clerk
	Cllr Stock, Cllr Flynn and the Clerk enjoyed fantastic views of the Estate dear following a kind invite from the Earl Spencer/Adey Greeno.
	Playing Fields wall damage reported to Adey Greeno, cause: age, water, rabbits.
	Sarah Hazell/Sam looking into ownership of Golf Lane re having a new white safety line

j	Harlestone Village Institute Liaison
	Councillor Ken Waller

k	Harlestone Allotments
	Executive Officer/Clerk
	Some plots have not renewed so plots available
	Options for the current tenants to share the remaining plots.

l	HPC Path Warden
	Claire Marshall
	Claire has attended a number of trainings and has reported issues to fixmystreet
	Claire will keep an eye on footpaths and bridalways
	Gate post broken - reported - 3061226



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Actions and projects outstanding from previous meetings.

013. NCR National Community Service

A government sponsored organisation that provides opportunities for 16- to 25-year-olds to take part in social support activities.

- Identified area to be cleared and prepared for a wildflower planting project.
- Work is carried out by young Rotarians and volunteers.

- Action: EO to liaise with Allan Wilson to complete the above wildflower project, met at the playing field with Rupert Knowles, pending feedback from Allan Wilson.
- EO to send an email to A.Wilson to find out if there is an update.

PENDING

September Meeting

- Could we have a speed bump in the village to slow the traffic coming from the playing fields and the HVI?
- Action: Cllr Waller to contact Highways
- Speed bumps cannot be installed in UH due to there being no streetlights or pavements
- 20mph speed restrictions could be an option
- West Haddon are currently hosting a 20mph trial
- Action: Cllr Waller to pursue application costs with a Highways consultant

PENDING

083. Pathways overgrown from Golf Lane to Glebe Lane along the A428 Rugby Road

Councillors are invited to discuss the options to widen the pathways, this is a thoroughfare for access to the bus stop and the school, the paths are less than 30cms in width at some points.

The pathways are not wide enough for pushchairs and wheelchairs, pedestrians are only able to walk in single file, which is not great for school children next to the busy A428. Appendix C

- These pathways are the responsibility of Highways to maintain
- Highways have been notified through fixmystreet
- CIL money could be used by the parish council to cut the edges of the path back.
- Pathways should be a minimum of 1.2m in width if there is tarmac.
- Cllr Waller to contact Highways (Helen Howard) to arrange for the two paths above to be cut back and made safe

PENDING

085. Harlestone Brook and Lake maintenance

Cllr Knowles is concerned about the brook and lake, consider options for the removal of silt.

- Could this be threatening wildlife?
- The explosion of algae could eventually wash downstream to the Nene.
- Update from the environmental agency.

- Cllr Knowles has approached the environmental agency and is waiting to receive an email
- Update for the November meeting

PENDING

October Meeting

- Clerk to obtain a quote from AA Landscapes regarding the Acco gully clearing



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Communications with and by the Council

The Council lists and considers here, any correspondence or contact between the council, third parties and the clerk on issues which are of interest. Since the last meeting, such correspondence included:

- Online Crime Reporting:
www.northants.police.uk/ro/report/ocr/af/how-to-report-a-crime/
- Managing difficult people and conversations training booked for the Clerk 15th Nov
- WN Strategic Plan webinar booked for the Clerk – 1st Nov

Church News

- 1st Sunday of the month: Benefice Service visiting each church in the benefice in turn
- 2nd & 4th Sundays of the month: Worship for all at 10am at Harlestone
- 3rd Sunday of the month: Communion at 11am at Harlestone

Communications received from the parishioners

- Email received regarding the church graveyard grass being cut too low. G.Mortimer confirmed that dead flowers had been cut to the ground and unfortunately raised areas of the grass including mole hills will sometimes be scalped, A&A landscapes continue to do an exceptional job for the parish.
- Email received from a user of the playing fields for the council to consider updating/improving the children's play equipment area.

117. Confidential Items

- Staffing Committee proposal
- Staff salary review
- OLB

The Chairman closes the meeting at:



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Next Meetings 2021/2022			
7pm at Harlestone Village Institute			
Wednesday	3	November	2021
Wednesday	1	December	2021
Wednesday	2	February	2022
Wednesday	2	March	2022
Wednesday	6	April	2022
Wednesday	4	May	Annual Meeting of the Council
Wednesday	18	May	Annual Meeting of the Parish
Wednesday		June	2022
Wednesday		July	2022
Wednesday		September	2022
Wednesday		October	2022
Wednesday		November	2022
Wednesday		December	2022
Wednesday		February	2023
Wednesday		March	2023

Paul Thomas – Executive Officer

Dated: 24th November 2021

Paul O.R. Thomas esq

Signature:

Executive Officer/Clerk: Paul OR Thomas

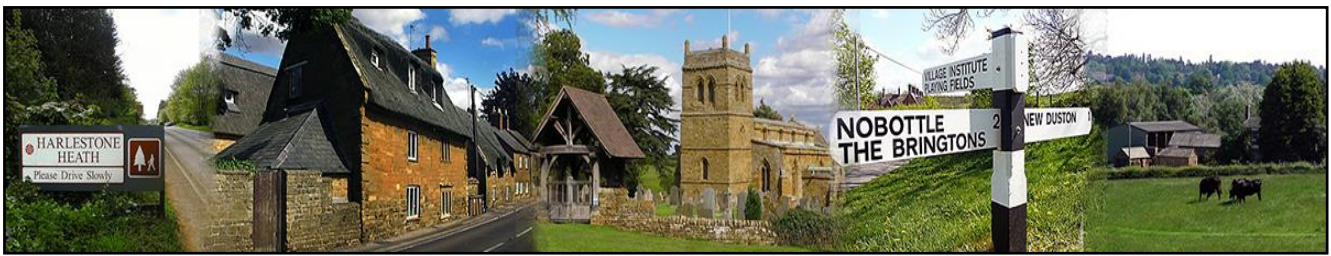
Signature:

Chairman: Cllr Sarah Stock

HPC comply with the Race Relations Act 1976 and Section 17 of the Crime and Disorder Act 1988

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Appendix A

		2020/2021	2021/2022	2022/2023
1	Auditors	£ 500.00	£ 500.00	£ 380.00
2	Autella Payroll Services	£ 350.00	£ 350.00	£ 350.00
3	BHIB Insurance	£ 1,250.00	£ 1,250.00	£ 1,000.00
4	BT Broadband at the Harlestone Village Institute	£ 564.00	£ 540.00	£ 540.00
5	BT Broadband, Gigaclear	£ 720.00	£ 720.00	£ 720.00
6	Chairman's Expenses	£ 100.00	£ 100.00	£ 100.00
7	Church Lane Car Park Rent (Althorp)	£ -	£ 250.00	£ 250.00
8	Citizens Advice Daventry	£ 250.00	£ 250.00	£ 250.00
9	Environment/Climate Change			£ 868.00
10	Eon (Street Lighting and Maintenance)	£ 750.00	£ 360.00	£ 360.00
11	Graveyard Extension	£ 1,000.00	£ 1,000.00	£ -
12	Harlestone Allotments Rent (Althorp) - Self funded	£ -	£ -	£ -
13	HMRC	£ 2,000.00	£ 1,500.00	£ 1,500.00
14	HPC Office Expenses, Parish Online Mapping	£ 1,000.00	£ 750.00	£ 650.00
15	ICO	£ 40.00	£ 40.00	£ 40.00
16	IT Equipment Upgrade/Replacement	£ 249.81	£ 250.00	£ 400.00
17	IT Management for Website/emails	£ 250.00	£ 250.00	£ 500.00
18	NCALC Subscription	£ 550.00	£ 600.00	£ 575.00
19	NCALC Training	£ -	£ 500.00	£ 750.00
20	Newsletter Printing	£ 600.00	£ 600.00	£ 350.00
21	PCSO	£ 6,000.00	£ 3,500.00	£ 3,800.00
22	Playing Fields Running Costs - self funded	£ 500.00	£ -	£ -
23	S137			£ 500.00
24	Safety Signs/Slow Horses	£ 250.00	£ 250.00	£ 250.00
25	SLCC Membership	£ 800.00	£ 85.00	£ 90.00
26	Staff Pensions	£ 550.00	£ 600.00	£ 600.00
27	Staff Salaries	£ 12,000.00	£ 8,000.00	£ 8,500.00
28	Telephone Box Refurb			£ 750.00
29	Traffic Monitoring	£ 1,000.00	£ 500.00	£ 500.00
30	Unity Bank Charges	£ 72.00	£ 72.00	£ 80.00
31	Village Event Funding/State Contingency	£ 1,000.00	£ 1,000.00	£ 1,000.00
32	Village Maintenance inc posts, fencing, gates, signs, grit & litter bins	£ 1,500.00	£ 500.00	£ 750.00
33	Village POS, Church Yard, Car Park	£ 6,000.00	£ 8,000.00	£ 8,000.00
34	Wild Bunch			£ 500.00
35				
		£ 39,845.81	£ 32,317.00	£ 34,903.00

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