



Honesty – Inclusivity – Respect – Kindness - Integrity

Harlestone Manor Parish Council

Established 1st April 2020

Welcome to the Harlestone Manor Parish Council Meeting.

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

Harlestone Village Institute, Upper Harlestone NN7 4EH

MINUTES 001

19:30 - Thursday 18th January 2024

449. Attendance and Apologies from Councillors

Council to formally resolve to approve reasons for non-attendance.

- Apologies for non-attendance will not be accepted by the council due to a failure of procedure and/or the notice period for non-attendance not being adhered to.

Cllr Jackie Kimbrey (Chairman) (Unity)
 Cllr Lucille Watts
 Cllr Christopher Bryant (Unity)
 Cllr Russ Burke

Cllr Stewart Clark (Vice Chairman)
 Cllr Paul Nunley
 Cllr Erica Wilson
 Cllr Vacancy

Councillor Name	Apologies/Reason for Absence	Approved (Yes/No)
Cllr Kimbrey	Annual Leave	Yes

- Cllr Clark Proposed to accept the apologies.
- Cllr Wilson Seconded
- Council in favour

450. 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.

- No Declarations received by the councillors.

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451. **Approval of minutes from previous meetings**

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

- Cllr Bryant Proposes the Minutes be approved.
- Cllr Burke Seconded
- The council agrees that the Minutes are a true and accurate account.
- The Vice Chairman signs the Minutes.

452. **Public participation session (Members of the public are invited to address the council)**

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.

Members of the public should address their representation through the Chairman of the meeting. This time is limited to 15 minutes and three minutes per contribution unless requested otherwise by the Chairman 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.

- No members of the public in attendance.

453. **Proposal to purchase a solar & wind powered defibrillator cabinet**

- We would also need to budget for a defibrillator and confirm locations with Greenbelt.
- Standard unit £2,500 + VAT
- Upgraded unit £3,200 + VAT
- Please see Appendix B

- Cllr Wilson Proposes the purchase of the upgraded unit.
- Cllr Burke Seconded
- The council in favour

- Source costs for the concrete base (Clerk to contact the cabinet supplier for spec).
- Source costs for the defibrillator.
- Cllr Burke to circulate maps of the possible locations.

454. **Proposal to book councillors onto the following training courses**

Costs £33 + VAT

1. Finance for Councillors
2. Year end and Audit
3. Budgeting Training

- Cllr Wilson Proposes to book Cllr Watts on the 3 trainings above and to book 3 further places for members who are available to attend.
- Cllr Burke Seconded
- The council in favour

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EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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455. Community Group grant request for the Annual Meeting of the Parish event

Party in the Park/Annual Meeting of the Parish events 12th May 2024

- Amount sought £500 for the hire of the live band.
- Request form has been circulated.

- Cllr Bryant Proposes to approve.
- Cllr Burke Seconded
- The council in favour

456. Review the Action Tracker

Please see Appendix A

- Updated





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Items to be noted/updated/discussed:

- Council to review the possibility of holding a March meeting as a February meeting item.
- Training: to consider individual and group event trainings on a Saturday. Including: Handling complaints (11.Mar), Freedom of Information Act and Environmental Information Regulations (22.Jan & 26.Feb).
[Cllr Watts to circulate the training email.](#)

Cllr Burke

- Purchase of some "children crossing" warning triangles and obtain the appropriate approval to install.
[Cllr Burke to research and source costs.](#)
 - Crossing and signage.
[Cllr Burke to research the installation of a zebra crossing.](#)
 - Purchase of earth and ground preparations for tree planting.
 - [Cllr Clark to source topsoil.](#)
 - Tree planting weekend I would guess sometime in April (newsletter item).
- Harpole Planning meeting on Tuesday 2nd January.

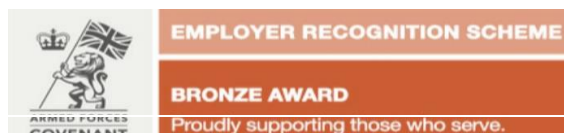
The road to nowhere has still not been sorted, it would seem that whoever purchases the land would be responsible for completing the road, which would be a considerable cost. This could take a while to sort and traffic could be re-routed to join back up to the Kislingbury roundabout until the road is connected.

An application has come through, 400 houses to be built to the left of the Bloor site towards Nobottle, however this is only in its infancy and no comments are requested to date.

[Noted by the council.](#)

- Deputy Chairman to sign the Local Council Consultancy (LCC) document that was approved at the December meeting.

[Vice Chairman signs the LCC document.](#)





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457. 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. [Previous months statement filed with the payment schedule.](#)

- EO/RFO to update the council on the monthly bank reconciliation against the annual budget.
- **Two signatories needed:** Cllr Kimbrey & Cllr Bryant

The Payment Schedule to be agreed by the council and signed by the EO and Chairman

Payee	Description	Inv Date/No	VAT No	VAT	Total
Staff Salaries	Autella Payroll				£ 1,670.07
Nest	Pension Service				£83.11
HPC	Office/Meeting Room Broadband				£50.00
Norse West Northants	Harlestone Road Bin Emptying	08.01.2024	785421021	£ 63.36	£380.16
Autella	Payroll Services	02.01.2024	326597472	£ 14.22	£85.36
Transfer £0.52 from Ac: 808	to Ac: 978				
Payments made by the Clerk for Renumeration (£300 Float held by the Clerk)					
Amazon	169Kg Salt Bin	TBC	TBC	TBC	£151.99
Amazon	169Kg Salt Bin	TBC	TBC	TBC	£151.99
Amazon	Salt/Grit 10Kg £12.99 x 15	TBC	TBC	TBC	£194.85
Dobbies	Audit Meeting	12.01.2024	245108429	£ 1.05	£6.30
	Clerk's Office				£505.13
	Total		VAT	£ 78.63	£2,773.83

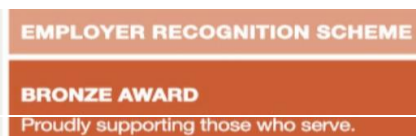
Note:

- Clerk to research the confidentiality guidance on showing salaries on the Agenda.
- The 3 purchases above highlighted in amber will be purchased after the Clerk receives the funds and an update will be visible at the February meeting.

Signed: Chairman
Chairman/Vice Chairman

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

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Payment Schedules

- Cllr Wilson Proposes the payment schedule be approved.
- Cllr Bryant Seconded the payment schedule be approved.
- Council agrees the payment schedule and the monthly finance updates for January 2024
- The Chairman signs the payment schedule.

Unity Trust Bank – Finances			
978 Current Account	£29,164.04	994 CIL Deposit Account	£39,690.51
808 Loxton Fields POS	£0.52	798 LF Commuted Sum	£50,179.58
981 Reserve Account	£35,736.77	Total Accounts	£154,771.42

Next Meetings 2023/2024			
7:30pm at the Harlestone Village Institute unless stated.			

Thursday	18	January	2024
Thursday	15	February	2024
Thursday	7	March	2024
Thursday	11	April	2024
		TBC	Annual Meeting of the Parish
Thursday	9	May	Annual Meeting of the Council
Thursday	13	June	2024
Thursday	11	July	2024
		August	No Meeting
Thursday	12	September	2024
Thursday	10	October	2024
Thursday	14	November	2024
Thursday	12	December	2024

Meeting Closed at: 21:00

Paul O.R. Thomas esq

Signature:

Dated: **21st January 2024**

Executive Officer/Clerk/RFO: Paul Thomas

Signature:

Dated:

Chairman/Cllr Jackie Kimbrey

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Paul Thomas - Executive Officer clerk@harlestonemanorpc.org.uk
 Harlestone Manor, PO Box 1747, Northampton, NN2 1NP

*HPC comply with the Race Relations Act 1976 and Section 17 of the Crime and Disorder Act 1988
 Nolan Principles: Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership*

Appendix A: Action Tracker

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Theme/Agenda ID:	June – Public Participation Session Actions			
Action:	<ul style="list-style-type: none"> • Cllr Clark to order the bridge to be installed across the run-off trench. • Bridge to be named “Hazel’s Bridge”. 			
By Whom:	Cllr Clark			
By When:	ASAP			
Comments:	<ul style="list-style-type: none"> • Tony Ward Bridges – proposal approved for £2k. • Cllr Clark to measure the size of bridge needed and check the current costs. • The bridge and the Hazel hedgerow will be a marker for the edge of the swale. 			
Status	Not Yet Started	In Progress	Complete	IN PROGRESS

April Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> • Contact Highways to get an update on when the speed reduction from 40mph to 30mph will be actioned. October will be 12 months. • Council requires an email from Cllr Burke as an update on where we are with this action and the speed reduction status. 	COMPLETE
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May Meeting Actions

Cllr Burke	<p>To provide a spreadsheet of the traffic speed, volumes etc for the June agenda, this could also be a future newsletter item.</p> <p>Clerk to email Cllr Burke, council require a monthly spreadsheet of the traffic figures and a summary for the newsletter.</p> <p>Council requires an SOP, standard operators' procedure for the VAS apparatus, details of logins and a step-by-step operating guide from Cllr Burke.</p> <p>Data collected needs to be put in to a spreadsheet format for a report and for the newsletter, the SOP or "idiots guide" to be written asap. Spreadsheet copies to be held centrally.</p> <p>The VAS speed has reduced from 46mph to an average speed of 34mph.</p> <p style="text-align: right;">IN PROGRESS</p>
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August Meeting Actions

August	<p>Council agreed to liaise with Councillor Shepherd to be involved in the next review of the Secondary School admissions process in September 2024.</p> <p>Cllr Wilson to formulate a letter to the school to request an update on the latest admission decisions for the local intake for HM pupils.</p> <p>Duston school have responded by letter and have agreed to meet and discuss admissions, Cllr Kimbrey and Cllr Wilson to attend.</p> <p>Cllr Wilson to send Cllr Bryant a newsletter article detailing the school admissions process.</p> <p style="text-align: right;">MOVE TO THE REVIEW LIST</p>
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Clerk Cllr Bryant	<p>375. Proposal to plant hedgerows.</p> <ul style="list-style-type: none"> • Following request from residents regarding replacement of dead trees in hedgerow along York Road, the council has investigated options with Greenbelt – these discussions are continuing. • Council wishes to assure themselves of the original planting scheme to help determine who would be responsible for maintenance of any replacement hedging. • Cllr Bryant to contact Persimmon for the original planting plans for York Road, this will show the layout of the trees/hedgerows when handed over to Greenbelt. <p style="text-align: right;">Close this item</p>
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September Meeting Actions

Cllr Burke	<p>To send the Clerk details of the solar defibs for the October agenda.</p> <p style="text-align: right;">Close this item</p>
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Cllr Burke	To circulate the communications policy to Cllr Watts, the completed policy to be sent to the Clerk to be added to the October agenda for approval.
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November Meeting Actions

Clerk & Cllr Clark	To review the council Risk Assessment and the JWG Risk Assessment and include the SuDs (to be actioned in the Spring).
Clerk	To flag the SuDS report to Anglian Water. Clerk to confirm the concerns highlighted on the Abertay report with both DWH and Anglian Water.

December Meeting Actions

Cllr Burke	441. To agree the process, roles and responsibilities for maintaining accurate records of councillor's personal details, so that published information (including online content) remains correct and up to date. <ul style="list-style-type: none"> • Cllr Burke to take this project as an action for the council. • Cllr Burke has circulated the document that captures items above and requests feedback from councillors.
Council/Clerk	442. (384) Council to sign off the internal and external audit actions <ul style="list-style-type: none"> • A 20-point document has been circulated to councillors to be actioned and updated as items have been completed. • 3.4 Complete and approved. • 4.1 Council to look at internal control. • 7.1 Complete and approved. • 5.2 CCLA high interest account TBC. • 11.1 Waiting for an explanation from NCALC.
Cllr Burke	443. Proposal to apply for free trees through the Woodland Trust Cllr Burke has secured the delivery of 315 tree saplings. <p style="text-align: right;">Complete</p>
Clerk	444. Proposal for the council to contribute towards the St Andrews Church mowing due to increased costs <ul style="list-style-type: none"> • HPC has recently received a letter giving notice that their price for maintaining the churchyard will increase from £110 per cut to £240, the graveyard gets 15 cuts per year. The annual cost will rise from £1,650 to £3,600 • HMPC would like to see 2 further quotes before deciding to contribute towards the mowing. <p style="text-align: right;">In Progress</p>





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- Clerk to follow up the communications with Greenbelt regarding the electricity charge on the bill.

Appendix B



Solar & Wind Powered Defibrillator Cabinet

OPTIONAL REMOTE MONITORING

- **No external power needed**
- **Can be installed anywhere**
- **Keeps the defib above 5°C**
- **Remote monitoring to alert of access or issues**

Turtle Engineering Ltd spent 2 years, supported by a leading university in developing a completely self-powered defibrillator cabinet which can be installed virtually anywhere (where it will get sunlight and wind).

Research showed that solar alone is not enough to support a heating system for a defibrillator in winter, which is why we include both solar and wind as standard.

Remote Monitoring:

An optional extra of remote monitoring is available, which will alert if:

- **The cabinet door is opened**
- **The defibrillator is removed from the hook**
- **The temperature is too low or too high**
- **The humidity is too low or too high**
- **The battery voltage is too low and requires attention**

The remote monitoring requires mobile phone coverage and has a monthly subscription fee.



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