



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

AGENDA 001

19:30 - Thursday 15th February 2024

458. 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)

459. 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.

460. Approval of minutes from previous meetings

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

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
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461. 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.

462. Proposal to adopt the NCALC Model Biodiversity Policy

- <https://www.northantscalc.com/blog/news-1/model-biodiversity-policy-2023-61>
- Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.
- Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:
 - Consider what they can do to conserve and enhance biodiversity.
 - Agree policies and specific objectives based on their consideration.
 - Act to deliver their policies and achieve their objectives.

Harlestone Parish Council comply with the policy by:

- Progressing a program of tree and hedgerow planting in the Jubilee Wildlife Garden.
- Establishing wildflower beds.
- Continue with litter picking throughout the village.
- Ensure mowing & maintenance schedules provide a positive balance of promoting biodiversity and maintaining a safe, tidy village.
- Support Althorp to establish greener farming practices and land management strategies.

463. Proposal to purchase “Children Crossing signs”

600mm R2, Reflective Aluminium Road Sign

- £65 each
- Locations and permissions.

464. Proposal to approve the “Parish Council Website Maintenance Package”

This buys 3 hours of time to do with as you like.

- £60 per month.





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465. Proposal for the council to apply for the Unity Corporate MultiPay Card

The card is for use with the Unity current account and managed by Lloyds Bank.

- Number of cards needed.
- Set transaction Limit.
- Set monthly spend limit.

466. Review the Action Tracker

Please see Appendix A

- Updated

Items to be noted/updated/discussed:

- Council to consider the need to hold a March meeting.
- Harpole Planning meeting on Tuesday 6th February, public meeting Saturday 10th February.
- Althorp have kindly cut back all the hedging on the left-hand side of the verge along Whites Lane.
- The need for a .Gov email, positives and negatives?





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

Thursday		January	2025
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:

Paul.O.R.Thomas esq

Signature:

Dated: **6th February 2024**

Executive Officer/Clerk/RFO: Paul Thomas

Signature:

Dated:

Chairman/Cllr Jackie Kimbrey

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*

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Appendix A: Action Tracker

Meeting Actions

Cllr Clark	<ul style="list-style-type: none"> • June – Public Participation Session Actions • Cllr Clark to order the bridge to be installed across the run-off trench. • Bridge to be named “Hazel’s Bridge”. • 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.
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May Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> • To provide a spreadsheet of the traffic speed, volumes etc for the June agenda, this could also be a future newsletter item. • Clerk to email Cllr Burke, council require a monthly spreadsheet of the traffic figures and a summary for the newsletter. • Council requires an SOP, standard operators’ procedure for the VAS apparatus, details of logins and a step-by-step operating guide from Cllr Burke. • 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. • The VAS speed has reduced from 46mph to an average speed of 34mph.
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August Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To review the council Risk Assessment and the JWG Risk Assessment and include the SuDs (to be actioned in the Spring).
Clerk	<ul style="list-style-type: none"> • To flag the SuDS report to Anglian Water. Clerk to confirm the concerns highlighted on the Abertay report with both DWH and Anglian Water.



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December Meeting Actions

Cllr Burke	<p>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.</p> <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	<p>442. (384) Council to sign off the internal and external audit actions</p> <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. • 5.2 CCLA high interest account TBC. • 11.1 Waiting for an explanation from NCALC.
Clerk	<p>444. Proposal for the council to contribute towards the St Andrews Church mowing due to increased costs</p> <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.

January Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> • 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.
Cllr Clark	<ul style="list-style-type: none"> • Purchase of earth and ground preparations for tree planting. • Cllr Clark to source topsoil.
Clerk	<ul style="list-style-type: none"> • Clerk to follow up the communications with Greenbelt regarding the electricity charge on the bill.

