



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 003

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)
Cllr Stewart Clark	Work Commitment	Yes
Cllr Erica Wilson	Illness	Yes

- Cllr Bryant Proposed to accept the apologies.
- Cllr Burke Seconded
- Council in favour

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.

- No Declarations received by the councillors.

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
February Minutes 2024





Honesty – Inclusivity – Respect – Kindness - Integrity

460. Approval of minutes from previous meetings

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

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

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.

BDS

- The Harpole/HM joint “Planning Public Meeting” was a full house at the Bowling Club.
- Clerk to circulate future rainfall data spreadsheets with all councillors.
- During the previous week the Upton sluice gates had been closed to protect flooding in Northampton Town, the following day they had to be opened to protect Kislingbury from flooding. This in turn affected the flooding of Billing Aquadrome.
- High levels of water were recorded at the Kislingbury Bridge.
- Locally there is a huge amount of development that could affect the water course.
- Long Bucky developments could join with Daventry by 2050.
- Local parishes should join together to discuss and plan potential flooding, maybe have a “joint flood defence strategy” meeting.

- Consider installing a water marker at the A428 bridge.

- The Council acknowledged the potential flood risks and agreed to convene a meeting to discuss development of a flood defence strategy and plan. Date to be confirmed.





Honesty – Inclusivity – Respect – Kindness - Integrity

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.
- Cllr Burke Proposed to not adopt the NCALC Model Biodiversity Policy (NMBP).
Review the HM strategy against the principles of the NMBP.
- Cllr Bryant Seconded
- Council in favour

Councillors discussed a number of points relating to the HM Strategy including:

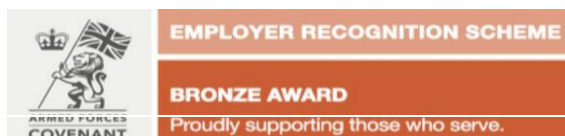
- HMPC uses solar energy where possible (Solar lighting, solar VAS, solar Christmas lights).
- Council considered the potential to theme the Annual meeting of the Parish 2024 with a Biodiversity theme (including details of the Flood Pathfinder).
- HMPC Strategy includes Environmental objectives for the parish.
- Recording of parish flora and fauna: flowers, hedges, trees, insects, birds, animals.
- Strategy: set focuses and a theme for the year.
- Set a date for further discussion of the biodiversity policy in March.

463. **Proposal to purchase “Children Crossing signs”**

600mm R2, Reflective Aluminium Road Sign

- £65 each
- Locations and permissions.
- Cllr Bryant Proposed to purchase 2 signs near the A428 crossing.
1st location on the VAS pole, 2nd location TBC with permission.
- Cllr Burke Seconded
- Council in favour

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
February Minutes 2024





Honesty – Inclusivity – Respect – Kindness - Integrity

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.
- Councillors did not feel this option was required as the skills exist among the group. Agreed to devote additional time to this as required.
- Cllr Burke Proposed to not approve.
- Cllr Watts Seconded
- Council in favour

*Action: next agenda discussion item for Communications Strategy.

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.
- Cllr Nunley Proposed to approve the application to acquire a payment card for the Clerk. The card must have a single transaction and monthly maximum spend limits with the ability of being able to freeze the card if stolen.
- Cllr Bryant Seconded
- Council in favour
- Single transaction limit £100
- Maximum monthly spend limit £500 (without approval)
- Council to set categories of spend (for example: office admin)
- Setup costs £50 one off fee per card, £3 per month charge.
- Order one card for the Clerk.
- This approach would be taken as protection for the council and the Clerk and is an improvement on the current process, as recommended by NCALC.

466. Review the Action Tracker

Please see Appendix A

- Updated





Honesty – Inclusivity – Respect – Kindness - Integrity

Items to be noted/updated/discussed:

- Council to consider the need to hold a March meeting.
Council agrees to not hold a full council meeting in March due to the Clerk being on annual leave, however an ECO Strategy meeting for councillors will take place instead. Cllr Kimbrey to supply possible dates and the Clerk to check availability of the venue.
- Harpole Planning meeting on Tuesday 6th February, public meeting Saturday 10th February.
Noted
- Althorp have kindly cut back all the hedging on the left-hand side of the verge along Whites Lane.
Noted
- The need for a .Gov email, positives and negatives?
Clerk and Cllr Watts to research the options





Honesty – Inclusivity – Respect – Kindness - Integrity

467. 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	figures shared with Council as per the financial/GDPR process			
Nest	Pension Service				£83.11
HPC	Office/Meeting Room Broadband				£50.00
HMRC	PAYE Tax	09.02.2024			£438.52
Payments made by the Clerk for Remuneration (£300 Float held by the Clerk)					
Amazon	Suspended Folders				£19.99
Salt Bins and Salt	Shortfall of payments to the Clerk				£5.79
	Clerk's Office				£25.78
Total			VAT	£ -	£597.41

Signed: Chairman
Chairman/Vice Chairman

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Payment Schedules

- Cllr Burke Proposes the payment schedule be approved.
- Cllr Watts Seconded the payment schedule be approved.
- Council agrees the payment schedule and the monthly finance updates for February 2024
- The Chairman signs the payment schedule.

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
 February Minutes 2024





Honesty – Inclusivity – Respect – Kindness - Integrity

Unity Trust Bank – Finances			
978 Current Account	£24,706.67	994 CIL Deposit Account	£39,965.63
808 Loxton Fields POS	£0.00	798 LF Commuted Sum	£50,527.40
981 Reserve Account	£35,984.48	Total Accounts	£151,184.18

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

Thursday		January	2025
Thursday	15	February	2024
		March	2024
Thursday	11	April	2024
Sunday	12	May	Annual Meeting of the Parish Party in the Park
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: 21:15

Paul.O.R.Thomas esq

Signature:

Dated: **18th 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*

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
February Minutes 2024





Honesty – Inclusivity – Respect – Kindness - Integrity

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. • Clerk to speak with Cllr Clark to confirm price hasn’t increased significantly.
------------	--

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. • Send the data to Clerk or Cllr Watts to be put onto the website asap. • Clerk to email Cllr Burke, council require a monthly spreadsheet of the traffic figures and a summary for the newsletter. • Close • Council requires an SOP “idiots guide”, standard operators’ procedure for the VAS apparatus, details of logins and a step-by-step operating guide from Cllr Burke. • Resend to all councillors. • 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. • Close • The VAS speed has reduced from 46mph to an average speed of 34mph. • Close
------------	--

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. • Cllr Burke and Cllr Watts to circulate ready for the April Agenda.
------------	--





Honesty – Inclusivity – Respect – Kindness - Integrity

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). To be completed in April
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. Response received from DWH. No response from Anglian Water, to be progressed through the complaints process.

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. All Councillors to review the information previously circulated by Cllr Burke, to send him any amendments, and the document to be added to the April agenda for sign off. Clerk to send the NCALC corrections/comments to 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 to circulate the updated document to councillors.
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. Close





Honesty – Inclusivity – Respect – Kindness - Integrity

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. • Close
Cllr Clark	<ul style="list-style-type: none"> • Purchase of earth and ground preparations for tree planting. • Cllr Clark to source topsoil. • Cllr Burke/Cllr Watts to circulate tree planting dates to members. • Clerk to follow up with Cllr Clark regarding the topsoil.
Clerk	<ul style="list-style-type: none"> • Clerk to follow up the communications with Greenbelt regarding the electricity charge on the bill. • Clerk confirmed with Greenbelt that the electricity charge on the bill is for the streetlighting on the HM development.

