



*Honesty – Inclusivity – Respect – Kindness - Integrity*

# Harlestone Manor Parish Council

Established 1<sup>st</sup> 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 002

19:30 - Thursday 11<sup>th</sup> April 2024

### 468. 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)

### 469. 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.

### 470. Approval of minutes from previous meetings

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

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**471. 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.

- Sophia's letter to the council

**472. Council to consider how to involve more young people in Parish Council and Community activities**

- Item inspired by Sophia's letter to the council.

**473. To gather councillor's views to formulate a Communications Strategy document**

Communications documents have been sourced from local large councils as a guide.

- Cllr Watts has prepared some information for this new document.

**474. Proposal for the council to switch emails to .gov.uk (NCALC recommendation)**

- Switch to be performed by our website and email provider: Parish Council Websites
- Domain registration for 2 years: £60 + VAT
- Manage and switch cost: £56 + VAT
- Nothing will be lost and emails to the old addresses will be redirected.

**475. Council to agree on 3 "Locally Identified Priorities" for the Neighbourhood Alert.**

**476. Planning Application 2024/1465/LDP**

14 Irons Road, Lower Harlestone NN5 6WL

- Erection of a single storey rear extension

**477. Review the Action Tracker**

Please see Appendix A

- Updated





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### **Items to be noted/updated/discussed:**

- D-Day 80<sup>th</sup> June 2024 to commemorate the 80<sup>th</sup> Anniversary of the D-Day landings which took place on 6<sup>th</sup> June 1944 on five beaches in Normandy, France.
- A section of fencing has come down in front of the flats along Whites Lane. Reported to the landlord by Cllr Watts and removed by the Clerk for safety.
- York Road works: Althorp are removing the stone wall to use as stock stone for repairs to the Estate walls. Some trees have been cut back/cleared to make way for the North West Relief Road (NWRR). The holes and markings in the field are drainage test holes for the NWRR water run-off.
- The first payment of the precept is due before the end of April, do council want to move funds from the current account to a savings account to benefit from an increase in interest.
- Bloor Homes on-site meeting 10am 19<sup>th</sup> April
- Website Admins with access: Clerk. Cllr Watts, Cllr Bryant.
- Classic Car Rally Brampton Sunday 28<sup>th</sup> April 2024  
100 years of the Rotary Club.
- HMPC Environmental Strategy first draft (details in Actions).





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**478. 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
Clear Councils	Parish Insurance	LC001826			£565.11
SLCC	Practitioners Conference	Mar.24	891752783	£ 25.50	£205.50
HMRC	PAYE	Mar.24			£442.12
NCALC	Membership	Apr.24	414891094	£ 58.40	£697.73
Party Central - Robert care	Party in the Park	Apr.24			£500.00
Northants ACRE	Membership	Mar.24	444816678	£ 7.00	£42.00
NCALC Training	Finance & Year End	Mar.24	414891094	£ 13.20	£79.20
J&S Potter	Tommy - Welding Repair	Apr.24	623680150	£ 32.00	£192.00
Payments made by the Clerk for Remuneration (£300 Float held by the Clerk)					
Fox & Hounds	Strategy Meeting Expenses	25.Mar.24			£10.95
	Clerk's Office				£10.95
	<b>Total</b>		<b>VAT</b>	<b>£ 136.10</b>	<b>£2,867.72</b>

Signed: Chairman .....  
Chairman/Vice Chairman

Signed: EO/Clerk .....  
Executive Officer/RFO Paul Thomas

Unity Trust Bank – Finances			
978 Current Account	£20,188.94	994 CIL Deposit Account	£40,239.64
808 Spare Account	£0.00	798 LF Commuted Sum	£50,873.82
981 Reserve Account	£36,231.20	<b>Total Accounts</b>	<b>£147,533.60</b>

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

Thursday		January	2025
Thursday		February	2025
		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: .....**

*Paul.O.R.Thomas esq*

Signature: .....

Dated: **4<sup>th</sup> April 2024**

Executive Officer/Clerk/RFO: Paul Thomas

Signature: .....

Dated: .....

Chairman/Cllr Jackie Kimbrey

Paul Thomas - Executive Officer [clerk@harlestonemanorpc.org.uk](mailto: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"> <li>• June – Public Participation Session Actions</li> <li>• Cllr Clark to order the bridge to be installed across the run-off trench.</li> <li>• Bridge to be named “Hazel’s Bridge”.</li> <li>• Tony Ward Bridges – proposal approved for £2k.</li> <li>• Cllr Clark to measure the size of bridge needed and check the current costs.</li> <li>• The bridge and the Hazel hedgerow will be a marker for the edge of the swale.</li> <li>• Clerk to speak with Cllr Clark to confirm price hasn’t increased significantly.</li> </ul>
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### May Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> <li>• To provide a spreadsheet of the traffic speed, volumes etc for the June agenda, this could also be a future newsletter item.</li> <li>• Send the data to Clerk or Cllr Watts to be put onto the website asap.</li> <li>• 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.</li> <li>• Resend to all councillors.</li> </ul>
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### August Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Cllr Burke and Cllr Watts to circulate ready for the April Agenda.</li> </ul>
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### November Meeting Actions

Clerk & Cllr Clark	<ul style="list-style-type: none"> <li>• To review the council Risk Assessment and the JWG Risk Assessment and include the SuDs (to be actioned in the Spring).</li> <li>• To be completed in April</li> </ul>
Clerk	<ul style="list-style-type: none"> <li>• To flag the SuDS report to Anglian Water. Clerk to confirm the concerns highlighted on the Abertay report with both DWH and Anglian Water.</li> <li>• Response received from DWH. No response from Anglian Water, to be progressed through the complaints process.</li> </ul>





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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"> <li>• Cllr Burke to take this project as an action for the council.</li> <li>• Cllr Burke has circulated the document that captures items above and requests feedback from councillors.</li> <li>• 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.</li> <li>• Clerk to send the NCALC corrections/comments to councillors.</li> </ul>
Council/Clerk	<p>442. (384) Council to sign off the internal and external audit actions</p> <ul style="list-style-type: none"> <li>• A 20-point document has been circulated to councillors to be actioned and updated as items have been completed.</li> <li>• 11.1 Waiting for an explanation from NCALC.</li> <li>• Clerk to circulate the updated document to councillors.</li> </ul>

#### January Meeting Actions

Cllr Clark	<ul style="list-style-type: none"> <li>• Purchase of earth and ground preparations for tree planting.</li> <li>• Cllr Clark to source topsoil.</li> <li>• Cllr Burke/Cllr Watts to circulate tree planting dates to members.</li> </ul>
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#### February Meeting Actions

Council	<ul style="list-style-type: none"> <li>• The Council acknowledged the potential flood risks and agreed to convene a meeting to discuss development of a flood defence strategy and plan.</li> <li>• Date to be confirmed.</li> </ul>
Council	<p>Biodiversity Policy</p> <ul style="list-style-type: none"> <li>• <a href="https://www.northantscalc.com/blog/news-1/model-biodiversity-policy-2023-61">https://www.northantscalc.com/blog/news-1/model-biodiversity-policy-2023-61</a></li> <li>• 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.</li> <li>• Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must: <ul style="list-style-type: none"> <li>Consider what they can do to conserve and enhance biodiversity.</li> <li>Agree policies and specific objectives based on their consideration.</li> <li>Act to deliver their policies and achieve their objectives.</li> </ul> </li> <li>• Meeting was held in March.</li> </ul>
Clerk	<p>Unity Corporate MultiPay Card</p> <ul style="list-style-type: none"> <li>• The card is for use with the Unity current account and managed by Lloyds Bank.</li> <li>• Single transaction limit           £100</li> <li>• Maximum monthly spend limit   £500 (without approval)</li> <li>• Order one card for the Clerk.</li> </ul>

