



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 11th 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)

- Council in full attendance

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.

- No Declarations of Interest offered by the Councillors. (Noted that the Chairman's husband is a member of the Community Group who are requesting a payment on the schedule, this will stand for future requests for CGC payments)

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470. Approval of minutes from previous meetings

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

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

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

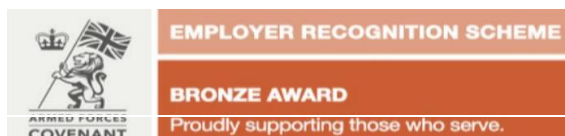
Whilst parish council meetings are open to the public, contributions are limited by standing orders to allow only invited/scheduled guests or councillors to contribute. However, there is a section in each meeting when the Chairman suspends standing orders to hear any members of the public who wish to 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
- No members of the public in attendance.

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.
- Sophia’s letter sets out that the youth should be represented, a group for all youngsters.
- The youths would take responsibility for the group.
- They could have their own badge.
- Activities could include litter picking.
- Involvement would be good for mental health.
- Chairman to write a letter to thank Sophia.
- The council would need an expression of interest to see who would join the group.
- Recruitment through the newsletter and website.
- Youths would be very welcome to help with the Annual Meeting of the Parish and have their own table.
- They could contribute to the newsletter and design a leaflet.
- Parent/Guardians would have to be there to support the youths at events.





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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.
- Cllr Watts to circulate the Communications Strategy Plan with Actions and have as an agenda item to propose and adopt.

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.
- Cllr Clark Proposes to approve.
- Cllr Watts Seconded
- Council in favour

475. Council to agree on 3 “Locally Identified Priorities” for the Neighbourhood Alert.

1. Vehicle Crime (Car Crime) and theft from vehicles.
2. Motorbikes in Firs and riding through the HM estate causing noise and nuisance.
3. Fly tipping – Rural Crime.

476. Planning Application 2024/1465/LDP

14 Irons Road, Lower Harlestone NN5 6WL

- Erection of a single storey rear extension
- No observations reported.

477. Review the Action Tracker

Please see Appendix A

- Updated

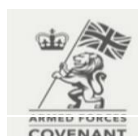




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Items to be noted/updated/discussed:

- D-Day 80th June 2024 to commemorate the 80th Anniversary of the D-Day landings which took place on 6th 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.
- **Council agree that after the April payments have been made, the remaining balance to be moved to the Reserve Account.**
- Bloor Homes on-site meeting 10am 19th April
- Website Admins with access: Clerk. Cllr Watts, Cllr Bryant.
- Classic Car Rally Brampton Sunday 28th 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
Autella	Payroll Service	13699	326597472	£ 17.61	£105.71
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 Renumeration (£300 Float held by the Clerk)					
Fox & Hounds	Strategy Meeting Expenses	25.Mar.24			£10.95
	Clerk's Office				£10.95
	Total		VAT	£ 153.71	£2,973.43

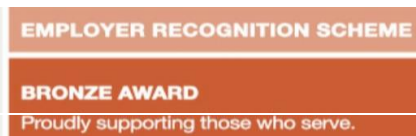
Signed: Chairman
Chairman/Vice Chairman

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Payment Schedules

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

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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	Total Accounts	£147,533.60

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: 21:00

Paul.O.R.Thomas esq

Signature:

Dated: **13th April 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. • Clerk to speak with Cllr Clark to confirm price hasn’t increased significantly. • Clerk to email the bridge designs to councillors, check that the bridge is hardwood and bring the full costings to the May meeting.
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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. • Send the data to Clerk or Cllr Watts to be put onto the website asap. • 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. • Cllr Burke to circulate the traffic and VAS documents to the council.
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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. • Cllr Watts to circulate the latest communications document to be discussed at the May meeting.
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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 and Cllr Clark book the RA review for 7pm 16th 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. • Clerk to send a formal complaint letter due to no response from the complaint’s enquiry portal.





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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. • 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. • Councillors to respond to Cllr Burke with any amendments, Cllr Burke to then send the latest document to the Clerk for the May Agenda to review and be signed off by the NCALC Data Control Officer.
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. • 11.1 Waiting for an explanation from NCALC. • Clerk to circulate the updated document to councillors. • A number of the action points were updated on the 20-point document. • Clerk to contact Janine (LCC) to ask about when the new Financial Regs and Standing Orders will be available for parish councils to adopt. • Cllr Watts to share the recent training notes with all members. • Cllr Burke to send the front sheet document for policies to the Clerk. • Cllr Watts to send the VAT documents to the Clerk.

January Meeting Actions

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. • Cllr Burke proposes that the new trees be planted in the JWG herb garden. • Cllr Burke to put a proposal together for a raised herb garden to be constructed in the JWG, with a design and full costings.
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February Meeting Actions

Council	<ul style="list-style-type: none"> The Council acknowledged the potential flood risks and agreed to convene a meeting to discuss development of a flood defence strategy and plan. Cllr Clark and the Clerk to consider flooding whilst reviewing the Risk Assessment.
Council	<p>Biodiversity Policy</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. Meeting was held in March. Chairman requests all councillors read and give feedback on the biodiversity policy. Clerk to email out the NCalc mission statement as a starter to write our own HM statement.
Clerk	<p>Unity Corporate MultiPay Card</p> <p>Clerk to order one card, with a single transaction limit of £500 and a maximum monthly spend limit of £500.</p> <p>Internal controls to be set up via the finance regulations, (but to be put in place immediately) limit the clerk to</p> <ul style="list-style-type: none"> a single transaction limit of £100 without prior authorisation on the following items only: <ul style="list-style-type: none"> General Office supplies Hospitality/Meeting expenses (excluding food and alcohol beverages) <p>A monthly total spend on the above to not exceed £300.</p> <p>Any other spending on the card to be authorised at a full council meeting.</p> <p>Unforeseen expenses on goods or services which require payment outside of the above conditions, must be circulated to all councillors by email, to which at least three councillors must agree, prior to the transaction being undertaken. If any one councillor objects, this is to be considered a veto and the matter raised for discussion at the next full council meeting.</p> <p>(To note - elsewhere in the finance regulations (currently at 3.4) the clerk is authorised to incur expenditure on behalf of the council in cases of extreme urgency, which would fall outside of the above restrictions)</p>

- Urgent meeting required to discuss: Party in the Park (Annual Meeting of the Parish) and the 80th DD event. Monday evening in the Fox or Zoom to be booked with all members.

