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# 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

## MINUTES 001

19:30 - Thursday 16<sup>th</sup> May 2024

### *Annual Meeting of the Council*

#### **479. The Council to elect a chairman**

The Chairman will be elected for 12 months. This must be recorded by the Executive Officer, the new Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

- Cllr Bryant Proposes Cllr Clark.
- Cllr Nunley Seconded
- The council in favour.
- Declaration of Acceptance of Office signed in the presence of the Proper Officer.

#### **480. The Council to Elect a Vice Chairman**

The Vice Chairman will be elected for 12 months. This must be recorded by the Executive Officer, the new Vice Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

- Cllr Nunley Proposes Cllr Bryant.
- Cllr Clark Seconded
- The council in favour.
- Declaration of Acceptance of Office signed in the presence of the Proper Officer.

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**481. 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 (Unity)

Cllr Lucille Watts

Cllr Christopher Bryant (Vice Chairman) (Unity)

Cllr Russ Burke

Cllr Stewart Clark (Chairman)

Cllr Paul Nunley

Cllr Erica Wilson (Unity)

Cllr Vacancy

Councillor Name	Apologies/Reason for Absence	Approved (Yes/No)
Cllr Wilson	Pre-planned unavailability	Yes
Cllr Burke	Annual Leave	Yes

- Apologies and reasons for non-attendance accepted by the council.

**482. 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.

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

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

- The council agrees that the Minutes are a true and accurate account.
- The Chairman to sign the Minutes.





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#### **484. 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.

Barry DS: sends his apologies and would like council to keep flooding and flood risk high on the priority for the parish and surrounding areas.

Helen Frampton (Althorp) provided the council with the following report:

- We have signed up to a Higher-Level Stewardship scheme, the works at Brampton Brook fall part of this scheme. We are looking to hold an informal drop-in session towards end of May were plans of the proposed works will be available to view. We will confirm the date in due course.
- We have had a successful second year of calving with 27 calves so far and more to come from our Herd of Shorthorn cattle.
- Brian has been busy out of spraying a compost extract on our fields which has been made on the farm.
- We have put up QR codes at the entrances to footpaths to show the footpaths and also set up an email address: [footpaths@althorp.com](mailto:footpaths@althorp.com) if anyone wants to contact us about footpaths/bridleways.
- The House and Park will be open from 1<sup>st</sup> July to 29<sup>th</sup> August this year.
- We have removed 200 tonnes of fly tipping at Dallington.
- We will be putting in more nesting bird plots and 6 to 12m margins of Flower-rich margins and Autumn sown bumble bird mix.

### **Annual Meeting of the Council Business**

#### **485. Council to confirm the re-adoption of the:**

- **Current Financial Regulations (new model Financial Regs adoption TBC)**
- **Financial Risk Assessments**
- [Finance – Harlestone Manor Parish Council \(harlestonemanorpc.org.uk\)](https://harlestonemanorpc.org.uk)

- Cllr Clark Proposes
- Cllr Nunley Seconded
- The council in favour.

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**486. Council to agree to re-adopt the current policies and documents in place by the council**

- Importantly noting **Standing Orders** and the **Code of Conduct**.

Policies/Documents: taken from the HM Website

- [Documents < Harlestone Manor Parish Council – WordPress \(harlestonemanorpc.org.uk\)](https://www.harlestonemanorpc.org.uk)

Policy Summary:

001	Freedom of Information Act	Oct	2023
002	Data Protection Policy	NCALC	2020
003	Complaints Procedure	Oct	2023
004	Grievance Policy	NCALC	2020
005	Training and Development Policy	NCALC	2020
006	Risk Assessment Policy and Procedure	Jan	2023
007	Dignity at Work, Harassment and Bullying Policy	Feb	2024
008	Equality and Diversity Policy	NCALC	2020
009	Disciplinary Policy	NCALC	2020
010	Financial Risk Assessment	Sep	2023
011	Health and Safety Policy	Nov	2023
012	Jubilee Wildlife Garden Risk Assessment	Aug	2023
013	Code of Conduct	Oct	2023
014	Standing Orders	May	2024
015	Transparency Code for Smaller Authorities	NCALC	2014

- Cllr Clark Proposes
- Cllr Bryant Seconded
- The council in favour.

**487. Council to agree to appoint the Internal and External Auditors**

- Internal Auditor NCALC
- External Auditor PKF Little John

- Cllr Clark Proposes
- Cllr Kimbrey Seconded
- The council in favour.

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**488. Council to agree the Calendar of Meetings**

- Subject to the Harlestone Village Hall being available.
- Second Thursday of the month unless the Village Institute is not available.

13	June	2024
11	July	2024
12	September	2024
10	October	2024
14	November	2024
12	December	2024
13	February	2025
13	March	2025
10	April	2025
15	May	2025

- Cllr Clark Proposes 2<sup>nd</sup> Thursday of each month
- Cllr Nunley Seconded
- The council in favour.
- December meeting plans to be made nearer the time.







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**489. Council to confirm the Specific Roles and Working Groups that Councillors Represent.**

1	Newsletter	Cllr Bryant
2	Neighbourhood Watch Coordinator	<a href="#">Cllr Wilson</a>
3	Community Group Liaison/Meeting Chairman	Cllr Clark, <a href="#">Cllr Nunley as Vice</a>
4	Website, Facebook, Communications	Cllr Watts, Cllr Bryant, Clerk
5	Greenbelt Liaison	Clerk, Cllr Wilson
6	Armed Forces	Cllr Nunley, Cllr Kimbrey
7	Althorp Liaison	Clerk
8	Harlestone Village Hall Liaison	Cllr Clark
9	Path Warden, Rights of Way	Clerk
10	Staffing Committee	Cllr Clark, Cllr Wilson, <a href="#">Cllr Nunley</a>
11	Road Safety Strategy Team	Cllr Burke, Cllr Watts, Clerk, B.D.Smith
12	Joint HM/Harpole West SUE Planning Group	Cllr Kimbrey, Cllr Nunley, Clerk, B.D.Smith
13	Public Open Space and Environment Working Group	Cllr Watts, Cllr Burke, Clerk, Cllr Wilson, <a href="#">Cllr Clark</a>
14	Local Planning	Cllr Clark, Cllr Bryant, Cllr Wilson
15	Police Liaison Representative (PLR)	Cllr Wilson
16	Policy Reader	Cllr Wilson
17	<a href="#">Youth Council Liaison</a>	<a href="#">Cllr Kimbrey</a>

- [Cllr Clark](#) Proposes
- [Cllr Watts](#) Seconded
- The council in favour.
- All members to check that they are happy to take on these roles.





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#### 490. To Review the “Review List”

<i>Details of the Agenda Item on the Review List</i>	<i>Keep</i>	<i>Close</i>
Brass bench plaque to mark the passing of Maureen Basford.	✓	
Tracsis surveys.	✓	
Cllr Burke to write and present a plan of events, ideas, planting, purchases, and disabilities regarding the Loxton Fields open space.	✓	
255. Cllr Burke to develop and present a structure for the policies.	✓	
259. Parish signage for the entrances to the parish.	✓	
259. Greenbelt Management transfer to the Parish Council.	✓	
286. Three Defibrillators and Bleed Cabinets for HM and LF.	✓	
Communications Strategy Plan		X
A428 Zebra Crossing and Lollypop Person sign	✓	
To liaise with the schools and Cllr Shepherd regarding the September 2024 admissions		X
Wellers Hedley – removal of the deed management company clause.	✓	
Purchase a life size Cut out Cop		X
To fund a bulb planting event		X
Wellers Hedley – land registry deeds for the JWG	✓	

- Cllr Clark Proposes
- Cllr Watts Seconded
- The council in favour.

### May Meeting Business

#### 491. To Respond to the West Northamptonshire Council Draft Local Plan 2041

The Regulation 18 draft plan is out for an 8-week consultation running from 8th April 2024 to 2nd June 2024. A Reg 18 draft is essentially an almost-final draft, preceding the Reg 19 “Submission Version” of the Local Plan which will be submitted to the Planning Inspectorate for an examination in public.

<https://www.westnorthants.gov.uk/planning-policy/new-local-plan-west-northamptonshire>

- Local Plan summary brief circulated
- Council noted: policy to be considered for future planning.
- Link to be added to the website for parishioners to view.

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**492. WNS/2022/1445/COND – Discharge of Open Space strategy condition**

Rebecca Grant – Major Projects Officer/Development Management.

- Harpole PC our joint working parish are discussing on the 7<sup>th</sup> May 2024
- Council acknowledges this document as the plan that will shape the open space on Harlestone Park. Future changes can be made by a further discharge application.
- Clerk has an email trail that confirms this process.

**493. Proposal to adopt a Communications Strategy Policy**

- Cllr Watts to circulate the Communications Strategy Plan with Actions.
- Policy circulated too late for adoption, move agenda item to the June meeting.

**493. Proposal to confirm the design and costs to purchase the “Hazel Bridge”**

Bridge to be situated over the Jubilee Wildlife Garden swale

- Our Classica or Rustic would be the preferable choice as they are the strongest and most popular for bridges of this size.
- The cost for either of the above styles in a 4.5mx1.2m with a 1m handrail height would be £2250.00 in treated softwood (Redwood) as standard.
- Hardwood would be roughly £5000.00
- Hardwood is bad for the environment as it is not sustainable.
- Sustainable softwood will last as long as hardwood if treated correctly
- Cllr Bryant Proposes a softwood Rustica design be ordered.
- Cllr Nunley Seconded
- The council in favour.

**494. Review the Action Tracker**

Please see Appendix A

- Updated

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

- D-Day 80 6<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.
- West Northamptonshire Council - Local Flood Risk Management Strategy – see Appendix A
- 2023/5778/NMA - Approved  
Reserved Matters submission relating to joint planning permissions S/2017/2270/EIA and DA/2017/0889. Details of layout, scale, appearance and landscaping for the erection of 98 dwellings in Phases 1A and 1B (Plots 286 to 383) AND adjoining strategic open space for amendment to plot landscaping plans to include details for bat & bird boxes
- A new secondary school is going to be built on the Dallington houses where the road will start from HM but not until 2027.  
<https://www.northamptonchron.co.uk/education/new-secondary-school-in-northampton-plans-to-begin-welcoming-students-from-2027-4577786>
- Jubilee Wildlife Mowing/Maintenance Tender – LCC Review Received
- Updated Standing Orders May 2024
- 40mph Speed Limit Proposal for New Sandy Lane Ref: P2024





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**495. 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	Tick	
Staff Salaries	Autella Payroll	Figures shared with Council as per the financial/GDPR process.					
HPC	Office/Meeting Room Broadband				£50.00	N/A	
HMRC	PAYE	06.May.2024	NA	NA	£134.49		
Party Central - Robert Care	Party in the Park	Apr.24	NA	NA	£500.00		
Clear Council	Insurance	12.March	NA	NA	£565.11		
Payments made by the Clerk for Renumeration (£300 Float held by the Clerk)							
New Duston Post Office	Postage	15.Apr.24	NA	NA	£9.30		
Dobbies Café	Clerk/Chairman meeting	03.May.2024	245108428	£ 2.08	£12.48		
Amazon - Zhengzhou AUJCS	Magnetic Mobile Whiteboard	02.May.2024	190023639	£ 27.50	£165.00		
Amazon EU	Copier Paper	08.May.2024	727255821	£ 1.17	£6.99		
4aboxesLtd	Copier Paper	08.May.2024	436339093	£ 1.67	£9.99		
Amazon - LMSeur	Magnets	02.May.2024	1900236639	£ 3.34	£19.98		
Amazon - Foshan Fotai Tech	Marker Pens	02.May.2024	1900236639	£ 1.50	£8.99		
	Clerk's Office				£232.73		
	<b>Total</b>		<b>VAT</b>	£ 37.26	<b>£1,482.33</b>		

Previous Month's Statement

Transfer from Current 978	To Reserve 981	May	NA	NA	£20,000.00	
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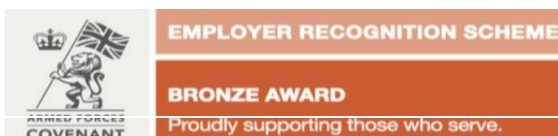
Signed: Chairman .....  
Chairman/Vice Chairman

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

**Payment Schedules**

- Cllr Nunley 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 May 2024
- The Chairman signs the payment schedule.

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<b>Unity Trust Bank – Finances</b>			
978 Current Account	£32,682.00	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>£160,026.66</b>

### **Confidential Section**

(Members of the press and public are asked to leave the room)

#### **496. Proposal to approve the 2024-2025 annual increment to the Clerk’s Salary**

As set out in the contract of the proper officer.

- Current SCP16, new SCP17
  
- Cllr Clark Proposes the annual increment subject to the appraisal 20<sup>th</sup> May 2024
- Cllr Watts Seconded
- Council agrees to the above process.
- Chairman to circulate the decision to council.
  
- Chairman to hold one2one meetings with the Clerk: July, September, November.





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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: 21:27**

*Paul O.R. Thomas esq*

Signature: .....

Dated: **18<sup>th</sup> May 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 Clerk	<ul style="list-style-type: none"> <li>• Bridge to be named “Hazel’s Bridge”.</li> <li>• Tony Ward Bridges – proposal approved for £2k.</li> <li>• The bridge and the Hazel hedgerow will be a marker for the edge of the swale.</li> <li>• Clerk to email the bridge designs to councillors, check that the bridge is hardwood and bring the full costings to the May meeting.</li> </ul>
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**CLOSE**

### 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>• Cllr Burke to circulate the traffic and VAS documents to the council.</li> </ul>
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### August Meeting Actions

Cllr Burke Cllr Watts	<ul style="list-style-type: none"> <li>• To circulate the communications policy to Cllr Watts.</li> <li>• Cllr Watts to circulate the latest communications document to be discussed at the May meeting.</li> </ul>
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**CLOSE**

### 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>• Clerk and Cllr Clark book the RA review for 7pm 16<sup>th</sup> 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> <li>• Clerk to send a formal complaint letter due to no response from the complaint’s enquiry portal.</li> </ul>

**CLOSE (Cllr Clark to send update to Clerk)**





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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>• 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.</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>• 11.1 Waiting for an explanation from NCALC.</li> <li>• Clerk to circulate the updated document to councillors.</li> <li>• A number of the action points were updated on the 20-point document.</li> <li>• Clerk to contact Janine (LCC) to ask about when the new Financial Regs and Standing Orders will be available for parish councils to adopt.</li> <li>• Cllr Watts to share the recent training notes with all members.</li> <li>• Cllr Burke to send the front sheet document for policies to the Clerk.</li> <li>• Cllr Watts to send the VAT documents to the Clerk.</li> </ul>

#### January Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> <li>• Purchase of earth and ground preparations for tree planting.</li> <li>• Cllr Burke proposes that the new trees be planted in the JWG herb garden.</li> <li>• Cllr Burke to put a proposal together for a raised herb garden to be constructed in the JWG, with a design and full costings.</li> </ul>
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#### February Meeting Actions

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>• Chairman requests all councillors read and give feedback on the biodiversity policy.</li> <li>• Clerk to email out the NCALC mission statement as a starter to write our own HM statement.</li> <li>• “Harlestone Manor Parish Council to consider what they can do to conserve and enhance biodiversity. To agree policies and specific objectives based on their consideration. To act to deliver their policies and achieve their objectives.”</li> </ul>
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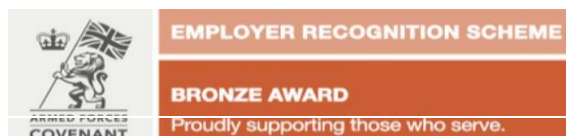




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April Meeting Actions

Council	<ul style="list-style-type: none"> <li>Meeting required to discuss: the 80<sup>th</sup> DD event.</li> </ul>
Council	<p>472. Council to consider how to involve more young people in Parish Council and Community activities</p> <ul style="list-style-type: none"> <li>Item inspired by Sophia's letter to the council, that sets out that the youth should be represented, a group for all youngsters.</li> <li>The youths would take responsibility for the group.</li> <li>They could have their own badge.</li> <li>Activities could include litter picking.</li> <li>Involvement would be good for mental health.</li> <li>Youths would be very welcome to help with the Annual Meeting of the Parish and have their own table.</li> </ul> <p style="text-align: right;"><b>CLOSE</b></p>





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## Appendix A

West Northamptonshire Council (WNC) lead in managing local flood risks, this includes risks of flooding from surface water, groundwater and ordinary (smaller) watercourses.

Under the Flood and Water Management Act 2010, WNC is required to develop, apply, and monitor a Local Flood Risk Management Strategy which sets out how it intends to manage floods and the effect of flooding on our area. The Strategy will focus on local flood risk from surface water, groundwater, and watercourses including rivers, streams and brooks, culverts and ditches and sets out the way the Council manage flood risks for the next six years.

People across West Northamptonshire are being invited to share their views during this non-statutory consultation which will help shape the Local Flood Risk Management Strategy during the early stages of its development.

This is a consultation on the draft strategic objectives for the Local Flood Risk Management Strategy. It is open for people to share their views from Monday 8 April to Sunday 16 June. To view the draft strategic objectives and provide your feedback visit: <https://westnorthants.citizenspace.com/cet/local-flood-risk-management-strategy>

Cllr Pinder Chauhan, Assistant Cabinet Member for Flooding at WNC, said: “Flood risk is changing as changes in our climate contribute towards increased rainfall. In addition, pressures such as population growth and new development across the area means we must adapt to future flood risks. Planning to manage flood risk is more important than ever and the Strategy seeks to consider local issues, including environmental and planning challenges to ensure we’re able to strategically manage flood risk across the area.

“In order for us to shape the Strategy we would like to understand the public’s main issues and concerns in relation to flooding across West Northamptonshire to ensure we are focusing on the right themes to manage flood risk in the future. I would also encourage everyone to review the draft strategic objectives and have their say as part of the consultation.”

WNC’s current Northamptonshire Strategy requires updating as a result of environmental and governmental changes, in addition to West Northamptonshire Council now operating as a unitary body. The feedback collated from the consultation will help to shape the Strategy during the early stages of its development. A statutory public consultation will take place once the draft Strategy has been developed, which will give you another opportunity to have your say. The Strategy will then be presented to cabinet for consideration and adoption.

### Contact Information

#### West Northamptonshire Council Communications Team

[communications@westnorthants.gov.uk](mailto:communications@westnorthants.gov.uk)

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