



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 13th June 2024

497. 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	Annual Leave	

498. 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.

499. 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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EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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Congratulations on reaching an historical milestone of the 500th Agenda Item!

500. 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.

501. Civility & Respect: a code of conduct for how all councillors communicate with others and with each other.

502. Proposal that the council engage a “Lengths-man” for smaller jobs

This might be more efficient and cost effective if carried out by a council employee rather than a main contractor. These might include:

- Clearing nettles along village footpaths.
- Mowing Verges.
- Clearing and weed killing along kerbs.
- Vehicle activated signs maintenance.
- Ensuring vegetation around dog bins, signs and noticeboards is cut back.
- Council would agree an hourly rate for services. All expenses to be paid by the council.
- Lengths-man to keep accurate records of hours and tasks, with a tally of hours banked.

503. Proposal to purchase “Children Crossing signs”

600mm R2, Reflective Aluminium Road Sign

- £65 each
- Locations on the A428.

504. To appoint Councillor Stewart Clark as the Internal Financial Controller

Due to the Chairman being a Unity Trust Bank authoriser, the internal auditor recommended that a third person who does not authorise Unity payments be made an “Internal Financial Controller” for the monthly and quarterly finances.





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505. Annual Governance Statement and Accountability Return (AGAR) 2023/2024

Council to approve the signing of the AGAR by the Chairman and the Clerk.

- For the annual figures, please see Appendix A
- For the full AGAR document please see the website.

506. Council to receive and review the Internal Auditor Report

Chairman and Clerk to present the report with information and actions.

- Internal auditor report circulated to council and available on the website.

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

1	Newsletter	Cllr Bryant
2	Neighbourhood Watch Coordinator	Cllr Wilson
3	Community Group Liaison/Meeting Chairman	Cllr Clark, Cllr Nunley as Vice
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, Cllr Nunley
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, Cllr Clark
14	Local Planning	Cllr Clark, Cllr Bryant, Cllr Wilson
15	Police Liaison Representative (PLR)	Cllr Wilson
16	Policy Reader	Cllr Wilson
17	Youth Council Liaison	Cllr Kimbrey

508. Proposal to adopt a Communications Strategy Policy

- Cllr Watts to circulate the Communications Strategy Plan with Actions.

509. Review the Action Tracker

Please see Appendix A

- Updated

Items to be noted/updated:

- Jubilee Wildlife Mowing/Maintenance Tender – LCC Review Received
- Harpole/HM Open Space Meeting TBC
- Clerk/Councillor Surgery

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510. 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.				✓
HMRC	P32 PAYE Tax	N/A	N/A	N/A	£134.49	✓
NEST	Pension	N/A	N/A	N/A	£89.18	✓
HPC	Office/Meeting Room Broadband	N/A	N/A	N/A	£50.00	SO
NCALC	CiLCA Training	3853	414891094	£ 40.00	£240.00	✓
Tony Ward Garden Furniture	Bridge 50% Deposit	4432	455326840	£ 225.00	£1,125.00	✓
Stewart Clark	Fox (Meeting)	30.05.2024	232153895	£ 0.66	£3.95	✓
Stewart Clark	Fox (Meeting)	30.05.2024	232153895	£ 1.98	£11.90	✓
Concept	Newsletter Printing	SI-33301	851912818	£ -	£419.00	✓
Northants ACRE	Membership	KMD/042	444816678	£ 7.00	£42.00	✓
Payments made by the Clerk for Remuneration (£300 Float held by the Clerk)						Tick
Dobbies Harlestone	Chairman/Vice Chairman Meeting	20.05.2024	245108428	£ 0.49	£2.95	✓
	Clerk's Office				£2.95	
	Total		VAT	£ 275.13	£2,118.47	
Previous Month's Statement						✓

Signed: Chairman
Chairman/Vice Chairman

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Unity Trust Bank – Finances			
978 Current Account	£10,000.73	994 CIL Deposit Account	£40,239.64
808 Spare Account	£0.00	798 LF Commuted Sum	£50,873.82
981 Reserve Account	£56,231.20	Total Accounts	£157,345.39

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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		April	2024
TBC		May	Annual Meeting of the Parish
Thursday		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: **4th June 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

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. Cllr Burke to circulate the traffic and VAS documents to the council.
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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"> 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"> 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 Burke	<ul style="list-style-type: none"> Purchase of earth and ground preparations for tree planting. 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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