



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 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	Yes
Cllr Burke	Annual Leave	Yes

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

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.

- No Declarations of Interest offered by the councillors.

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EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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499. Approval of minutes from previous meetings

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

- Note: one small change to the Minutes, council agrees to keep the A428 Zebra Crossing on to the Review List.
- The council agrees that the Minutes are a true and accurate account.
- The Chairman to sign the Minutes.

*Congratulations on reaching an historical mile stone 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.

BDS:

- Great newsletter, very comprehensive, a lot of work has gone into this, congratulations on a good team effort.
- Due to the amount of rainfall, the risk of flooding increases, the water table is very high. The forecasts show no long periods of dry weather. Open spaces could be liable to flooding.

MOP

- The newsletter is very informative, would like to see flooding information on the website; the information will make the parish more proactive to future flooding.

Council

- All new developments are subject to strict flooding guidelines and run-off regulations.
- SuDS report to be uploaded to the website.
- HMPC have engaged with the Pathfinder III anti-flood project.
- Grant purchased trees will be planted in the autumn around the parish to help mitigate flooding.

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

Chairman

- Councillors should be civil and polite, using please and thank you on all media and communications.
- Respect and politeness should be shown to all members of the council, public and authorities.
- More communication is needed and sharing of information to the public enhanced.

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.
-
- Councillors to pull together more information on this appointment and a future agenda item to be considered.
 - Council agrees to not appoint a lengths-man at this meeting.

503. Proposal to purchase “Children Crossing signs”

600mm R2, Reflective Aluminium Road Sign

- £65 each
 - Locations on the A428.
-
- Unanimously approved by the council.

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

Due to the Chairman **NOT** 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.

- Unanimously approved by the council.





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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 end of year figures, please see Appendix B
- For the full AGAR document please see the website.
- Unanimously approved by the council.
- AGAR signed by the Chairman and Clerk in the presence of the council.

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.
- Circulated and noted by the council, published 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

- Councillors to check the list of roles above and email the clerk to confirm their individual roles.
- Working Group 13 to put together an Open Space/Environment Policy.
- BDS confirms his roles within items 11 & 12

508. Proposal to adopt a Communications Strategy Policy

- Cllr Watts to circulate the Communications Strategy Plan with Actions.
- Unanimously approved by the council.
- Chairman thanks Cllr Watts for her work on this project.





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509. Review the Action Tracker

Please see Appendix A

- Updated

Items to be noted/updated:

- Jubilee Wildlife Mowing/Maintenance Tender – LCC Review Received
- Working Group met on the 6th June to review all documents. Notes to be written up and circulated, 2nd meeting booked for final review and completion.

- Harpole/HM Open Space Meeting TBC
- Meeting to be arranged with HM and Harpole to look at possible adoption of the open spaces in smaller completed chunks of the development and how this will be managed. Clerk to look at dates and feed back to the working group (Cllr Clark/Cllr Watts also interested to join).

- Clerk/Councillor Surgery
- Noted by the council but agreed not to action.

- Parish Nameplates
- Cllr Bryant and the Clerk met with Highways to discuss locations for parish nameplates, it maybe that we will need 6 locations eventually as there are 6 entrances to the parish, however the first 3 locations have been identified, 2 on the A428 and 1 on New Sandy Lane. It will now be necessary to source designs and manufacturers.





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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	Inv	
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	£1,350.00	✓	
Concept	Newsletter Printing	SI-33301	851912818	£ -	£419.00	✓	
Northants ACRE	Membership	KMD/042	444816678	£ 7.00	£42.00	✓	
Payments made by the Clerk for Renumeration (£300 Float held by the Clerk), will now be run down to £0						Inv	
Dobbies Harlestone	Chairman/Vice Chairman Meeting	20.05.2024	245108428	£ 0.49	£2.95	✓	
Post Office	External Audit Documents	31.05.2024	N/A	N/A	£7.95	✓	
Dobbies Harlesone	Highways/Vice Chairman Meeting	10.06.2024	245108428	£ 1.48	£8.85	✓	
Clerk's Office					£19.75		
Total			VAT	£ 273.97	£2,344.42		

Previous Month's Statement ✓

Payment Schedules

- Payment schedule and finance updates unanimously approved by the council.
- The Chairman signs the payment schedule.

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		June	2025
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: 21:30

Paul O.R. Thomas esq

Signature:

Dated: **18th 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"> • Clerk to circulate the updated document to councillors. • Cllr Burke to send the front sheet document for policies 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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Appendix B: Audit End of Year Figures

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	56121	105664
2. Annual precept	32156	32156
3. Total other receipts	51100	43787
4. Staff costs	12680	14756
5. Loan interest/capital repayments	0	0
6. Total other payments	21032	19317
7. Balances carried forward	105664	147534
8. Total cash and investments	105664	147534
9. Total fixed assets and long-term assets	15001	22372
10. Total borrowings	0	0

