



*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 001

19:30 – Thursday 11<sup>th</sup> July 2024

### 511. 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 Stewart Clark (Chairman)

Cllr Christopher Bryant (Vice Chairman) (Unity)

Cllr Jackie Kimbrey (Unity)

Cllr Paul Nunley

Cllr Lucille Watts

Cllr Russ Burke

Cllr Erica Wilson (Unity)

Cllr Vacancy

Councillor Name	Apologies/Reason for Absence	Approved (Yes/No)

### 512. 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.

### 513. Approval of minutes from previous meetings

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

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EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



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**514. 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.

**515. Council to approve the Jubilee Wildlife Mowing/Maintenance Tender Documents**  
Cllr Watts to circulate and if approved, council to advertise and engage with contractors.

**516. Council to adopt the latest update of the Standing Orders and set the budget review months for Jun, Sep, Dec, Mar.**

Version: HMPC Standing Orders Rev April 2024 Final  
Approved document to be uploaded to the website

**517. Planning Application 2024/3126/MAR**

Reserved matters: appearance, landscaping and layout.  
Outline planning already approved: DA/2017/0889 and S/2017/2270/EIA  
Please see Appendix B to view the plan and the WNC link.

**518. Council to update the Specific Roles and Working Groups that Councillors Represent.**

1	Newsletter	Cllr Bryant
2	Neighbourhood Watch Coordinator	<b>Cllr Wilson</b>
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, <b>Cllr Wilson</b>
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, <b>Cllr Wilson</b> , 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, <b>Cllr Wilson</b> , Cllr Clark
14	Local Planning	Cllr Clark, Cllr Bryant, <b>Cllr Wilson</b>
15	Police Liaison Representative (PLR)	<b>Cllr Wilson</b>
16	Policy Reader	<b>Cllr Wilson</b>
17	Youth Council Liaison	Cllr Kimbrey





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## 519. Review the Action Tracker

Please see Appendix A

- Updated

### Items to be noted/updated:

- Harpole/HM Open Space Meeting Date 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.  
Dates: evening 7pm Tuesday/Wednesday July: 23/24, 30/31

- It's all change on the political front both nationally and locally:

Lee Barron (The Labour Party, Corby & East Northants)

Stuart Andrew (The Conservative Party, Daventry)

Rosie Wrighting (The Labour Party, Kettering)

Lucy Rigby (The Labour Party, Northampton North)

Mike Reader (The Labour Party, Northampton South)

Sarah Bool (The Conservative Party, South Northamptonshire)

Gen Kitchen (The Labour Party, Wellingborough & Rushden)





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**520. 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:*

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	£170.58	✓	
NEST	Pension	N/A	N/A	N/A	£95.25	✓	
HPC	Office/Meeting Room Broadband	N/A	N/A	N/A	£50.00	SO	
Information Commissioner	GDPR Office	ZA779373	N/A	N/A	£40.00	✓	
Tony Ward Garden Furniture	Bridge 2nd 50% Payment	4432	455326840	£ 225.00	£1,350.00	✓	
Local Council Consultancy	Tender Document Review	769	891752783	£ 88.50	£531.00	✓	
Autella Payroll Services	Payroll Services	14101	326597472	£ 20.08	£120.52	✓	
Payments made by the Clerk for Renumeration (£300 Float held by the Clerk), will now be run down to £0						Inv	
Norton 360	Subscription	02.08.2024	N/A	N/A	£99.99	✓	
	Clerk's Office				£99.99		
	<b>Total</b>		<b>VAT</b>	£ 333.58	<b>£2,457.34</b>		
<b>Previous Month's Statement</b>						✓	

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

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

Unity Trust Bank – Finances			
978 Current Account	£7,113.41	994 CIL Deposit Account	£40,515.53
808 Spare Account	£0.00	798 LF Commuted Sum	£51,222.62
981 Reserve Account	£56,532.35	<b>Total Accounts</b>	<b>£155,383.91</b>

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**Next Meetings 2024/2025**  
7:30pm at the Harlestone Village Institute unless stated.

Thursday		January	2025
Thursday		February	2025
		March	2025
Thursday		April	2025
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:**

*Paul O.R. Thomas esq*

Signature: .....

Dated: **5<sup>th</sup> July 2024**

Executive Officer/Clerk/RFO: Paul Thomas

Signature: .....

Dated: .....

Chairman/Cllr Stewart Clark

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

### 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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### 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>• Clerk to circulate the updated document to councillors.</li> <li>• Cllr Burke to send the front sheet document for policies 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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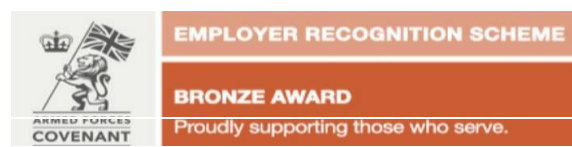
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### Appendix B: Planning Application Plan

A copy of the application, accompanying plans and relevant documents can be viewed on the WNC on-line register at:  
<https://wnc.planning-register.co.uk/Planning/Display/2024/3126/MAR?cuuid=2D48E58B-DA93-423B-A6BB-4B61779EF23B>



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