



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 003

19:30 – Thursday 11th 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) |
|-----------------|------------------------------|-------------------|
| | | |
| | | |

- Council in full attendance
- BDS sends his apologies

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.

- No Declarations of Interest offered by the councillors.

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

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

- A discussion is had to understand the procedures for amending Minutes.
- Historical Minutes that have already been approved cannot be changed by request of an individual councillor, council must approve as a body any historical amendments, these amendments will be on to the current Minutes to reflect the historical Minutes changes.
- Agenda items and Minute amendments cannot be changed once they have been published 3 clear days before the meeting date. This is due to the legal process and nothing aimed at the Clerk's process.
- Note: the historical actions are amended on this set of Minutes, please see any amendments clearly recorded in blue ink within the actions section of the Minutes. Amendments are approved by the council.
- The council agrees that the Minutes are a true and accurate account.
- The Chairman to sign the Minutes.
- Clerk agrees as a guide to circulate Minutes as a minimum within 10 days of the next meeting.

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.

- No members of the public in attendance.

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.

- All questions raised by a contractor will be answered by the council as a body or by the JWG working group members, these answers will be sent out to all applying contractors for consistency of information.
- All tender documents will be sent out in PDF form to stop editing. Some returning documents may be used in a Word format with non-editing controls if needed.
- Council all in favour to approve the tender documents with the amendments/updates above.
- Chairman: a huge thank you to all those who have put work in to this project.





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

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

- Clerk agrees to the above months to provide quarterly financial updates.
- Cllr Wilson Proposes to adopt the updated Standing Orders
- Cllr Clark Seconded
- Council all in favour
- Chairman give his appreciation to Cllr Willson for the work on the New Financial Regulations

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.

- The outline planning application for the whole Bloor Homes site has already been approved.
- This application is to confirm the appearance of the build, the landscaping and the layout of the next phase of 80 homes being built in phase 1C, note that this will be the first homes built within the Harlestone Manor Parish side of the development.
- Action: Clerk to contact Bloor Homes with regards to any references to “a management company” on the deeds. Follow up with an official letter if a suitable response is not received.

518. Council to update 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 |

- This item to be deferred to the next council meeting

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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: Cllr Kimbrey and 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 | £170.58 | ✓ | |
| NEST | Pension (DD no Unity authorisation) | 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 Remuneration (£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 | | |
| | Total | | VAT | £ 333.58 | £2,457.34 | | |

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 | £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 | Total Accounts | £155,383.91 |

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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 | | July | 2025 |
| | | 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: **15th July 2024**

Executive Officer/Clerk/RFO: Paul Thomas

Signature:

Dated:

Chairman/Cllr Stewart Clark

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 (Completed 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. ● Data to be put onto the website asap, once formatted from CSV code. ● 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. ● Current VAS data is showing 95% of traffic flows at less than 40mph (bi-directional) |
|------------|--|

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 in favour to stay with NCALC as our GDPR 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. ● Where possible add details of what we have done to conform to the audit document, circulate before the next meeting. |

January Meeting Actions

| | |
|------------|---|
| Cllr Burke | <ul style="list-style-type: none"> ● Purchase of earth and ground preparations for tree planting. ● Next meeting Agenda items to approve the spend of a JWG raised timber herb garden and to purchase mature trees for planting in the JWG to encourage wildlife and to offset the chance of flooding. ● Council approves the purchase of 1 tonne of topsoil for tree planting at the JWG. This spend will come from the budgeted Green Space Cost Centre, Clerk to arrange. ● Cllr Clark to contact a contractor to get a quote for the mowing of the pathways in the JWG. |
|------------|---|





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