



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 17th October 2024

532. 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

Cllr Vacancy

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

533. 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.

534. Approval of minutes from previous meetings

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

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535. 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.

536. Council to add/remove/amend budget pots for the Clerk to prepare the draft budget 2025/2026

Draft budget to be prepared for the November meeting.

- Raised Planting Bed £2,500 and Trees £250 to be purchased will CIL money.
- Please see Appendix B for the 2024/2025 budget

537. Proposal to purchase a wreath, wooden crosses and lamp-post poppies for the Remembrance Sunday Service

Purchases to be made from the Royal British Legion Industries (RBLI) and Perkins Florist.

- Wooden crosses £3
- Lamp-post poppies £5
- Wreath (real flowers, biodegradable, no plastic) £70 circa
- 600mm cable ties (100) £17
- Delivery £tbc

538. Proposals to support grants to the Community Group for their events

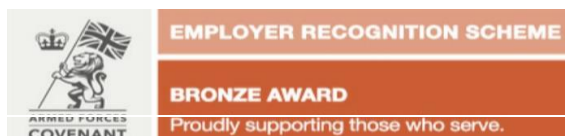
Full proposal details available on request

- Father Christmas outfit £100
- Diwali evening £50
- Events Gazebo £140

539. Proposal to purchase wildlife cameras

Locations to be agreed

- Cost circa £60 each



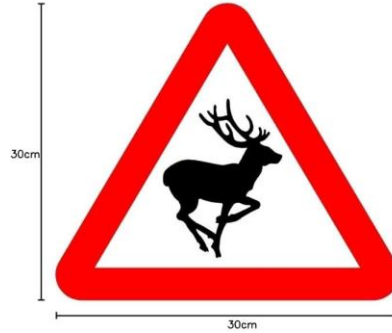


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540. Proposal to purchase deer crossing signs

Location A428

- Cost per sign £9.99



541. Council to clarify “Emergency Spend”

- What does this mean?
- How much spend?
- Emergency procedure to follow, where possible.

542. Review the Action Tracker

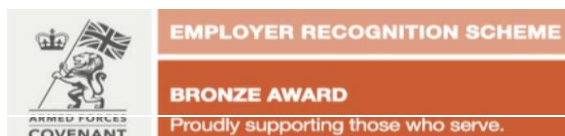
Please see Appendix A

- Updated

Items to be noted/updates:

- Jubilee Wildlife Garden – discussion to install a bee hive.
- Contact Dobbies regarding the defibrillator and any clearance stock trees.
- Application No. 2024/4489/MAR (Harlestone Grange)
Proposal Reserved matters application for the infrastructure landscaping on Phase 1 pursuant to outline planning permission N/2014/1429 Location Dallington Grange Mill Lane Kingsthorpe Northampton NN5 7PZ
<https://wnc.planning-register.co.uk/Planning/Display/2024/4489/MAR?cuuid=386173C6-6F11-4E6E-837F-86AC75F63971>

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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		September	2025
Thursday	17	October	2024
Thursday	14	November	2024
Thursday	12	December	2024

Meeting Closed at:

Paul O.R. Thomas esq

Signature:

Dated: **28th September 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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Calendar – November	
	Diwali
	Remembrance Sunday

Councillor Roles, Liaisons and Working Groups		
1	Newsletter	Cllr Bryant
2	Neighbourhood Watch Coordinator/Police Liaison (PLR)	
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
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 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 Clark
14	Local Planning	Cllr Clark, Cllr Bryant
15	Youth Council Liaison	Cllr Kimbrey

Appendix A: Action Tracker

Chairman Vice Chairman Clerk	Council is confident that we can meet all requirements. Council agrees that the Chairman, Vice Chairman and Clerk meet to work through the auditor’s remarks, to plan any further actions needed and feedback to the councillors.
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Clerk Cllr Bryant Cllr Kimbrey	<p>527. To consider plans for this year’s Remembrance Sunday Service To allocate funds including S137</p> <ul style="list-style-type: none"> • Cllr Kimbrey to ask for help and involve the Youth Council members. • Purchase 2 banners (2ft x 6ft) to promote the event. • Cllr Bryant to design the banner. <p>• Clerk:</p> <ul style="list-style-type: none"> • To get permission from Highways. • Costs for the banner printing. (3 companies contacted) • Contact St. Andrews Church. (Clerk has emailed) • Purchase: wooden crosses, wreath, lamp-post poppies. (Agenda item) • Contact Harpole PC regarding flyers for the new Bloor Homes residents. (Clerk has emailed)
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Appendix B: 2024/2025 Budget

Harlestone Manor Parish Budget	18
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	2022/2023	2023/2024	2024/2025
Item	Budget	Budget	Budget
1 Audit Fees	£ 475.00	£ 380.00	£ 270.00
2 Autella Payroll	£ -	£ -	£ 400.00
3 Bin Emptying	£ 300.00	£ 360.00	£ 420.00
4 Chairman's Expenses	£ 200.00	£ 200.00	£ 50.00
5 Church POS	£ 500.00	£ 250.00	£ 275.00
6 Community Group	£ 300.00	£ 350.00	£ 500.00
7 Contingency	£ 250.00	£ 500.00	£ 500.00
8 Defib/Installation	£ -	£ 1,000.00	£ 3,000.00
9 Election Expenses (£1,750 - 2025)	£ 1,500.00	£ -	£ -
10 General Maintenance	£ 500.00	£ 795.99	£ 100.00
11 Green Space Maintenance	£ -	£ -	£ 5,000.00
12 ICO	£ 40.00	£ 40.00	£ 40.00
13 Insurance	£ 550.00	£ 650.00	£ 700.00
14 IT Equipment Anti-virus	£ 100.00	£ 125.00	£ 175.00
15 IT Equipment Hardware	£ 200.00	£ 500.00	£ 3,000.00
16 IT Equipment Software	£ 100.00	£ 125.00	£ 160.00
17 Legal Expenses	£ 2,280.01	£ 2,280.01	£ 2,000.00
18 Newsletter	£ -	£ -	£ 1,500.00
19 Office Expenses/Admin/Printing	£ 500.00	£ 575.00	£ 600.00
20 Office IT & Phone Costs	£ 575.00	£ 575.00	£ 660.00
21 Office/Meeting Venue Rent	£ -	£ 100.00	£ 100.00
22 Parish Council Projects	£ 500.00	£ 750.00	£ 825.00
23 Parish Event Funding	£ 500.00	£ 750.00	£ 825.00
24 PO Box No.	£ -	£ -	£ 396.00
25 S137	£ 2,750.00	£ 3,000.00	£ 2,750.00
26 Staff Salary/Pension/HMRC PAYE Tax	£ 8,400.00	£ 9,800.00	£ 15,288.00
27 State Contingency Plan	£ 550.00	£ 1,000.00	£ 1,000.00
28 Street Lighting	£ 125.00	£ 150.00	£ 150.00
29 Subscriptions	£ 700.00	£ 850.00	£ 925.00
30 Traffic Monitoring/VAS	£ 1,200.00	£ 600.00	£ 2,000.00
31 Training	£ 1,750.00	£ 1,750.00	£ 2,000.00
32 Unity Bank Quarterly Account Fees	£ 150.00	£ 150.00	£ 80.00
33 Website and Communications	£ 1,150.00	£ 650.00	£ 2,000.00
X Z PCSO	£ 3,536.05	£ 3,900.00	£ -
Budget Total	£ 29,681.06	£ 32,156.00	£ 47,689.00
Precept			£ 32,156.00

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