



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~~
 St Andrews Church, Church Lane, Harlestone NN74EN

Agenda 001

19:30 - Thursday 13th February 2025

567. 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 Vacancy

Cllr Lucille Watts

Cllr Russ Burke

Cllr Paul Numley

Cllr Vacancy

| Councillor Name | Apologies/Reason for Absence | Approved (Yes/No) |
|-----------------|------------------------------|-------------------|
| Cllr Bryant | Work Commitments | |
| Cllr Burke | Family Commitments | |

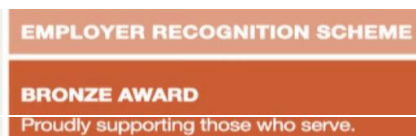
568. To receive Declarations of Interests by members and applications for Dispensation by the Council

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.

569. 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>
 February Agenda 2025





Honesty – Inclusivity – Respect – Kindness - Integrity

570. 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.

571. Town and Country Planning Act 1990 – 2025/0057/MAO

Land at Harlestone Road/York Way, Dallington Northants

- Outline application for up to 100 new homes (all matters reserved except access) (both open market and affordable) including vehicular access to York Way and new pedestrian linkages; sustainable drainage measures; a new community building, allowing for small-scale uses such as a cafe or shop (within use classes E and F2); a visitor car park; new public open space and landscape/biodiversity enhancements.

572. Proposal to use St.Andrews Church as the permanent location for council meetings

A small charge for heating will be charged, council could agree an annual payment.

- Clerk has confirmed with Jane Olds (SLCC Senior) that meeting in a church is legal.

573. Proposal to use VE Day 80th anniversary as the theme for the Annual Meeting of the Parish

Council to set a budget for the event.

- Predominantly this event has been well run by the Community Group.

574. To discuss and agree a procedure for responding to comments on social media

Use of Facebook and protocol

575. Proposal to purchase tree guards 60cm for the JWG saplings

Cost per 100 is £45.99





Honesty – Inclusivity – Respect – Kindness - Integrity

576. Review the Action Tracker

Please see Appendix A

- Updated

Items to be noted/updates:

Bloor Update

- DA/2017/0889 – change from Makensie to McArthur style houses, small extension to the rear of the property to extend the kitchen/diner.
- Works to the Kislingbury roundabout starting soon, widening will take approximately 8 weeks.
- The large area to the right of the entrance will go out to tender for retail units.
- The open area to the left of the entrance will be fenced, some trees removed and an access road built by Bloor for the new primary school.
- Bloor have planted over 450 trees so far on the site.
- The spine road and roundabout on Port Road is still 2-3 years away.
- Adoption of the first phase of open space on the Harpole side is available from July. Awaiting job spec and contracted hours information.

Harpole Update

- 2024/0672/MAO progressing with 100 houses of the 350 total near the top of Roade Hill, this area will possibly connect internally to the Bloor development.
- Wellbeing website page
- Northamptonshire recycling centres to be open 7 days a week from 1st April 2025
- Election date 1st May 2025, deadline for nominations 16:00 on Wednesday 2nd April 2025, need to consider advertising and recruitment of new councillors. Book a whole council training session to kick start the new council.





Honesty – Inclusivity – Respect – Kindness - Integrity

577. 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. Budget review months: Mar, Jun, Sep, Dec.

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 | Monthly | N/A | N/A | £166.31 | ✓ | |
| NEST | Pension (DD no Unity authorisation) | Monthly | N/A | N/A | £94.52 | ✓ | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Unity Trust Bank | Monthly Charge | Monthly | N/A | N/A | £6.00 | ⊖ | |
| Payments made by the Clerk for Remuneration | | | | | | Inv | |
| Gigaclear | Office Broadband (40% of £71.00) | Monthly | N/A | N/A | £28.40 | ✓ | |
| Premier Stationery Ltd | Eastlight A4 Lever Arch Folders | 09.01.2025 | 688914764 | £ 3.10 | £18.59 | ✓ | |
| Amazon (Leap Horse Group) | De-icing Rock Salt | 03.02.2025 | 429303603 | £ 5.50 | £32.99 | ✓ | |
| | | | | | Sub Total | £79.98 | |
| Total | | VAT | | £ 8.60 | £346.81 | | |
| Previous Month's Statement | | | | | | ✓ | |

January Payments

| | | | | | | |
|----------------------|-------------------|----------|-----------|--------|---------|---|
| Staff Salaries | Autella Payroll | Monthly | N/A | N/A | GDPR | ✓ |
| HMRC | P32 PAYE Tax | Monthly | N/A | N/A | £371.84 | ✓ |
| NEST | Pension | Monthly | N/A | N/A | £128.92 | ✓ |
| Unity Trust Bank | Monthly Charge | Monthly | N/A | N/A | £6.00 | ✓ |
| West Northants Norse | A428 Bin Emptying | Annually | 785421021 | £67.16 | £402.96 | ✓ |

Signed: Chairman (FC)
Chairman/Vice Chairman

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
 February Agenda 2025





Honesty – Inclusivity – Respect – Kindness - Integrity

| Unity Trust Bank – Finances | | | |
|-----------------------------|------------|-------------------------|-------------|
| 978 Current Account | £8,113.12 | 994 CIL Deposit Account | £38,351.10 |
| 808 Spare Account | £0.00 | 798 LF Commuted Sum | £51,923.10 |
| 981 Reserve Account | £57,305.44 | Total Accounts | £155,692.76 |

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

| | | January | No Meeting |
|----------|----|-----------|-------------------------------|
| Thursday | 13 | February | 2025 |
| Thursday | 13 | March | 2025 |
| Thursday | 10 | April | 2025 |
| TBC | | May | Annual Meeting of the Parish |
| Thursday | 15 | May | Annual Meeting of the Council |
| Thursday | 12 | June | 2025 |
| Thursday | 10 | July | 2025 |
| | | August | No Meeting |
| Thursday | 11 | September | 2025 |
| Thursday | 9 | October | 2025 |
| Thursday | 13 | November | 2025 |
| Thursday | 11 | December | 2025 |

Meeting Closed at:

Paul.O.R.Thomas esq

Signature:

Dated: **2nd February 2025**

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*

Harlestone Manor Parish Council
<https://harlestonemanorpc.org.uk>
February Agenda 2025





Honesty – Inclusivity – Respect – Kindness - Integrity

| Calendar – March | |
|-----------------------------------|--|
| HMPC Meeting | |
| HM/Harpole Joint Planning Meeting | |
| Multi Parish Meeting | |
| Finances | |

| Councillor Roles, Liaisons and Working Groups | | |
|---|--|---|
| 1 | Newsletter | Cllr Bryant |
| 2 | Neighbourhood Watch Coordinator/Police Liaison (PLR) | Cllr Clark |
| 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 |





Honesty – Inclusivity – Respect – Kindness - Integrity

Appendix A: Action Tracker

| | |
|---|--|
| <p>Chairman Vice Chairman Clerk</p> | <p>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.</p> <ul style="list-style-type: none"> • Pending |
|---|--|

| | |
|-------------------|--|
| <p>Cllr Watts</p> | <p>553. Proposal to relocate a tree in the Jubilee Wildlife Garden One of the trees that has survived is an oak, which was planted too close to a property boundary. It is growing well, and will develop into a very large tree in time.</p> <ul style="list-style-type: none"> • Could consideration be given to relocating the tree to replace one of the dead trees in the open space. The tree is still small enough to be moved, and this is the ideal time of year for tree planting. • Council all in favour to approve • Cllr Watts to source a quote from Newman Landscapes. • Council resolves to approve the Newman Landscapes quote for £90 to relocate the tree. |
|-------------------|--|

| | |
|-----------------|---|
| <p>Chairman</p> | <ul style="list-style-type: none"> • Chairman proposes a Council/ Community Group meeting, to plan for future ideas and put a strategy together. Cllr Nunley to speak to the members of the CG who might attend. • Members to book a meeting, review the findings at the February PC meeting, Agenda item: Community Group communications and events. |
|-----------------|---|

| | |
|--------------------------|---|
| <p>Clerk, Cllr Watts</p> | <ul style="list-style-type: none"> • Quotes required to install the JWG Bridge and Pocket Park Noticeboard, assign to the Clerk and Cllr Watts • Cllr Watts and the Clerk to manage the Newman Account, invite a representative of Newman Landscapes to a parish meeting. |
|--------------------------|---|