

Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership

Harlestone Parish Council

Executive Officer/Clerk to the Council: Paul Thomas – clerk@harlestonepc.org - www.harlestonepc.org

Members of the Council are hereby summoned and members of the public and press are invited to attend the meeting of Harlestone Parish Council. This meeting may be recorded, but such activity must not impede the conduct or business of the meeting.

19:30 on Wednesday 4th February 2025
Harlestone Village Institute NN7 4EH

MINUTES 001

605. Attendance and Apologies from Councillors

Council to formally resolve to approve reasons for non-attendance.

- Cllr Sarah Stock (Chairman)
- Cllr Marshall (Vice Chairman)
- Cllr Sue Flynn
- Cllr Alastair West
- Cllr Susie Holland
- Cllr Toni Perryman
- Cllr Rupert Knowles
- Cllr Philip Williams

Cllr Name	Reason for Absence	Approved (Yes/No)
Cllr Stock	Annual Leave	Yes
Cllr Williams	Annual Leave	Yes
Cllr West	Unwell	Yes

- Proposed by Cllr Holland
- Seconded by Cllr Perryman
- Council all in favour

606. 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

607. Approval of the Minutes from the previous meeting(s)

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

- The council unanimously agrees that the Minutes are a true and accurate account
- The Vice Chairman signs the Minutes

608. Public Time for Comments by Members of the Public

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. 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.

One member of the public in attendance (MY)

- "Thank you to the council for the tree project"
- MY shared some photos of the blocked acco-drain at the Church Lane carpark
- Consider a hump (sleeping policeman) to stop gravel falling into the acco-drain
- Lengths-man to visit the site and clear the drains
- Cllr Holland to contact C.Clayson for drainage options

609. Proposal to purchase 20 tons of gravel for the Church Lane car park

20mm Gravel delivered on a 7.5 ton tipper at 4 tons per trip.
Price for 20mm gravel £36.20
Haulage is £35 per load
Total is £179.80 plus vat per 4 ton delivery.
20 tons on 5 loads costs £899 plus vat £1078.80

- Additional cost: tractor, circa £100 (I.Caswell)

- Note: we will require volunteers with shovels, rakes, date TBC.

- Council unanimously approves

610. Town and Country Planning Act 1990

Notification of tree work at 131 New Road Upper Harlestone NN7 4EH

- Replace a Hawthorn Hedge within a conservation area

- Council agrees to a replacement hedge and prefer Laurel if not near animals

611. Proposal to purchase a bleed kit for the Upper Harlestone Defib/Kiosk

Please see Appendix B for design and costs

- Council proposes the purchase of a bleed kit and cabinet for the UH defib/kiosk and two bleed kits without cabinets for the two community resilience hubs
- Council unanimously approves

612. Proposal to add a page to the HPC website for the HVI, this would be a dedicated website page for the Harlestone Village Institute

The page would sit on the HPC website, the page can be searched through its name within the content. This would give Harlestone Parishioners a more obvious place to find booking, prices and information etc.

- No associated costs

- Council unanimously approves if requested/wanted by the HVI
- As custodians of the HVI, the council to consider a policy for use and events booked by the HVI committee

613. WNC Local Plan

The Chairman was enormously grateful to all those that attended the WNC Executive Planning Committee in January. The support is so appreciated.
Council to agree a response to the emerging Local Plan. Policy changes in the emerging local plan incorporates a piece of land adjacent to Harlestone Firs into the town by changing the town boundary (the relief road being the more natural hard boundary between the urban and rural areas), removes of the green wedge designation and allocates 100 homes to be developed on the land (Policy N6 (xxvii)). It is proposed HPC submit a detailed objection to the policy changes; engaging ONH Planning to help make the response at cost of £1,950 plus VAT. The council will assist MOP with letters to WNC.

- Cllr Holland will brief the council on the above.
- The Policy Team will be hosting public exhibitions and answering your questions on the plan.

Date	Time	Location	Venue
02 February	13:30 - 16:30	Moulton	Community Centre, NN3 7AX
06 February	12:00 – 17:00	Towcester	The Forum, NN12 6AF
10 February	14:00 – 19:30	Wootton	Community Centre, NN4 6ED
11 February	12:00 – 16:30	Middleton Cheney	Village Hall, OX17 2LT
12 February	15:00 – 18:30	Daventry	Mercure Hotel, NN11 0SG
19 February	12:30 – 16:30	Northampton	Grosvenor Centre, NN1 2EW
04 March	15:00 – 19:30	Long Buckby	Community Centre, NN6 7QB
11 March	12:30 – 18:00	Brackley	Town Hall, NN13 7AB

Proposal to engage with OHN Planning (independent advisors) to prepare an objection letter and check for any policy changes within the Local Plan

- OHN consultation fee £1,950
- Proposed by Cllr Holland
- Seconded by Cllr Flynn
- Council unanimously approves

A parish community objection letter has been written to object to the removal of the green wedge within the Local Plan and the building of 100 homes on the green wedge.
Proposal that councillors lobby stakeholders and users of the parish and the Firs to sign the letters of objection at the entrance of the Firs over the forthcoming weekend, if the public are minded to do so.

- Proposed by Cllr Holland
- Seconded by Cllr Perryman
- Council unanimously approves

614. Town and Country Planning Act 1990 – WNC/23/00020/MINFUL

Sections 257 & 261 and paragraph 1 of Schedule 14
Notice of public path order: temporary diversion of public footpath C27

- Representations to WNC by 26th February 2025 ref SLC/384

- Noted with no further comments

615. Proposed 30mph speed limit – Port Road. Ref: P2150

Statutory Consultee

- From Port Road bridge heading towards UH just past Fleetlands Farm entrance.

- Closure: 9th February to 17th July 2026
- No further comments

Councillor Updates:

- **VE Day Trees**: update and conclusion.

  Cllr Knowles
- All trees that have been delivered are with their new owners
- Waiting for 4 elderflower trees
- Photographs and tree logs to be recorded in the spring

- **Roman Road Closure**: the Clerk, local residents and councillors have written to WNC Highways regarding this diversion.

  Key points:
  - Road will be closed for 9 months
  - Diversion not suitable for HGV and large volumes of traffic
  - Signage not suitable
  - Congestion
  - Verge damage
  - Property damage
  - Small width roads
  - Danger to pedestrians, children and dog walkers
  - Upper Harlestone through to Lower Harlestone has become a rat run

- **Community Resilience Project**
  We have 4 volunteer Flood Wardens:
  - Lower Harlestone: David Power and Paul Thomas
  - Upper Harlestone: Pip Williams and Richard Dyball
  - Rugby Road Area: Andrew Castley

Payments Received:

- Aviva Team 7 VAS payment £2,474
- WNC Litter Picking Grant £628
- WNC Mowing Grant £2,307
- VAT Reclaim £3,507
- Cricket Club £800

616. 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. EO to update the council on the monthly bank reconciliation and finances. The payment schedule to be agreed by the council and signed by the EO and Chairman

Schedule of Payments								
No	**Power**	**Payee**	**Description**	**Inv Date/No**	**VAT No**	**VAT**	**Total**	✔
84	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.17	£61.03	✔
85	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£74.60	✔
86	*LGA 1972 s112*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£808.43	✔
87	*LGA 1972 s112*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£311.91	✔
88	*PC Act 1957ss3 & 1A*	Everflow	Playing Fields Water (D/D)	5125603	N/A	N/A	£38.71	✔
89	*Allotments Act 1908 s23,26*	WW Spokes & Son	Allotment Hedges	1421	284667611	£20.00	£120.00	✔
90	*Litter Act 1983 s5 and 6*	West Northants Norse	Bin Emptying	SI2000015	785421021	£70.52	£423.11	✔
91	*LGA Act 1972 s143*	ACRE Action Rural Eng	Membership	26/27 PC01	444816678	£7.00	£42.00	✔
92	*Public Health Act 1936 s234*	Defib Supplies	Batteries and Electrode Pad	208010	707272150	£38.00	£228.00	✔
93	*LG (MP) A 1976 s19 (3)*	Malcolm Russell	Castors Online - Tyre and Cap	127117-722	150412906	£3.74	£22.41	✔
96	*LGA 1972 s111*	NCALC	Conservation Training	5108	414891094	£7.00	£42.00	✔
97	*highways Act 1980 130*	Elan City	Solar Panel and kit	6836	297094655	£84.85	£509.08	✔
98	*Public Health Act 1936 s234*	Turtle Medical	Bleed Control Kit x 2	757	128754295	£34.00	£204.00	✔
99	*Public Health Act 1936 s234*	Severnside	bleed Control Kit & cabinet	SDT-287	400937127	£34.80	£208.50	✔
94	*Highways Act 1980 s96*	A&A Landscapes	Willow Paddock	19.01.2025	N/A	N/A	£15.00	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£6.00	⃠
			Sub Total				£3,114.78	

Payments made by the Clerk								
⃠	*LGA 1972 s112*	Clerk	Working at home allowance	Monthly	N/A	N/A	£26.00	⃠
95	*LG (MP) A 1976 s19 (3)*	Amazon	Playing Fields - Grass Mower	04.02.2026	TBC	TBC	£339.99	✔
			Clerk's Office				£365.99	
			Total		**VAT**	£310.08	£3,480.77	
					Previous Month's Unity Statement			✔

Signed: Chairman .....

Signed: RFO/Clerk ..... *Signed: Financial Controller* .....

Internal Finance Review

Council to note internal finance review undertaken in January. It was noted that payment has not been paid for the contribution to the Playing Field wall (RFO will chase up); Clerk has reduced the Home Working allowance to match HMRC recommended allowance; HVI invoices for the Fish & Chips evening are outstanding (RFO will liaise with HVI/Cllr Marshall).

Payment Schedule

- Council unanimously agrees the payment schedules and the monthly finance updates.
- The Chairman/RFO and Financial Controller signs the payment schedule.

Schedule of Payments **January**								
No	**Power**	**Payee**	**Description**	**Inv Date/No**	**VAT No**	**VAT**	**Total**	✔
70	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.07	£60.41	✔
71	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£74.60	✔
72	*LGA 1972 s112*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£808.63	✔
73	*LGA 1972 s112*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£311.71	✔
74	*Highways Act 1980 s301*	Npower	Street Lighting unmetered	14676604	559097889	£4.11	£86.27	✔
75	*LGA 1972 s111*	NCALC	Planning Nuts and Bolts	5049	414891094	£7.00	£42.00	✔
76	*LGA 1972 s137*	Sarah Stock 2nd Attempt	Knights Table, 32 oak signs	01.12.2025	N/A	N/A	£423.78	
77	*LGA 1972 s111*	SLCC	Practitioners Conference	BK224214-1	891752783	£46.50	£279.00	✔
78	*Highways Act 19080 s96*	A&A Landscapes	Church Footpath	10656	753727413	£28.00	£168.00	✔
79	*Highways Act 19080 s96*	A&A Landscapes	Churchyard	10630	753727413	£40.00	£240.00	✔
80	*Highways Act 19080 s96*	A&A Landscapes	Church Footpath	10632	753727413	£39.00	£234.00	✔
81	*Highways Act 19080 s96*	A&A Landscapes	Willow Paddock	10633	753727413	£15.00	£75.00	✔
82	*LGA 1972 s143*	SLCC	Membership	255955-3	N/A	N/A	£120.00	✔
83	*Highways Act 19080 s96*	Mr Rupert Knowles	VE Day Tree Purchases	19.01.2026	TBC	TBC	£845.28	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£6.00	⃠
			Sub Total				£3,774.68	
Payments made by the Clerk								
⃠	*LGA 1972 s112*	Clerk	Working at home allowance	Monthly	N/A	N/A	£26.00	⃠
			Clerk's Office				£26.00	
			Total		**VAT**	£189.68	£3,800.68	
						Previous Month's Unity Statement		✔

Unity Trust Bank Accounts			
Current Account (872)	£ 14,148.11	*Account (898)*	£ -
Reserve Account (885)	£ 50,000.00	*Total Accounts*	£ 64,148.11

Notices

- Church Lane path wall reported to the owners, warning fencing erected.
- Abandoned car parked in the layby opposite Ideal Tanks, the Clerk has reported the vehicle to the PCSO
- Road Traffic Regulation Act 1984: temporary closure of bridleway KP1 until July 2026
- Town and Country Planning Act 1990
  2026/0058/RM Dallington Grange, Mill Lane, Kingsthorpe NN5 7PZ
  Reserved matters: 3000 dwellings, food store, 6 shops, restaurant café, primary and secondary schools, development of Grange Farm
- Town and Country Planning Act 1990
  2024/0672/MAO Land North West of Upper High Street Harpole
  350 dwellings, public open space, play areas, cycle paths
- Cllr Marshall has responded as the footpath/bridleway warden
- Fish & Chips Friday 6th February 2026
- Annual Meeting of the Parish – Quiz with Fish & Chips evening – Friday 17th April 2026
- Classic Car Rally, Brampton playing fields, 10am Sunday 26th April 2026

Meeting Schedules 2025-2026

19:30 at the Harlestone Village Institute

		Jan	No Meeting
Wed	4	Feb	2026
Wed	4	Mar	2026
Wed	1	Apr	2026
Fri	17	Apr	Annual Meeting of the Parish
Wed	6	May	Annual Meeting of the Council
Wed	3	Jun	2026

Wed	1	Jul	2026
		Aug	No Meeting
Tue	5	Sep	2026
Wed	7	Oct	2026
Wed	4	Nov	2026
Wed	2	Dec	2026

The Chairman closes the meeting at:

Dated: 25th January 2026

Signature: *Paul.O.R.Thomas esq*

Executive Officer/Clerk: Paul OR Thomas

Signature: .....

Chairman: Cllr Sarah Stock

Appendix A – Lengths-man Report

Contracted monthly hours		13		Hours Worked	-15
Balance from previous month		-23.75		Balance	-25.75
Task Description					Hours
1	A428/New Road vision splays mowed				
2	A428 Dog bin strimmed and hedge cut back				
3	Blacksmiths Yard weed killer and speed camera				
4	Litter Pick - Harlestone Road, Church Lane to New Road				-4
5	Litter Pick - Harlestone Road to Glebe Lane bus stop				
6	Weed Killer - Rugby Road Path				
7	Weed Killer - Golf Lane and Path				
8	Glebe Lane entrance and bench strimmed				
9	Public footpath maintenance				-2
10	Church Lane near bollard - nettles and leaves clearance				
11	Litter Pick - Port Road, UH				-4
12	Wall opposite the Old House, vegetation clearance, leaves from the A428				-4
13	Removal of fly-tipping - Church Lane				-1

Appendix B – Bleed Kits and Cabinets



Severnside Defibs £208.80



Turtle Medical Ltd £204.00
Bleed Kit Only £102.00