



# LITTLE HARROWDEN PARISH COUNCIL

## Minutes of The Ordinary Parish Council Meeting held on 10.07.2024

Village Hall, Main Road, Little Harrowden

### Members Present:

N Cope – In the Chair

### Councillors

Cllr D Clark, Cllr Y Blood, Cllr N Mackay, Cllr J Woods Shepherd

The meeting started at 7.30 pm. There was 1 member of the public present

	<p><b>APOLOGIES</b> Cllr R Davies, Cllr C Hallam, Cllr S Brown and Cllr L Lawman</p>	
<p><b>24/13</b></p>	<p><b>DECLARATION OF INTEREST</b> <i>“To receive disclosures of and new DPI’s applicable to the agenda items below, personal and prejudicial interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.</i></p> <p><i>A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.”</i></p> <p>Cllr Cope – Belgrove Park. Cllr Clark – Planters.</p>	
<p><b>24/14</b></p>	<p><b>PUBLIC PARTICIPATION</b> <i>Public participation – to allow statements from members of the public. Questions need to be notified 2 weeks in advance in order for research to be carried out and to comply with Legislation on Local Government activities.</i></p> <p>Resident queried whether there was a possibility of installing a safe footway on Orlingbury Road to the bus stop. It was discussed that Helen Howard (Community Liaison Officer, West Northants Highways) had come out previously and looked at installing a pathway here. The cost to Highways was outside of budget capability at approximately £175,000.</p> <p>The council advised the resident that there is an alternative footpath from Chapel Lane to Great Harrowden (TR1, TK11). The resident raised concerns over the accessibility of this footpath for disabled residents and the council offered the option of using ‘Wellibus’, a community bus service available to be pre-booked on the internet with 24 hours notice. For those without internet access, booking details can be found in the bus shelter on Wellingborough Road, Little Harrowden.</p> <p>LHPC is in support of a foot/cycleway here but LHPC would be unable to finance installation without full grant or Highways funding. A review of the installation of a footway could be requested from Highways. It was proposed that Cllr Cope lead on these meetings. Clerk to contact Highways and book a visit w/c 22.07.24.</p>	<p>Clerk &amp; Cllr Cope</p>

24/15	<b>NNC UPDATE</b> No NNC Councillors in attendance. Cllrs Hallam and Brown sent their apologies with Cllr Lawman hoping to attend.																																									
24/16	<b>MINUTES</b> <b>To approve the minutes of the meeting held on 8<sup>th</sup> May 2024</b> All agreed that the three sets of minutes were an accurate recording of all the meetings. <b>To receive updates on actions from the previous meeting</b> All updates as circulated. One outstanding point being the removal of the D Day Flag. There have been some complaints because of the noise from the flag in the wind. It was agreed that the flag be taken down but the sign to remain. M Jeffery to remove the flag and check the gold leaf on the signage.	M Jeffery																																								
24/17	<b>FINANCIAL/POLICIES</b> <b>a) Facilitating the newly appointed clerk</b> <b>i) To determine the best payroll for the Council and Clerk</b> Proposed to use PHM Accountants. <b>Resolved - Approved.</b> <b>ii) To approve the setting up of a monthly standing order to cover salary, use of home and phone</b> The salary pay scale of 18 was agreed at the September 2023 meeting. It was agreed that the annual wage would be divided by 12 for equal monthly payments in order to facilitate a regular standing order payment to also include the expenses for the HMRC, mobile phone and home working costs. It was confirmed that the pay scale is likely to be reviewed in the autumn at which point any adjustments would be backdated. Proposed to re-agree this decision. <b>Resolved - Approved.</b> <b>iii) To identify and approve initial training consideration for joint cost sharing with Grendon Parish Council (GPC).</b> Council discussed the sharing of costs with GPC. <b>Resolved - Approved</b> sharing of costs for training equally. Clerk confirmed the benefits of membership with SLCC. <b>Resolved – Approved</b> to share annual joint cost of SLCC membership with GPC. Clerk to arrange. <b>iv) To determine the best printer and scanner for the Clerk to carry out the role.</b> Epson Workforce proposed with ink contract of 100 pages per calendar month @ direct debit of £4.49. <b>Resolved – Approved.</b> <b>v) To add the Clerk to the banking mandate as key contact.</b> RFO confirmed that the banking mandate (main contact and account access) can only be changed to include Clerk S Tilaks once it has been agreed at full council and the decision minuted. <b>Resolved - Approved</b> for the new Clerk S Tilaks to be added to the banking mandate and to become the main point of contact. RFO M Jeffery to begin the process of change. <b>b) To approve the payments up to 10th July 2024</b> <table border="1" data-bbox="194 1729 1262 2101"> <thead> <tr> <th colspan="5">New Payments</th> </tr> <tr> <th>Date</th> <th>By</th> <th>Payee</th> <th>Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>10/07/2024</td> <td>BACS</td> <td>M Jeffery</td> <td>Dday 80 Purchases</td> <td>£33.94</td> </tr> <tr> <td>10/07/2024</td> <td>Chq</td> <td>Village Hall</td> <td>Hire of hall</td> <td>£35.00</td> </tr> <tr> <td>10/07/2024</td> <td>Chq</td> <td>HMRC</td> <td>PAYE</td> <td>£60.84</td> </tr> <tr> <td>10/07/2024</td> <td>BACS</td> <td>S Tilaks</td> <td>Salary and expenses</td> <td>£272.70</td> </tr> <tr> <th colspan="5">Interim</th> </tr> <tr> <th>Date</th> <th>By</th> <th>Payee</th> <th>Reason</th> <th>Cost</th> </tr> </tbody> </table>	New Payments					Date	By	Payee	Reason	Cost	10/07/2024	BACS	M Jeffery	Dday 80 Purchases	£33.94	10/07/2024	Chq	Village Hall	Hire of hall	£35.00	10/07/2024	Chq	HMRC	PAYE	£60.84	10/07/2024	BACS	S Tilaks	Salary and expenses	£272.70	Interim					Date	By	Payee	Reason	Cost	Clerk  RFO  Clerk  Clerk  Clerk  RFO/Clerk Complete  Complete
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16/805/2024	BACS	Staples	Storage Ink and Stamps	£88.91
Pre-approved				
Date	By	Payee	Reason	Cost
14/06/2024	DD	ICO	Registration as data holder	£35.00
03/06/2024	SO	Mowerman	June Grass	£420.64
10/06/2024	DD	Yu Energy	May Lighting	£216.50
30/06/2024	SO	Unit Trust	Service Charge	£18.00
03/07/2024	SO	Mowerman	July Grass	£420.64
10/07/2024	DD	Yu Energy	June Lighting	£192.43

**c) To appoint authorisers for BACS payments**

Cllr Y Blood and Cllr D Clark appointed authorisers. All in favour.

**d) To receive information regarding the current financial statement**

	Year To Date
Payments	£5,258.91
Receipts	£32,473.36
C/Fwd	£28,657.46
A/C on 3/7/24	£55,871.91
A/C after 10/7/24	£55,221.02

650.89

**e) To receive an update on the project to install power to the green Cllr N Cope.**

A decision was made at the end of 2023 to install electrics on the green. After an initial assessment it was decided that the council would extend the planter base above ground and National Grid would fit the cabling.

The updated costs were received 10.07.24 with the cost of an unmetered supply removed because an unmetered supply was approximately £400p.a. compared to a daily standing charge of approximately 30-50p/day.

New quote £1783.24

2023 pre-payment £1780.13

Outstanding owed £3.11

Additional costs for cabinet fitting and extending the planter approximately £1000.

**Resolved – Approved** Cllr Cope to contact Groundworks.

It was confirmed that £2500 was allocated in the budget for D Day celebrations and lighting.

Council re-voted on the installation. **Resolved - Approved.**

Clerk to investigate electricity supplier.

Cllr N Cope

Clerk

**24/18 HIGHWAYS**

**a) To discuss any highways issues –**

i) Traffic calming measures.

This item is to be forwarded to the September meeting to enable the member of the public who has raised concerns to be in attendance.

ii) Footway alongside Orlingbury Road between Little and Great Harrowden

	<p>See public participation section. Council agreed for clerk to contact Highways and email the resident to thank him for his attendance and update on council actions.</p> <p><b>b) To discuss and determine action in respect of the phone box maintenance.</b>  A resident submitted a request to utilise the phone box and was asked to supply a plan for use. This has not been received.  RFO confirmed that a budget allocation of £1250 for updating the phone box is available. <b>Proposed and agreed</b> to get quotes to repaint the phone box.  Cllr N Mackay to contact a recommended painter and decorator.</p>	<p>Cllr Mackay</p>
<p><b>24/19</b></p>	<p><b>PLANNING</b></p> <p><b>a) To discuss planning applications</b></p> <p>i) Updated planning application received on Kings Lane development.</p> <ul style="list-style-type: none"> <li>● Reduction from 4 properties to 3.</li> <li>● All the original concerns and objections had been updated and met.</li> <li>● The housing does not come under affordable housing.</li> </ul> <p><b>LHPC all in agreement that they had no comments.</b></p> <p>ii) Isham Neighbourhood Plan distributed; councillor comments requested for clerk to submit feedback.  Main area of impact to Little Harrowden as noted within the document is how the village would be affected by the A509 Isham bypass.  <b>All in agreement that the council have not comments to pass.</b></p> <p>iii) Cllr R Davies requested that the Council discuss developing a Little Harrowden Neighbourhood Plan which could address local problems and future development issues.</p> <ul style="list-style-type: none"> <li>● Funding of £10,000 is available to Parish Councils to create a plan. The application closing date is March 2025. Delivery/expenditure of grant date is end of March 2025.</li> <li>● Little Harrowden's parish plan expires 2025 and identified the village areas that needed to be protected including the village green, play park, architecture, village sign, manor and church.</li> <li>● A neighbourhood plan is also designed to protect a village and identify areas of potential development.</li> <li>● All plans are advisory but provide documentation to support or object to any future developments.</li> <li>● A neighbourhood plan needs to be written in conjunction with residents wishes and adopted by at least 50% of the responding residents.</li> </ul> <p>It was agreed that the councillors would research what neighbourhood plans are, identify areas of potential development and those to be protected.  <b>All in agreement to add to September agenda for discussion.</b></p>	

24/20	<b>REPORTS</b>	
	<p><b>a) Belgrove Park</b></p> <p><b>To discuss any issues arising with the park.</b></p> <p>The Safer Communities team, although sympathetic to the council’s position, were unable to support LHPC in their response to the individual trespassing overnight in the park. The Homeless Team are currently meeting with the individual and have put him on the housing register and will keep the council updated with the progress of the application.</p> <p>Northants Police have been contact and will look into the case.</p> <p>The council responses could include:</p> <ul style="list-style-type: none"> <li>● contacting bailiffs to remove the individual</li> <li>● monitoring the situation and keeping a record of the times the tent is in the field, and behaviour exhibited</li> <li>● keeping in contact with the homelessness team.</li> </ul> <p>The Clerk, in her advisory capacity, confirmed that a notice could be placed on the fencing stating that overnight camping is strictly prohibited.</p> <p><b>Resolved - Approved</b> to continue to monitor the situation and maintain contact with the other relevant agencies.</p> <p><b>b) Police Liaison</b></p> <p><b>i) SID and letter before action update; Permission required from Council to proceed with small claims court action</b></p> <p>A letter requesting a refund was sent. No response has been received. As the allotted response time has been exceeded the next step for a refund is to proceed with small claims court action.</p> <p>If a replacement machine is purchased the cost will be in excess of the initial purchase price by approximately £1000.</p> <p>Resolved - Approved to proceed with small claims court action and if successful, to purchase a suitable replacement.</p> <p><b>ii) To receive VAS data</b></p> <p>Query raised as to whether the 80mph speed register was an emergency vehicle. This is unlikely given the placement of the VAS at point of speed measurement.</p> <p><b>iii) To receive details of security briefing held on 19/6/24</b></p> <p>‘Being Safe, Being Aware’ - The advice from the briefing was around what members of the Council should and could do if they feel unsafe or threatened particularly with reference to elections. Further details are available if required.</p> <p>It was noted that the Parish Council elections are likely to take place in May 2025 and that finance will need to be available should this be a contested election. A guide of £1 per person in the population would mean a budget of £1,000 will need to be set at the November meeting.</p>	<p>M Jeffery RFO</p> <p>M Jeffery and Cllr R Davies</p> <p>Clerk/RFO</p>
24/21	<p><b>DATES OF MEETINGS</b></p> <p>To discuss and determine the date for the meeting</p> <p>Proposed date 20<sup>th</sup> November 2024. Seconded date proposed 13<sup>th</sup> November 2024.</p> <p><b>Resolved</b> - Majority agreed to next meeting date of 13.11.24.</p>	
	<p>Meeting closed at: 20.57 pm</p>	

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_

Approved signed copy held on file