

The Parish Council of Little Harrowden

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Ordinary Council Meeting - Minutes

Wednesday 10th September 2025 at 7.30pm at Village Hall, Main Street, Little Harrowden

Attendees are reminded that, in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

25.70	Public Participation Open Forum 2 members of the public and press present to observe.																									
25.71	North Northamptonshire Councillor Updates Apologies received: Cllrs V Jessop and S Brown.																									
25.72	To receive any declarations of disclosable pecuniary or non-statutory disclosable interests from Councillors for items on the agenda None received.																									
25.73	To receive requests for dispensation None received.																									
25.74	To receive and accept apologies and reasons for absence Apologies received and resolved as accepted: Cllrs G Cotter, Cllr Davies and Cllr Arissol. In attendance: Cllrs N Mackay (Chair), Y Blood, D Grout and H Reynolds. Clerk/RFO: S. Tilaks.																									
25.75	To sign the minutes of the council meeting Minutes of the Extraordinary Council meeting held on 23rd July 2025 resolved-approved.																									
25.76	Chair's Report Apologies I am not able to make the meeting, particularly given the sensitive nature of some of the complaints. Some important updates this month: <ol style="list-style-type: none"> 1. Objection to Glenvale Park Phase II and formal complaint 2. Completion of the Zip Wire in the Pocket Park which is proving extremely popular 3. Progress on the Neighbourhood Plan with an Open Evening for Villagers on 15th October to launch the Survey, and 4. A discussion about persistent fly-tipping in parts of the village. 																									
25.77	Finances i. To note July and August 2025 income: July: £0.00 August: Epson 50% printer subscription £8.50 Resolved-Approved ii. To discuss and resolve July and August 2025 expenditure: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Expenditure up to 31.07.2025</th> </tr> <tr> <th>Date</th> <th>By</th> <th>Payee</th> <th>Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>02.07.25</td> <td>DD</td> <td>Epson</td> <td>Printer monthly subs</td> <td>£10.99</td> </tr> <tr> <td>02.07.25</td> <td>BACS</td> <td>Clerk</td> <td>Wages</td> <td>£368.94</td> </tr> <tr> <td>02.07.25</td> <td>BACS</td> <td>HMRC</td> <td>Employer PAYE Cont</td> <td>£178.10</td> </tr> </tbody> </table>	Expenditure up to 31.07.2025					Date	By	Payee	Reason	Cost	02.07.25	DD	Epson	Printer monthly subs	£10.99	02.07.25	BACS	Clerk	Wages	£368.94	02.07.25	BACS	HMRC	Employer PAYE Cont	£178.10
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02.07.25	BACS	LHVH	Room hire March and May 25	£90.00
02.07.25	BACS	Reids Playground Maint'ce	Wet pour repairs	£3,252.00
02.07.25	BACS	SLCC	CiLCA qualification fee 50%	£225.00
02.07.25	BACS	Clerk	Travel expenses May Jun Jul 25	£36.00
03.07.25	DD	Mowerman	Grass cutting	£420.64
08.07.25	DD	YU Energy	June streetlighting main	£286.19
08.07.25	DD	YU Energy	June streetlighting sensor	£90.16
16.07.25	DD	Credit Card	Microsoft subs £12.36 + £3 fee	£15.36
28.07.25	BACS	Shepherd	Dog waste bags	£10.00
28.07.25	BACS	Clerk	Mobile phone top-up	£10.00
28.07.25	BACS	Clerk	Travel expenses Meetings	£36.00
30.07.25	DD	Epson	Printer monthly subs	£16.99
30.07.25	BACS	Clerk	Wages	£844.29
30.07.25	BACS	HMRC	Employer PAYE Cont DUPLICATE	£178.10
30.07.25	BACS	Runhams Decorating	Telephone Library refurbishment	£1,900.00
31.07.25	DD	Unity	Current Acct fee	£6.00
Total expenditure 01.07.2025 - 31.07.2025				£7,974.76

Expenditure up to 31.08.2025

Date	By	Payee	Reason	Cost
04.08.25	DD	Mowerman	Grass cutting	£420.64
18.08.25	CC	Credit Card	Microsoft Subs £12.36 + £3 fee	£15.36
26.08.25	BACS	LH Village Hall	Room hire	£102.00
26.08.25	BACS	SLCC	Membership 50%	£95.00
31.08.25	DD	Unity	Service Fee	£6.00
Total expenditure 01.08.2025 - 31.08.2025				£639.00
Total expenditure July and August 2025				£8,613.76

iii. **Payment of Employer's Contribution Q2** to HMRC credited to LHPC account.

iv. Following **new payments due: Resolved - Approved.**

- a) Clerk's expenses - £10.80 (mileage)
- b) Notices for Belgrove Park:
 - 1) Dog fouling penalty and prosecution notices – £19.65 (2 signs) + £7.99 delivery inc VAT
 - 2) Zip wire instructions for use and disclaimer – 1 required @ £9.40 (+ delivery)
 - 3) Play area disclaimer – 2 required @ £19.65 (+ delivery)
- c) Survey Monkey £228 annual fee – individual 12 month membership for Neighbourhood Plan survey
- d) Zip wire installation fee - £14,770.00 + VAT. Total £17,724.00
- e) NCALC Training – How to Develop a Neighbourhood Plan £30 (Cllr Grout) and How to Writing a Winning Funding Bid £46 (Clerk) **Resolved - Approved**
- f) Connect 5 advert – annual fee:
 - 1) full page £300 (£50/article)

RFO

RFO

RFO

RFO

RFO

RFO

RFO

RFO

v. **July and August 2025 Bank Reconciliations: Resolved - Approved**

Opening balance at 01.07.25		£57,006.64
Total income	01.07.25-31.07.25	£0.00
Total expenditure	01.07.25-31.07.25	£7,974.76
Total balance at 31.07.25		£49,031.88
Opening balance at 01.04.25	£41,981.42	
Total income	01.04.25-31.07.25	£34,531.45
Total expenditure to	01.04.25-31.07.25	£27,480.99
Closing balance to date 31.07.25		£49,031.88

Checked against statement at 31.07.25		£49,031.88
Opening balance at 01.08.25		
	£49,031.88	
Total income	01.08.25-31.08.25	£8.50
Total expenditure	01.08.25-31.08.25	£639.00
Total balance at 31.07.25		£48,401.38
Opening balance at 01.04.25		
	£41,981.42	
Total income	01.04.25-31.08.25	£34,539.95
Total expenditure to	01.04.25-31.08.25	£28,119.99
Closing balance to date 31.08.25		£48,401.38
Checked against statement at 31.08.25		£48,401.38

vi. **Backdated staff pay rise 3.2%** (agreed by National Joint Council for 2025-26 23.07.25) **Resolved - Approved.**

RFO

vii. **External audit update received:**

Queries raised regarding:

- further evidence requested to explain salary variance.
RFO submitted details of salary scales, hourly rates, average monthly hours and historic unpaid volunteer clerk timelines.
- “not met” box within internal audit for publication of exercise of public rights to inspect accounts.
RFO submitted explanation that this was published with correct dates and timings but on the incorrect pro-forma (ie the pro-forma to be sent to PKF only).
Awaiting final response.

25.78

Policies

None.

25.79

Planning

<https://publicaccess.wellingborough.gov.uk/online-applications/search.do?action=monthlyList>

None received.

To receive an update on: **NW/24/00138/OUT - Glenvale Phase II;**

<https://northnorthants.moderngov.co.uk/ieDecisionDetails.aspx?ID=2040>

On 11.08.25 LHPC met with:

- Rt Hon Stuart Andrew MP
- 2 members NNC Planning
- Vicki Jessop
- Chair of LHPC.

Overview of meeting:

- Rt Hon Stuart Andrew in support of LHPC objections describing them as well founded and realistic
- Concern was noted re: developers not meeting Section 106 agreements.

Update on LHPC correspondence with NNC Planning:

- NNC responses to email complaints have been inadequate and/or failed to answer the objections submitted.
- Further correspondence received from NNC requesting:
 - further clarification on which responses were considered inadequate
 - what further information is required
 - length of the required footpath (supplied 22.08.25).
- Not all of LHPC's Objections were included in the Planning Report (ie. Section 106 funding).
- As a result of the extra traffic the development will cause LHPC are seeking funding for:
 - traffic calming measures in the village

	<ul style="list-style-type: none"> • a pedestrian footpath to Great Harrowden to allow residents access to the only bus. • LHPC are considering, should appropriate Section 106 funding not be forthcoming, pursuing a Judicial Review in partnership with other parish councils due to the lack of notification of the planning committee decision meeting. • Likelihood that S106 agreement will be agreed mid-October. • NNC plan to respond to queries regarding effects on Highway Network as a result of the development due to be received 26.09.25. <p>LHPC Complaint Update:</p> <ul style="list-style-type: none"> • Submission and acknowledgement of Stage 1 complaint 28.07.25 – basis LHPC received no invitation to the planning meeting 25.06.25; the decision was made without full evidence being presented. • No response to the Stage 1 complaint has been received within required 15 working days. • Stage 2 complaint started 20.08.25. • Communication received 28.08.25 - investigation taking longer due to complexity. • Delayed response received 10.09.25 with complaint not upheld. • Decision shared with Ward Councillors. • Resolved-Approved to move forward with Stage 2 complaint. 	
25.80	<p>Belgrove Park</p> <ol style="list-style-type: none"> Completed risk assessments received. All previous actions completed. Monitor only. Add signs to risk assessments. Zip wire installation update: completed. No concerns noted on inspection. Being well used by residents. Wording for safe instructions for zip wire sign; Resolved - Approved Wording for new unsupervised play area sign; Resolved - Approved. Complaints: zip wire. <ol style="list-style-type: none"> Phone call during completion of installation re: chain link security bolt cut by installer. Chain has been resecured minus one link. Resident who raised concern has been notified that the park is secure. Resident has submitted an objection to the installation of the zip wire. The resident has queried an original promise to plant trees to improve privacy for neighbouring gardens. Concerns raised noted. Item to be deferred to 08.10.25 for resolution. 	<p>Clerk</p> <p>Clerk</p>
25.81	<p>Village Hall</p> <p>Village Hall meetings and activities update:</p> <ul style="list-style-type: none"> • Café still very popular and well supported and valued. • Village Hall now has WiFi and a Hearing Loop. Just waiting for microphones. • Primary issue is tenancy of the flat. The flat needs a complete refurbishment, approximate cost £20k, and is in an extremely dissatisfactory condition. EPC Certificate to be completed after refurbishment and then the tenancy agreement will be reviewed. Likely to be 6 months for completion. • Correspondence now being submitted to notify tenant of any noted breaches of contractual clauses via the lettings agent. • Volunteer working party in August to tidy up the Hall was very effective. Volunteers enjoyed it and it is due to continue. • Post box to be installed on Village Hall as returns drop off for Neighbourhood Plan Survey. • Awaiting quotes to update the heating in the main hall. 	
25.82	<p>Police Matters</p> <ol style="list-style-type: none"> Update from the PLR and Neighbourhood Watch representative: The Office of The Police, Fire and Crime Commissioner (PFCC) in partnership with Northants Safer Roads Alliance is awarding grants of £500 - £5,000 to support activity that contributes to the Northamptonshire Strategic Road Safety Plan. Primary focus includes: <ul style="list-style-type: none"> • Road Safety Management • Safer roads and mobility 	

	<ul style="list-style-type: none"> • Safer Road users <p>Resolved – Approved Clerk to apply to PFCC for the purchase of 1 Vehicle activated speed sign.</p> <p>ii. Crime reports (excluding domestic related offences):</p> <ul style="list-style-type: none"> • July 1 x Malicious communication • August 2 x public order 1 x drugs supply/production - cannabis factory discovered by Police on Furnace Lane 1 x attempt burglary 	Clerk
25.83	<p>Highways, Speeding and VAS</p> <p>i. To receive school holiday speeding data. Orlingbury Road inbound August 2025:</p> <ul style="list-style-type: none"> • 85th Percentile Speed = 35.6 MPH • 85th Percentile Vehicles = 33,990 counts • Max Speed = 90.0 MPH on 26/07/2025 02:45:00 • Average Speed = 29.8 MPH • Total Vehicles =39,988 counts <p>Orlingbury Road outbound August 2025:</p> <ul style="list-style-type: none"> • 85th Percentile Speed = 37.6 MPH • 85th Percentile Vehicles = 38,738 counts • Max Speed = 75.0 MPH on 28/07/2025 22:40:00 • Average Speed = 30.8 MPH • Total Vehicles =45,574 counts <p>Community Speed Watch resulted in 14 letters going and one resident driving at 48mph in a 40mph zone but amount of traffic less than normal.</p> <p>ii. Purchase of VAS signs:</p> <ul style="list-style-type: none"> • 8 locations identified for VAS signs. • LHPC have only 2 working signs. • Proposal that LHPC install an total of 4 additional signs. <p>Resolved – Approved to:</p> <ul style="list-style-type: none"> • Purchase 1 now from reserves. • Submit PFCC grant. • Apply to NNC Highways Capital Fund for fixed VAS. <p>iii. To receive an update on joint site visit with NNC, Highways and MP Rt Hon Stuart Andrew. See item 25.79</p>	Clerk Clerk Clerk
25.84	<p>Neighbourhood Plan</p> <p>i. Update from meeting held 27.08.25 received:</p> <ul style="list-style-type: none"> • Survey wording and questions drafted for LHPC approval. • Questions based on other NP surveys that have now been approved by NNC. • 3 methods for reply: <ul style="list-style-type: none"> • Survey Monkey online questionnaire • QR code • 1 printed copy delivered to every household in the village. • Survey to be shared with Councillors for review with resolution on wording deferred to next meeting. • Clerk to design cover page for printed questionnaire by 06.10.25. <p>ii. The following Resolved - Approved:</p> <ul style="list-style-type: none"> • Survey Monkey to be used to create the survey. • 1 printed copy of the survey delivered sealed, addressee “To the resident” with LHPC logo. • Launch of survey 01.11.25. • Public consultation evening: 15.10.25 7-9pm. • Four weeks to reply. 01.12.25 for closing date. <p>iii. Date of the next meeting: 06.10.25.</p>	Cllr MacKay Clerk

<p>25.85</p>	<p>Clerk's Report</p> <p>To receive an update on the following and resolve actions where required.</p> <p>i. Planter vandalism. Only a few plants have died and resident still happy to continue the maintenance. Resolved-Approved additional £75 towards cost of first year planting and additional watering costs. LHPC to monitor vandalism. Councillor MacKay awaiting response from water butt request.</p> <p>ii. Telephone box / lending library. Decoration now complete, door re-affixed and books in place. Facebook posts show the service is running and supported well by the community.</p> <p>iii. Redecoration of the War Memorial. Painting now completed by Cllr Grout. Thanks given for all the hard work.</p> <p>iv. Yu Energy renewal and account/billing. Continued issues with billing and account names for main streetlight energy usage. Complaint now raised advising that LHPC will seek compensation from Yu for any further time spent on correcting the billing issues. Clerk now in receipt of all bills to calculate overpayment for refund by TUS.</p> <p>v. Festive lighting energy supplier. Clerk in process of getting quotes and confirming time schedule for installation of meter to ensure supply available for Christmas.</p> <p>vi. Hedge and footpath cutting meadow Complaints received regarding cut via email and Facebook. Explanation and reasoning provided in addition to the offer of a walkaround with updates on plans for improving the bio-diversity of the site. Date for walkaround to be agreed and shared to community.</p> <p>vii. Belgrove Park a) Hedge cut back £390 b) Bamboo removal £330 Schedule for completion mid-October. Resolved-Approved.</p> <p>viii. Connect 5 article Article submitted to Connect 5 to advertise neighbourhood plan and Councillor vacancies. Resolved-Approved to submit to every leaflet a full page advert. See item 25.77.iv.e for costs.</p> <p>ix. Village Volunteer Clean-up day Approved-Resolved for a volunteer clean-up day Spring 2026 Clerk to contact NNC and/or Keep Britain Tidy to access hi-vis and other necessary equipment.</p>	<p>Clerk Cllr MacKay Cllr MacKay</p> <p>Cllr Davies</p> <p>Clerk Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>25.86</p>	<p>Correspondence and Village Updates</p> <p>i. Fly tipping and inappropriate behaviour Furnace Lane – update received:</p> <ul style="list-style-type: none"> • Photographs of fly tipping received along with evidence of indecent behaviour. • Notified residents of procedure to log issues on fix my street and contact Northants police of the indecent behaviour. • Refuse now cleared but issue seems persistent. • Anti-social behaviour to be monitored. • LHPC met with ward councillors to discuss possibility of the closure of the layby. <ul style="list-style-type: none"> ○ Ward Councillors will research viability of this with <ul style="list-style-type: none"> ▪ Leader of the Council ▪ Member Officers ▪ Ascertain the adoption status of the road. ○ The following were raised and noted during the meeting: <ul style="list-style-type: none"> ▪ Public health risk identified (syringes etc). ▪ Residents raised safeguarding concerns. ▪ NNC has removed fly tipped refuse historically. <p>Resolved-Approved to reiterate reporting issues on Fix My Street and to Northants Police but also share these directly with Cllr Blood for further investigation.</p>	<p>Clerk</p>

	<p>ii. Fallen tree blocking road notification via Facebook Messenger. Fallen tree was blocking road. NNC cleared after approximately 7 days. LHPC to investigate alternative responses in emergency situations.</p> <p>iii. Overgrown trees and hedges– restricting sign and street light visibility</p> <p>a) Craves Lane completed.</p> <p>b) Footpath near A509 completed.</p> <p>c) Town Close overgrown trees restricting light from streetlights on the corner –outstanding</p>	CLlr Davies
25.87	Defibrillator Completed status assessment received. Noted: whole defib and battery replacement due 06.08.26.	CLlr MacKay
25.88	Items for information or next Agenda Zip line complaint. Update from Henry hedge cut and insurance implications for emergency actions. Festive Lighting resolution Glenvale complaints and highways responses to queries. Please provide items for the next agenda by no later than 9am Wednesday 24.09.25.	
25.89	Date of Next Meeting: 8 th October	
Meeting Closed: 21.23		

Signed _____ Chairman

Date _____