

**DRAFT MINUTES
HARDINGSTONE PARISH COUNCIL
ANNUAL MEETING**

HELD ON

TUESDAY 7th MAY 2024 at 7.00pm

Held in the Parish Room, The High Street, Hardingstone.

Present: Cllr P Thomas (Chair), Cllr J Kerr (Vice), Cllr S Clements, Cllr G Duncan, Cllr M Haines, Cllr R Jewell, Cllr B Jones, Cllr D Laughton, and Cllr C Newman

Public: 11

Clerk and RFO: Mrs Emma Gibson

Apologies: Cllr J Bolton and WNC Cllr E Bowen

1	Election of Chairman. Council RESOLVED to elect Cllr P Thomas as Chair of the Council.
2	To receive signed Declaration of Acceptance of Office of Chairman. Received.
3	Election of Vice-Chairman. Council RESOLVED to elect Cllr J Kerr as Vice Chair of the Council.
4	Apologies. Apologies received from Cllr J Bolton; Council RESOLVED to approve.
6	To review time and place of meetings. Council RESOLVED to continue to meet the first Tuesday of the month. This may be changed by agreement of the Council if necessary. Any changes will be published on the Council website and noticeboard.
7	To appoint members to the Planning Committee and review Terms of Reference. Council RESOLVED to re-adopt the terms of reference and re-appoint the current members of the Planning Committee.
8	To re-adopt Standing Orders 2018 (revised 2020). Council RESOLVED to re-adopt.
9	To re-adopt Financial Regulations. Council RESOLVED to consider and adopt the newly issued model financial regulations at the next Finance and General Purposes (F&GP) Committee meeting.
10	To review Annual Insurance Cover. Council is awaiting renewal quotation and comparison quotations. Matter will therefore be considered at the next F&GP meeting.
11	To review Asset Register. Council noted that number of benches needed to be amended. This will therefore be reviewed and changed at the next F&GP meeting.
12	To review Council's Risk Assessment. Council reviewed and RESOLVED to approve.
13	To approve the appointment of Northants CALC as Data Protection Officer. Council RESOLVED to appoint.
14	Appointment of Representatives to external bodies; eg: Police Liaison Representative, footpaths. Council RESOLVED to appoint Cllr Kerr as PLR and Cllr Clements as footpaths warden.
15	PUBLIC PARTICIPATION (Max 20 Mins)
15.1	<p>To hear any issues which members of the public wish to bring to the Council's attention.</p> <ul style="list-style-type: none"> • Update from Homes England regarding the Land at the Green development. The schedule is running behind due to technical work such as surveys, reports and activities such as archaeological trenching. This has led to a delay in the public engagement schedule. The second stage of engagement is now due to take place before August 2024, with stage three taking place in Autumn which would be when the planning application should be submitted. There is a website residents can sign up to for updates. Community Forum - Land At The Green, Great Houghton - Commonplace. Cllrs raised the issue of name confusion as there is already a "The Green" in Hardingstone and other areas locally, advised this name would change once a developer secured for the site. However, acknowledged it is difficult as other local areas are referred to as "The Green". Cllr again raised the concern of the current B526 Newport Pagnell Rd being inadequate for the volume of traffic these developments will bring. • Representative of Friends of Hardingstone in attendance to discuss their correspondence asking the PC to consider the installation of benches at Hardingstone Pocket Park. Advised Council of possible locations, reasons for need of additional seating and type of benches. • Resident in attendance to raise concerns regarding the proposed development at the Land at the Farm, The Green. The developer is in the early stages and has leafleted residents and the PC. Concerns raised were that the village cannot sustain yet more housing and the associated construction and increased traffic once built. Traffic is already a significant problem in the area of the proposed development.
16	DECLARATION OF INTERESTS
16.1	To receive any declarations of interest. None.
	COUNCIL agreed to bring forward items 21.3 and 21.6

21.3	Land at the Green: Council to discuss update from Homes England regarding Land at the Green. Council noted previous comments and objections. Traffic will be unsustainable, road surfaces damaged, there is a lack of infrastructure, and the Newport Pagnell Road cannot cope with the current volume of traffic.
21.6	Land at the Farm, The Green, Hardingstone: Council and residents have been contacted by the development company for comments. Council agreed to reply with concerns regarding: <ul style="list-style-type: none"> • traffic volumes once development completed. • construction traffic must only use Newport Pagnell Rd and The Warren for access. A designated route needs to be in place. • designated times for construction traffic. • traffic issues in that area already with parking and bus route. • developers need to be aware that access is used regularly by cyclists and pedestrians. Access is very narrow.
17	CO-OPTION OF COUNCILLOR
17.1	Council to consider any applicants for Councillor vacancy. Council received an application from Mr J Harding and RESOLVED to co-opt him onto the Council.
18	APPOINTMENT OF CLERK AND RFO
18.1	Council to confirm Clerk Mrs Emma Gibson as Clerk and RFO for Hardingstone PC. Council RESOLVED to confirm the Clerk Mrs Emma Gibson as the Responsible Financial Officer.
19	MINUTES
19.1	To approve and sign the Minutes of the meeting of Tuesday 26 th March 2024. Council RESOLVED to approve.
20	MATTERS ARISING
20.1	Any matters requiring an update not otherwise on the Agenda. None.
21	PLANNING
21.1	Applications: 2024/1358/FULL : Unit 5 Tungsten Park, Northampton. New signage and shopfronts. The Council considered the application and RESOLVED to respond that they did not have any comments or objections on the application. 2024/1986/S73 : Ivy House Farm Stables, Annexe, 18 Back Lane, Hardingstone. Variation of condition 6 of approved WNN/2022/0243. The Council considered the application and RESOLVED to respond that they did not have any comments or objections on the application. 2024/1721/FULL : 59 Martins Lane, Hardingstone. Replacement flat roof with pitched/tiled roof to detached garage. Council considered the application and RESOLVED to respond that they did not have comments or objections on the application.
21.2	Planning Decisions Outstanding: Not discussed at this meeting.
21.3	Land at the Green: Council to discuss update from Homes England regarding Land at the Green. Discussed earlier in meeting.
21.4	West Northamptonshire Local Plan Regulation 18 Draft Consultation April 2024: Council discussed and RESOLVED to delegate the response to this to the Planning Committee. Responses due Sunday 2 nd June 2024. New Local Plan for West Northamptonshire .
21.5	West Northamptonshire Council Stage Two Consultation for Community Governance Review: Review running until 28 th July 2024. Council discussed and RESOLVED to delegate the response to the Planning Committee. Community Governance Review .
21.6	Land at the Farm, The Green, Hardingstone: Council to discuss the communication received from the Bastion Group regarding their proposed planning application. Discussed earlier in meeting.
21.7	KN6 Footpath: Council discussed the up-to-date position. It is still closed and whole footpath must remain closed whilst some building work ongoing. There is no option to partially open the footpath. Although there is some informal access at the bottom, where building work completed.
22	ACCOUNTS
22.1	To approve the Bank Reconciliation to 31 st March 2024 and 30 th April 2024. <ul style="list-style-type: none"> • Council to review end of year accounts and approve. Council RESOLVED to approve the bank reconciliation and end of year accounts of 31st March 2024: £229,334.44. Council RESOLVED to approve the bank reconciliation of 30th April 2024 £259,057.99. • Internal Control checks completed, by Cllr Kerr. • Council advised an instant access account is available to move some of the reserves to. It was a one click set up and £178,820 has been placed in that account and this will be discussed further at the next F&GP Committee meeting. Along with earmarking reserves.
22.2	Income received: VAT reclaim 23-24: £10,997.10 WNC 1 st Precept payment: £25,000.00

22.3	To resolve to approve the payments as listed. Council RESOLVED to approve the following payments														
	Payee	Payment Method	Details	£	VAT EX VAT										
	Greener Grave Care	ol 262	War Memorial Cleaning	550.00											
	K & A Rose	ol 263	Village maintenance and cleaning	238.60											
	NCALC	ol 264	Annual membership fee	1196.02	58.40 1137.62										
	DCK Payroll	ol 265	Payroll Mar and set up fee	60.00	10.00 50.00										
	R&G	ol 266	Mowing REC	720.00	120.00 600.00										
	R&G	ol 267	REC bed replanting and supply	1672.80	278.80 1394.00										
	XLN	ol 268	Office broadband	45.29	7.55 37.74										
	Tesco Mobile	DD	Office phone	14.99											
	HMRC	ol 269	PAYE Apr 24	-----											
	Clerk	ol 270	Apr 24 Salary	861.08											
	NEST	DD	Pension Apr 24	80.01											
	Zest Marquees	ol 271	Marquee deposit village fete	250.00											
	British Gas	DD	Final bill electricity parish room	212.27	10.11 202.16										
	DCK Payroll	ol 272	PAYE end of yr and Apr 24 payroll	72.00	12.00 60.00										
	NCALC	ol 273	Training	12.00	2.00 10.00										
	Rubbish 2 Go	ol 274	Rubbish clearance	45.00	7.50 37.50										
	S Clements	ol 275	Reimbursements plants and compost planters	28.59											
	XLN	ol 276	Office Broadband	45.29	7.55 30.95										
	WNC	ol 277	Litter bin emptying 24-25	1061.76	176.96 884.80										
	H Battisson	ol 278	DJ summer fete	350.00											
	Viking	ol 279	Office stationery	60.96	10.16 50.80										
	Viking	ol 280	Office stationery	38.26	6.38 31.88										
	G Duncan	ol 281	Reimbursement D Day banners	21.93	3.66 18.27										
	A&K Rose	ol 282	Village maintenance and cleaning	420.00											
	R&G	ol 283	REC mowing	777.60	129.60 648.00										
22.4	<p>Grant Applications 2024: Council considered grant applications received and agreed the following Grant amounts:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">St Edmunds Church: £200</td> <td style="width: 50%;">Friends of Hardingstone: £200</td> </tr> <tr> <td>The Scouts: £200</td> <td>History Society: £200</td> </tr> <tr> <td>Allotments: £200</td> <td>Social Club: £200</td> </tr> <tr> <td>Bouverie WI: £200</td> <td>Supporters of St Edmonds: £200</td> </tr> <tr> <td>Parents of Hardingstone: £200.00</td> <td></td> </tr> </table> <p>Grants awarded totalled £1700.00 council RESOLVED the increase of £100 against the 24-25 budget. Council discussed the Village Hall grant application of £3000.00, it was agreed that this needed further in-depth discussion so would be discussed at the F&GP Committee meeting.</p>					St Edmunds Church: £200	Friends of Hardingstone: £200	The Scouts: £200	History Society: £200	Allotments: £200	Social Club: £200	Bouverie WI: £200	Supporters of St Edmonds: £200	Parents of Hardingstone: £200.00	
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Parents of Hardingstone: £200.00															
22.5	Website upgrade: Council to consider free website upgrade offered by provider to ensure compliance with new regulations. Council discussed and RESOLVED to go accept the upgrade.														
22.6	Quote for work to Cherry Orchard Footpath entrance: Quote of £60 to complete this work Council to consider. Council considered the quotation and RESOLVED to approve the work.														
23	AUDIT 2023-24														
23.1	Council to Approve Annual Governance Statement – Section 1 of AGAR. Council RESOLVED to approve, and Chair signed the statement.														
23.2	Council to Approve Statement of Accounts – Section 2 of AGAR. Council RESOLVED to approve, and Chair signed the statement.														
23.3	Council agreed that dates of the period for the exercise of Public Rights is from 3rd June 2024 until 12 th July 2024.														
23.4	Internal Audit. Council to receive Internal Auditor's report. Council received and noted the comments on the auditor's report. Some issues highlighted have been resolved at this meeting, other to be discussed at the next F&GP meeting.														
24	STAFFING														
24.1	Clerk's Report: Noted.														
25	HIGHWAYS														
25.1	<p>Update to be received.</p> <ul style="list-style-type: none"> • Double yellow lines on The Green: Application has been submitted to WNC Highways by the Clerk. It is hoped if this is successful it will prevent the traffic problems in this area caused by inconsiderate parking in inappropriate parts of the road. • Speeding in village and parking on verges: WNC Highways officer agreed to issue some temporary signage for the village – this needs chasing. 														

26	COMMUNITY				
26.1	Hardingstone Pocket Park: Correspondence received from resident requesting the PC consider the addition of seating in Hardingstone Pocket Park. Council considered and requested a map with proposed locations so Clerk can make an application to WNC for a licence and quotes can be sought.				
26.2	Landimore Estate: Update from Cllr Jewell regarding any street furniture needed on Landimore estate and resident's views on Landimore potentially becoming part of Wootton Parish. The developers will install any street furniture the Council provide but they will need approval from their Managing Director. Views on Landimore becoming part of Wootton seem to be mixed.				
26.3	Summer Fete: Council received an update on the summer fete. Update on entertainment booked, marquees, toilets etc given.				
27	REPORTS				
27.1	To receive Chairman's report. Report received Cllr Thomas has attended WNC air pollution meeting and a Zoom meeting on Charing Annual Meetings.				
27.2	To receive a report from the Police and PLR. April 24 Police report added to HPC website: Hardingstone Crime Report April 2024				
27.3	To receive a report from the Footpath Warden. Update given and footpath KN6 closure discussed.				
28	CORRESPONDENCE				
28.1	Council to discuss any correspondence received. <ul style="list-style-type: none"> The gate into the REC cannot be opened. Lock to be cut off and new padlock added. 				
29	ITEMS FOR NEXT AGENDA				
29.1	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Cherry Orchard</td> <td style="width: 50%;">Risk Assessment Fete</td> </tr> <tr> <td>Bus Shelter</td> <td>Contact List for Cllrs</td> </tr> </table>	Cherry Orchard	Risk Assessment Fete	Bus Shelter	Contact List for Cllrs
Cherry Orchard	Risk Assessment Fete				
Bus Shelter	Contact List for Cllrs				

Meeting Closed: 20.50

Next meeting of Hardingstone Parish Council will be held in the Parish Room Hardingstone on Tuesday 4th June 2024 at 7.00pm

Signed:

Dated:.....