

## HARTWELL PARISH COUNCIL

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### Parish Council Minutes

Tuesday 20<sup>th</sup> May 2025

Present: Cllrs, Creed, Goodrum, Huckle, Sharp, South, Sparks, Weston and Williams

Clerk: A Holt (Clerk) L Lavdender (RFO) Mr Craig Turnbull (member of the public)

<b>Annual Meeting</b>	
1288/2025	<b>Election of Chair</b> , Cllr Huckle proposed Cllr Williams, Cllr Goodrum seconded, there being no further nominations a vote was taken, <b>All agreed</b>
1289/2025	<b>Election of Vice Chair</b> , Cllr Goodrum proposed Cllr South, Cllr Weston Seconded, there being no further nominations a vote was taken, <b>All agreed</b>
1290/2025	<b>To receive the councillor's Declaration of Office (for any not received determine when they will be received) Chair to complete additional declaration of office.</b> All councillors present completed, Cllrs Sparks and Joyce to complete on the evening of the June meeting.
1291/2025	Councillors to complete register of interest forms and return to WNC – <b>Most now complete, the few that haven't are going to action.</b>
1292/2025	Councillors to complete and return election expense forms – Most now complete the few that haven't are going to action.
1293/2025	Adoption of General Power of Competence – <b>Clerk explained that HPC now meets the criteria and explained what this was – All agreed to adopt.</b>
1294/2025	Review and re Adopt the following policies a) Standing Orders (Updated Model), b) Financial Regulations (Updated Model), c) Code of Conduct, d) Co-option, e) Publication Scheme, f) Training and Development Policy, g) Dignity at Work Policy, h) Social Media Policy, i) Internal Controls Procedures, j) Northants CALC DPO Service as Data Protection Officer, k) GDPR Documents, l) Financial Risk Assessment, m) Notice Board Policy <b>Documents that were updated circulated prior to meeting, no questions or issues raised, it was agreed to re adopt on block all of the policies</b>
1295/2025	Appoint Councillors for the following roles. 1) Footpath Warden – Cllr Philip Weston 2) Internal Controls Councillor – Cllr David Sharp 3) PLR Councillor – Cllr Kim Huckle 4) Environment Committee – Cllr David Sharp, Cllr Tina South, Cllr Sue Goodrum, Cllr Claire Williams, Cllr Philip Weston 5) HCC Representative - Cllr Claire Williams
<b>Full Council Meeting</b>	
	<b>Opening comments from Chair and Vice Chair:</b> Cllr Williams opened the meeting and thanked the council for re-election as Chair.
1296/2025	To receive and approve apologies for absence which have been notified directly to the Clerk directly <b>Cllr Joyce, Cllr Sparks, WNC Cllr Fiona Cole</b>
	<b>Declarations of Interest</b>
1297/2025	Declaration of any Disclosable Pecuniary or other interest: <b>Cllr Weston due to expense payment this month.</b>
1298/2025	Dispensations – To consider written requests for dispensation of DPI <b>None</b>
1299/2025	<b>Minutes</b> - To agree and sign the minutes of 22 <sup>nd</sup> April 2025 <b>Agreed and signed</b>
1300/2025	<b>Public participation session 3 minutes max per person 15 minutes total.</b> None present
1301/2025	<b>Reports received from outside bodies:</b> including WNC Cllr <b>5 mins max per person. None received.</b> Cllr Cole's emails circulated prior to meeting
1302/2025	<b>Co-option</b> <b>To consider candidates for co-option and co-opt (2 vacancies available)</b> Hartwell resident Mr Craig Turnbull, having circulated Craigs information and checking he meets eligibility and criteria, Cllr Williams proposed Craig for co-option, Cllr South seconded, All Agreed. Craig was successfully co-opted and will take up his seat as a councillor at the June meeting.
1303/2025	<b>Update re Police Liaison Meetings (Cllr Huckle) – No information as yet</b>
1304/2025	<b>Account</b>
a)	Council's financial position as at 30/04/2025 <b>£108,127.96</b> Unity Bank Inclusive of reserves + receipts

b) Received: £42,500 WNC Precept and £142.00 Cemetery Fees

c) **To Approve Payments**

	Payee	Details	Amount (inc vat)
May	Staff	Salaries, Expenses, pension, HMRC	£2455.59
	Unity Trust Bank	Service Charge	£6.00
	Tove Landscapes	Mowing	£816.00 (£136.00)
	Tove Landscapes	Cemetery Extras	£60.00 (£10.00)
	Hartwell Club	Welcoming Space	£120.00
dd	Lloyds	Payment Card	£276.28
	SLCC	50% membership	£177.50
	Church	Electricity	£98.18
	The Cake Fairy	Annual Parish Meeting	£115.00
	Metcalfes	Parking Buddy/Signs	£466.74 (£77.79)
	Haydon Regan Music	VE Day	£250.00
	Cllr Philip Weston	Expenses	£30.00
	Hartwell School	Room Hire	£183.60

**Agreed and Approved.**

To pick up on the emails regarding the bank and concerns raised, reassurance sort from Unity Bank key contact and Ncalc, the Clerk and RFO both administer the bank and this information as part of their roles within the council. The information used for the bank is used to apply and then a secure letter sent to the individual. The “memorable” word can be specific for this use. We have sufficient numbers for authorising payments and will not pursue further signatories at this time.

1305/2025 **Governance**  
 i) **To receive the Internal Audit Report** – Circulated to council and noted  
 ii) **Annual Governance and Accountability Return 2025** – Circulated to council  
 iii) **To Consider and Approve Section 1 The Annual Governance Statement** – Signed  
 a) **To Consider and Approve Section 2 The Accounting Statements** – Signed  
 b) **To agree the dates for exercise of public rights (3<sup>rd</sup> June 2025-14<sup>th</sup> July 2025)** Agreed

1306/2025 **To agree to use Ncalc Internal Audit service for the term of this council - All agreed**

1307/2025 **Pension Nominees**  
 To consider nominees to be responsible for ensuring employee pension information is kept up to date and to correspond with the Pensions Regulator. Nominees elected annually at the Council’s Annual Meeting. **Nominees agreed as the RFO and B Osborne.**

1308/2025 **Community Grants 2025/26**  
 To review and approve grants tabled by Cllr’s Sharp and Sparks, RFO and Clerk (these grants will be paid with the payments for this meeting)

Grant Recipient	Proposed Amount
Hartwell Hurricanes	£500
St John the Baptist Church	£2500
Hartwell Produce Show	£500 (to be purchased by HPC)
Friends of Hartwell Primary School	£1450
Road Library	£449.14
Hartwell Pools Trust Allotment	£494.92
Shortmat Bowls	£1250
Pocket Park	£945

**All Agreed and Approved for payment**

The RFO reassured the council regarding concerns made regarding the use of the grant system and the groups that apply regularly, as per the Grant rules “HPC has chosen to allow groups to apply for funding as a grant enabling the community groups to continue to function and grow”. The key word being function as many of the funds used allow that group or organisation to continue.

1309/2025 **Community Engagement**  
 a) Community Book/Share and Library – Cllr Huckle and Clerk progressing.

1310/2025 **Environment Committee –**

	a) Update - Cllr Sharp gave a verbal update on process since last meeting. b) Confirm Date for Bloom Kick Off – Clerk suggested we use Environment Meeting in September as the Kick Off (9 <sup>th</sup> September) <b>Agreed</b>				
1311/2025	<b>Cemetery</b> – Permission granted for burial of Mr Gaffees ashes on 5/6/2025 (double plot)				
1312/2025	<b>Planning applications – as above.</b>				
	<b>Planning</b>				
	<b>New</b>				
	<a href="#">2025/1669/FULL</a>	Ashdown Bungalow Lower End Hartwell	Attic conversion, extension, dormer windows, porch and associated alterations	28/04/2025	Pending
	<b>Updates</b>				
	<a href="#">2025/1254/FULL</a>	Elms Farm Hanslope Road Hartwell	Garden Room	31/3/2025	Pending
	<a href="#">2025/0486/FULL</a>	Stonepit Farm Hanslope Road Hartwell NN7 2EU	Proposed container and office building for pet crematorium business.	29/01/2025	Pending
	<b>Several condition change applications can be viewed at <a href="https://snc.planning-register.co.uk">https://snc.planning-register.co.uk</a></b> <b>under Hartwell Parish Council</b> <b>Date for Neighbourhood Plan Meeting 3<sup>rd</sup> June 2025</b>				
1313/2025	<b>Updates – Discussion of matters not otherwise on the agenda for information sharing only.</b> a) <b>Highways (including Street Lighting).</b> Concerns re the ally in to Robins Close -Cllr Weston to investigate. b) <b>Street Lighting</b> – Clerk suggested that in October they do a street light inspection.				
1314/2025	<b>Correspondence/communication:</b> - NA				
1315/2025	<b>Community Centre Update (Cllr Williams)</b> Fete date confirmed 5 <sup>th</sup> July 2025				
1316/2025	<b>Youth Club</b> – Cllr Joyce absent defer to June meeting				
1317/2025	<b>WNC Conference 12<sup>th</sup> June 2025</b> – Hartwell has two tickets available. Cllr Williams and Cllr Creed to attend.				
1318/2025	<b>Date of next meeting Tuesday 17<sup>th</sup> June 2025 7.30pm</b>				
	<b>Meeting Closed at 20.25</b>				

Copies of all council papers are available on request. Requests should be made to the clerk at least 48 hours prior to when they are required.