

HARTWELL PARISH COUNCIL

Postal address: 6 Dent Close, St Crispin's, Northampton, NN5 6GP

Email: clerk@hartwellparishcouncil.gov.uk

Website: www.hartwellparishcouncil.gov.uk

Parish Council Minutes

Tuesday 23rd September 2025

Present: Cllrs, Creed, Doyle, Goodrum, Joyce, Sharp, South, Sparks, Turnball, Weston and Williams

Clerk: A Holt (Clerk), L Lavender (RFO) Cllr Fiona Cole (WNC)

| September Full Council Meeting | | | |
|---------------------------------------|---|--|-------------------------|
| | Opening comments from Chair and Vice Chair: Cllr Williams welcomed everyone to the meeting. Cllr Williams also informed the council that unfortunately there is some sad news to share, George Jones (former parish councillor) has sadly passed away (17 th September). Geore was a councillor for over two decades, he was passionate about Hartwell and until his ill health prevented him last year an active member of many community groups. Our heartfelt condolences go to George's friends and family. | | |
| 1358/2025 | To receive and approve apologies for absence which have been notified directly to the Clerk directly Cllr Huckle | | |
| | Declarations of Interest | | |
| 1359/2025 | Declaration of any Disclosable Pecuniary or other interest. None | | |
| 1360/2025 | Dispensations – To consider written requests for dispensation of DPI None | | |
| 1361/2025 | Minutes - To agree and sign the minutes of Tuesday 15th July 2025 Agreed and signed | | |
| 1362/2025 | Public participation session 3 minutes max per person 15 minutes total. None present | | |
| 1363/2025 | Reports received from outside bodies: including WNC Cllr 5 mins max per person. None received. Cllr Cole regular updates circulated, Segro issues are hopefully resolving, no updates on Haworth, Local Plan is hopefully going to be released for consultation in October/November. | | |
| 1364/2025 | Update re Police Liaison Meetings (Cllr Huckle) – Cllr Huckle not present, Clerk updated on the meeting had with PC Kate Rideout, Kate has promised to support the local community regarding the school parking, Kate will be making contact with the school to see how she can support them. | | |
| 1365/2025 | Account | | |
| | a) | Council's financial position as at 31/08/2025 £45,054.78 Unity Bank Current Account and £45,030.51 Unity Bank Instant Access Savings Account Inclusive of reserves + receipts | |
| | b) | Received: £388.00 Cemetery Fees. | |
| | c) | To Approve Payments | |
| | <u>Payee</u> | <u>Details</u> | <u>Amount (inc vat)</u> |
| Aug | Staff | Salaries, Expenses, pension, HMRC | £2452.44 |
| <i>DD</i> | Unity Trust Bank | Service Charge | £6.00 |
| | LP Finn | Cemetery | £144.00 (£24.00) |
| | Keoghs | Insurance Claim VAT | £50.00 |
| | Hartwell Club | Coffee Morning Hire | £160.00 |
| | Tove Landscapes | Mowing | £816.00 (£136.00) |
| | Tove Landscapes | Extras | £191.98. (£32.00) |
| | CYPN | Youth Club – Speed Awareness | £750.00 |
| <i>DD</i> | Lloyds | Payment Card | £58.85 |
| | | | |
| Sept | Staff | Salaries, Expenses, pension, HMRC | £2569.63 |
| <i>DD</i> | Unity Trust Bank | Service Charge | £6.00 |
| | Geosphere | Parish Online Mapping | £60.00 (£10.00) |
| | Sign Logic | Produce Show Grant | £456.48 (£76.08) |
| | Hartwell Club | Coffee Morning | £200.00 |
| | Broxap | Litter Bin's x 2 | £716.28 (£119.38) |
| | Tove | Grass Cutting, Cemetery Works, Litter Picking | £1783.20 (£297.20) |
| | Tove | Tree | £84.00 (£14.00) |

| | | | | |
|-----------|---|---|---|---------------------|
| | RGS Arboricultural | Tree Survey (Cemetery and Pocket Park) | £480.00 (£80.00) | |
| | The Cake Fairy | Bloom Launch | £65.00 | |
| | AJGIBL (Gallagher) | Parish Council Insurance | £3765.60 | |
| | AJGIBL (Gallagher) | Pocket Park Insurance | £380.75 | |
| | David Smith (SNCR) | Defib and Supplies | £400.00 | |
| | PKF Littlejohn LTP | External Audit | £504.00 (£84.00) | |
| | Country Funerals | Refund | £80.00 | |
| DD | Npower | Street Lighting Electricity (2 quarters) | £6826.42 (£1137.69) | |
| DD | Lloyds | Payment Card | £50.80 | |
| | d) | Internal Controls – The council notes that Cllr Sharp has carried out internal control assessments for the first two quarters of the financial year. | | |
| 1366/2025 | Notice of Conclusion of Audit (pending receipt) – The Audit Report from PKF has been received, they picked up on the same issue as the internal auditor regarding producing a Risk Assessment but not minuting, the council has rectified this for this financial year. Report to be published on website by 30/9. | | | |
| 1367/2025 | Community Grants 2025/26 Clerk to reshare information | | | |
| 1368/2025 | Community Engagement <ul style="list-style-type: none"> a) Community Book Share/Library – Highways have said we can put in the bus stop, Rob from the Club has said we can also put in the entrance to the club. Clerk to purchase suitable cabinet as agreed. b) Christmas – Clerk to arrange Christmas Tree, Cllr Goodrum has booked Hartwell Club and Hart and Soul Choir. c) Remembrance – Cllr South has begun organising, Clerk suggested inviting Lord Lieutenant as per Ncalc Friday update. | | | |
| 1369/2025 | Environment Committee – <ul style="list-style-type: none"> a) Bulb Planting – Cllr Sharp to send out polls to arrange a suitable date. b) Pocket Park Fence – Pocket Park Committee have approached the council regarding a boundary fence, the council Agreed as landowners they will be responsible for replacement however the quotes and what is placed needs further discussion. Concerns raised by all council members regarding the suggestion of burning the vegetation that needs clearing. Cllr Sparks and Sharp to arrange meeting with Tove and Simon from Pocket Park to discuss further. c) Bloom (Feedback from meeting) – The suggestion of Bloom was positively received. Clerk has received nominations from a few groups re representatives. Follow up on in October and set a meeting date. The work on the Pocket Park boundary can be the first contribution to the portfolio. d) Litter Bins – Some of the litter bins were in very poor condition, Clerk used delegated authority to purchase 2 urgently, it was Agreed to purchase an additional 2 to replace general litter bins. Clerk has had discussions with Demi, from Forestry Commission. There is a domestic litter bin on Salcey Forest Land. The council Agreed to purchase an additional bin to replace this and arrange for Idverde to empty. | | | |
| 1370/2025 | Cemetery – New Applications – 2 recent applications granted, both Hartwell residents and were done using Clerk’s delegated authority. | | | |
| 1371/2025 | Planning applications – | | | |
| | Planning | | | |
| | New - None | | | |
| | Updates - | | | |
| | 2025/3671/FULL | 52 Park Road Hartwell Northants | Remove existing out building and replace with single storey garage | 11/08/2025 Pending |
| | 2025/2190/FULL | 6 Oak Close Hartwell Northants | Single storey garage | 19/06/2025 Approved |
| | 2025/2323/FULL | 62 Forest Road Hartwell Northants | Single storey rear extension and loft conversion with roof and lights front elevation and rear dormer | 25/5/2025 Approved |

| | | | | | |
|--|---|---|---|------------|----------|
| | 2025/183/MAO | Land South of M1 Junction 15 Northamptonshire | Outline applications for up to 149,476 sqm of mixed use employment space | 15/0582025 | Pending |
| | 2025/1669/FULL | Ashdown Bungalow Lower End Hartwell | Attic conversion, extension, dormer windows, porch and associated alterations | 28/04/2025 | Pending |
| | 2025/0486/FULL | Stonepit Farm Hanslope Road Hartwell NN7 2EU | Proposed container and office building for pet crematorium business. | 29/01/2025 | Approved |
| <p>Several condition change applications can be viewed at https://snc.planning-register.co.uk under Hartwell Parish Council</p> | | | | | |
| 1372/2025 | <p>Updates – Discussion of matters not otherwise on the agenda for information sharing only. a) Highways (including Street Lighting) and footpaths around the village (Clerk) b) To consider quote form highways for Robin's Close (to increase space for wheelchair users) price will be £1157.78 +VAT – All Agreed</p> | | | | |
| 1373/2025 | <p>Correspondence/communication: - Complaint from resident received regarding the alley way at Rush Close and Rose Close, fence is near falling due to vegetation of adjacent house. Clerk to send standard letter asking to cut back</p> | | | | |
| 1374/2025 | <p>Community Centre Update (Cllr Williams) Date for AGM is 14th October, Panto date to be confirmed. Clerk asked Cllr Williams to raise the issue of the larger bin at the Community Centre (outdoor bin emptied by WNC) The council will contribute to this once we know the costs, now the pre school is back for the term it is important to sort. Cllr Williams and Cllr Sparks have done extensive investigations regarding the play equipment; an inspection has now been carried out and raised a number of concerns. They are currently seeing what work can be carried out via warranty and seeking quotes for other works. Cllr Williams to post on HCC social media updating community on this and the zip line which is still in the works. It is important to note whilst Cllr Williams and Cllr Sparks are assisting in this the play equipment is owned and maintained by HCC.</p> | | | | |
| 1375/2025 | <p>Youth Club – Cllr Joyce has visited, the new term has started off very positively, a new age group of children are now attending, the Youth Worker is organising many activities including baking and crafts, a positive change and lovely to see.</p> | | | | |
| 1376/2025 | <p>Resolution to exclude members of the press and public on the grounds that some of the information discussed in the following item is confidential – Staffing Matters – All Agreed.</p> <p>Dick Wain Environment Officer has now left the council (as of 31st August) a note of thanks to Dick is minuted for his time with the council. It was Agreed by the council to pause any recruitment until next year, Tove will continue to carry out litter picking duties etc.</p> | | | | |
| 1377/2025 | <p>Date of next meeting Tuesday 21st October 2025.</p> | | | | |
| | <p>Meeting Closed at 20.51p</p> | | | | |

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.