

HARTWELL PARISH COUNCIL

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Email: clerk@hartwellparishcouncil.gov.ukWebsite: www.hartwellparishcouncil.gov.uk**Parish Council Minutes**Tuesday 19th May 2026

Present: Cllrs Williams, Creed, Goodrum, Sharp, Sparks

A Holt (Clerk) L Lavender (RFO)

1 MOP (candidate for possible co-option)

Annual Meeting	
1516/2026	Election of Chair Cllrs Sparks nominated Cllr Williams, Cllr Goodrum seconded, there being no further nominations a vote was taken, All Agreed , Cllr Williams was unanimously Elected Chair.
1517/2026	Election of Vice Chair Cllr Creed nominated Cllr Goodrum, Cllr Sparks seconded, there being no further nominations a vote was taken, All Agreed , Cllr Goodrum was unanimously Elected Vice Chair.
1518/2026	Chair and Vice Chair to Complete and Sign Declaration of Office. All Councillors are reminded that is their individual responsibility to ensure their register of interest is current and up to date with WNC (forms can be downloaded from WNC website)
1519/2026	To Approve Council's Statement of Intent to be tabled (at the meeting) by the Chair Statement in Full. <i>As Chair of Hartwell Parish Council, I want to make it absolutely clear that this council stands firmly against all forms of racism, prejudice and discrimination both within public life and in society more broadly. We are committed to treating all people with dignity, fairness and respect, regardless of background, race, religion, gender, sexuality, disability or personal beliefs. Public confidence in local government depends on councillors maintaining high standards of conduct at all times. Every councillor, upon election, signs and agrees to abide by the Council's Code of Conduct. We as a corporate body have signed the Civility and Respect Pledge. The code sets clear expectations regarding behaviour, integrity, respect for others, and the standards expected of those serving the community in public office. While it would be inappropriate for the council to comment further on matters that may now involve external processes, I do want to remind all councillors of their responsibilities as elected representatives and of the importance of conducting themselves in a manner that upholds the reputation of the council and the trust placed in us by residents. Hartwell Parish Council remains committed to serving the whole community in a respectful, inclusive and constructive way I now invite a vote to support this.</i> The Chair then asked for councillors to vote, the statement was unanimously Agreed. The meeting was adjourned at 19.35 (MOP was asked to leave the meeting briefly) the meeting re-opened at 19.49pm (MOP rejoined the meeting).
1520/2026	Review and Re Adopt the following policies: Standing Orders, b) Financial Regulations, 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 including Data Map l) Financial Risk Assessment m) Notice Board Policy Agreed on Block
1521/2026	Appoint/Reappoint Cllrs to Environment Committee – Cllrs Goodrum, Sharp, Sparks, Williams and Weston appointed
May Full Council Meeting	
1522/2026	To receive and approve apologies for absence which have been notified to the Clerk directly Cllrs Huckle, Joyce, Weston and WNC Cllrs Cole and Weston
Declarations of Interest	
1523/2026	Declaration of any Disclosable Pecuniary or other interest None
1524/2026	Dispensations – To consider written requests for dispensation of DPI None
1525/2026	Minutes - To agree and sign the minutes of Tuesday 21 st April 2026 Agreed and signed
1526/2026	Public participation session 3 minutes max per person 15 minutes total The Chair welcomed the MOP and potential co-option candidate to the meeting and invited any questions. Council procedures, commitment and times were discussed.
1527/2026	Reports received from outside bodies: including WNC Cllr 5 mins max per person
1528/2026	Co-option

	To consider candidates for co-option and co-opt (2 vacancies) – It was agreed that candidate would observe this meeting, send Clerk a small bio about themselves for circulation and co-option would take place at June meeting.		
1529/2026	Council and Councillor Communication The Clerk reminded all councillors that upon election they agree to the Code of Conduct and that HPC agreed to and signed the Civility and Respect Pledge in 2025, these will both be circulated to the entire council on 20 th . A discussion re emails and other forms of communication was had but all felt it would be beneficial to revisit this item in the June meeting to include those councillors not present and agree a way forward.		
1530/2026	Update re Police liaison meetings (Cllr Huckle) Nothing to report, Cllr Huckle has agreed to carry out this role for another year.		
1531/2026	Accounts		
a)	Council's financial position as at 30/4/2026 £53,915.79 Unity Bank Current and £45,770.31 in Instant Access Savings. Inclusive of reserves + receipts Noted		
b)	Received: £47,750.00 WNC Precept Noted		
c)	To approve payments		
	<u>Payee</u>	<u>Details</u>	<u>Amount (inc vat)</u>
May	Staff	Salaries, Expenses, pension, HMRC	£2385.52
DD	Unity Trust Bank	Service Charge	£7.00
	Tove Landscapes	Mowing	£816.00 (£136.00)
	Tove Landscapes	Litter and Cemetery	£576.00 (£96.00)
	Church	Electricity	£123.39 (£5.87)
	SLCC	Membership 50%	£188.00
	SLCC	Conference 50%	£626.25 (£83.54)
	Graham and Sibbald	Planning Consult	£600.00 (£100.00)
DD	Flotek Group	Monthly Bill	£19.30 (£3.22)
	Hartwell Club	Coffee Morning Room Hire	£160.00
DD	Valda Energy	Street Light Electricity	£892.57. (£148.76)
DD	Credit Card	Payments	£225.04
	Agreed		
1532/2026	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. Agreed for RFO and Payroll Services provider to be HPC nominees.		
1533/2026	Community Grants 2026/2027 To review and approve grants tabled by Cllrs Shar and Sparks, RFO and Clerk. Cllr Sparks talked through the grants and the following amounts were Approved . (and will be included in the May payments)		
	St John the Baptist Church	£2500.00	
	Hartwell Produce Show	£359.99	
	Friends of Hartwell School	£558.50	
	Shortmat Bowls	£1250.00	
	Hartwell Allotments	£824.00	
	It was agreed for Cllr Williams at the next HCC meeting to double check there are sufficient HCC committee members for the constitution and if satisfied their grant will be processed at June meeting.		
	Cllr Sparks to draft email to Roade Library with some queries re grant and costs of proposed website.		
1534/2026	Community Engagement The Clerk reported that we are struggling for somebody to lock the club on Friday 21 st , Cllr Creed will see if she can fit round work, if not will need to be cancelled.		
1535/2026	Environment Committee a) Bloom – Visit confirmed 8/7 Cllr Sharp has started working on the portfolio, and to draft email to groups reminding them. b) Community Speed Watch , HPC have signed up to the new scheme. Paid the £150, we will now have the equipment all year round which gives much more flexibility to do, Cllr Williams to store the equipment.		

1536/2026	Cemetery a) New applications (Clerk) 2 headstones, approved by Clerk b) Approve cost of turfing one grave – Agreed.				
1537/2026 a)	Planning				
	New - None				
	Updates				
	2026/1080/FULL	5 Hazel Close Hartwell NN7 2LA	Single and two storey side extension	12/03/2026	Pending
2026/1069/FULL	50 Park Road Hartwell NN7 2HP	Two storey side and rear extensions, addition of a canopy and loft conversion, alterations to fenestration and external finishes, construction of a single detached garage and store and raising of roof of existing shed	03/03/2026	Refusal	
2025/1883/MAO	Land South of M1 Junction 15 Northamptonshire	Outline application for up to 149476 sqm of mixed use employment site	15/05/2026	Pending	
Several condition change applications can be viewed at https://snc.planning-register.co.uk under Hartwell Parish Agree way forward regarding Park Road, the Planning Consultant. Delegate to Clerk to move things forward - Agreed					
1538/2026	Updates – Discussion of matters not otherwise on the agenda for information sharing only a) highways (including Street Lighting) and footpaths around the village (Clerk) Nothing to report at present				
1539/2026	Correspondence/communication: To consider any received – Complaint received anonymously via the website contact form, unable to process without contact details. Complaint re cemetery and the plant sale event, Cllr Sparks being the representative of HPC on the Pocket Park Committee agreed to resolve.				
1540/2026	Community Centre Update (Cllr Williams) HCC are trying to plan a meeting to discuss summer event, tbc. Cllr Williams and Cllr Sparks are trying to support HCC with play equipment issues, Cllr Williams thanked Cllr Sparks for the effort put in, unfortunately it does not appear that any of the repairs needed can be done through warranty.				
1541/2026	Youth Club (Cllr Joyce) Nothing to report.				
1542/2026	Date of next Full Council Meeting Tuesday 16th June 2026 7.30pm				
	Meeting Closed at 8.35pm.				

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.