

HARTWELL PARISH COUNCIL

Postal address: PO Box 773, Northampton, NN1 9PX

Email: clerk@hartwellparishcouncil.gov.uk

Website: www.hartwellparishcouncil.gov.uk

Parish Council Minutes

Tuesday 15th September 2026

Present: Cllrs Goodrum, Weston, Williams, Huckle, Joyce, Rodgers, Sparks

A Holt (Clerk) L Lavender (RFO)

Cllr Fiona Cole (WNC) MOP (Park Road Resident)

	September Full Council Meeting
1584/2026	Record Resignation of Cllr Clair Williams as Chair (Cllr Williams will remain a councillor) Cllr Williams wanted to note how much she has enjoyed her time as Chair of HPC, is grateful for the support of the staff and the other councillors and is very proud of the council's achievements in this time and the strong team that they have become. Cllr Williams will take up the position of Chair of Hartwell Community Centre.
1585/2026	Election of Chair Cllr Williams nominated Cllr Goodrum, Cllr Joyce seconded there being no further nominations a vote was cast and Cllr Goodrum was unanimously elected as Chair. <i>To give Cllr Goodrum a moment to collect and prepare for the new role the meeting was adjourned at 19.33pm and Cllr Goodrum and the Clerk left the room. The meeting was re opened at 19.38pm.</i>
	Cllr Goodrum having taken up the role as Chair leaves the role as Vice Chair open. Nominations were invited. Cllr Weston expressed interest and was nominated by Cllr Williams, seconded by Cllr Joyce, there being no further nominates a vote was cast and Cllr Weston was unanimously elected as Vice Chair.
1586/2026	Declarations of Acceptance of Office – to be signed in October meeting.
1587/2026	To receive and approve apologies for absence which have been notified to the Clerk directly Cllrs Creed and WNC Cllr Laura Weston
	Declarations of Interest
1588/2026	Declaration of any Disclosable Pecuniary or other interest None
1589/2026	Dispensations – To consider written requests for dispensation of DPI None
1590/2026	Minutes - To agree and sign the minutes of Tuesday 15 th June 2026 Agreed and signed
1591/2026	Public participation session 3 minutes max per person 15 minutes total MOP present, their application 2026/3347/HH is on the agenda.
1592/2026	Reports received from outside bodies: including WNC Cllr 5 mins max per person Cllr Cole updated on Local Plan, she continues discussions with Planning Policy re housing need.
1593/2026	Staffing a) To formally accept the resignation of the Clerk (Amy Holt) and RFO (Lynn Lavender) noting a finish date of 31st December 2026 (this notice period is longer than contractual to allow for a sufficient handover period). Cllrs noted thanks to both staff for their contribution and service to the Parish Council and the wider Hartwell Community. b) To consider arrangements for the recruitment of a new Clerk and Responsible Financial Officer. Cllrs Goodrum, Weston and Huckle to handle recruitment process with the Clerk. This will involve discussing job description, hours, salary and they will commence the recruitment process through Ncalc. Cllr Sparks and Rodgers to be additional resources of support if necessary. The Clerk will contact those involved the following week to get the ball rolling. Cllr Sparks asked what would happen in December if a suitable replacement is not found, the Clerk informed the meeting that they would need to seek a locum Clerk through Ncalc.
1594/2026	Council and Councillor Communication Nothing to report.
1595/2026	Update re Police liaison meetings (Cllr Huckle) Northants Police are holding a chat with the Chief of 29.09.2026
1596/2026	Accounts
a)	Council's financial position as at 31/08/2026 £10,716.73 Unity Bank Current, £46,006.72 , £20,042.00 in CCLA Investment Fund in Instant Access Savings. Inclusive of reserves + receipts Noted

b)	Received: £775.00 (Cemetery Fees) Noted		
c)	To approve payments		
	<u>Payee</u>	<u>Details</u>	<u>Amount (inc vat)</u>
Aug	Staff	Salaries, Expenses, pension, HMRC	£2367.97
	Tove Landscapes	Mowing	£816.00 (£136.00)
	Tove Landscapes	Litter and Cemetery	£576.00 (£96.00)
	Tove Landscapes	PP Hedge	£240.00 (£40.00)
	Tove Landscapes	HCC Hedge	£285.60 (£47.60)
	Hartwell School	Room Hire	£228.91
	CYPN	Youth Service	£1250.00 (£208.33)
	Graham and Sibbald	Planning Consultant	£672.00 (£112.00)
DD	Flotek Group	Monthly Bill	£19.30 (£3.22)
DD	Post Office	PO Box Services	£50.40
DD	Valda Energy	Street Light Electricity	£635.94 (£107.23)
DD	Credit Card	Payments	£157.47
DD	Unity Trust Bank	Service Charge	£7.00
Sep	Staff	Salaries, Expenses, pension, HMRC	£2393.32
	East Midlands in Bloom	Awards	£28.00
	Tove	Mowing	£816.00 (£136.00)
	Tove	Litter	£720.00 (£120.00)
	Tove	PP Hedge	£571.20 (£95.20)
	Hampton Print	Balance Corection	£2.72.00
	Broxap	Bin (o/s shop)	£746.34 (£124.39)
	PKF	External Audit Service	£504.00 (£84.00)
	Gallaghers	Pocket Park Insurance	£380.75
DD	Royal Mail	PO Box Services	£50.40 (£8.40)
DD	Valda Energy	Street Lighting Electricity	£788.76 (£131.46)
DD	Flotek	Monthly Bill	£19.30 (£3.22)
DD	Credit Card	Payments	£271.46
DD	Unity Trust Bank	Service Charge	£7.00
	Agreed		
d)	Employment Costs: To NOTE that the national local government employer bodies and local government unions have agreed the pay award for 2026/2027. The award equates to 3.3% increase and is back dated to April (to be paid in October salary) Agreed.		
1597/2026	Notice of Conclusion of Audit (circulated) A clear external audit. Note of thanks for the work that goes in to this to the staff, especially the RFO (Lynn).		
1598/2026	Community Grants 2026/2027 None		
1599/2026	Community Engagement a) Coffee Morning – The coffee mornings will commence again on 25 th September, we have lost a volunteer and gained two further volunteers (Lyn Barber and Judy Webster) all agreed they would be an excellent addition.		
1600/2026	Environment Committee – Update from meeting. Due to Cllr Sharps resignation the Clerk advised it might be better to pause the committee meetings temporarily (pending councillor recruitment) and discuss Environment Issues in Full Council, All Agreed. Cllr Goodrum has begun Remembrance preparations, new poppy's ordered, Lord Lieutenant invited and Club booked for refreshments afterwards. Clerk advised notice board in School Lane in very poor condition, agreed to seek quotes for new board. Issue re Park Road mowing brought to light by resent, WNC confirmed that the edges of several gardens should be cut under the 136 Agreement, they are currently maintained by residents, this is very common and they may wish to continue this, agreed to write to those residents and give them an option for this to be done by the PC.		

1601/2026	Cemetery - No new applications Cllr Weston asked about the software and if now important to do due to Clerk leaving. Clerk advised this would be a big piece of work and would be better to now let new recruit handle.				
1602/2026 a)	Planning				
	New -				
	2026/2713//FULL	Land of East Hanslope Road, Hartwell	Tarmac Entrance to Access Field	13/08/2026	Pending
	2026/3347/HH	50 Park Road Hartwell NN7 2HP	Two storey side and rear extensions, single storey side extension, addition of a canopy and loft conversion alteration to fenestration and external finishes construction of a single detached garage, new boundary treatment to the front of the property	05/08/2026	Pending
	Updates				
	2026/2531/HH	Hartwell End House Hanslope Road Hartwell	Installation of photovoltaic solar panels mounted on the rear slope of pitched roof over an existing carport and installation of photovoltaic solar panels mounted on the ground to the rear of the carport	11/06/2026	Approval
	Updates				
	<u>2025/1883/MAO</u>	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 2026/2713/FULL – letter drafted by the clerk. Cllr Cole has called application in also, all Agreed to submit comments. Land of Park Road – Update Clerk has asked Marrons for an update, none received prior to meeting.					
1603/2026	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 None				
1604/2026	Correspondence/communication: To consider any received – a) WNC Conference – Nominate an attended – Cllr Weston b) MOP Request re speeding in Ashwood Lane (along by cemetery) – All felt as private road nothing could be done regarding signs and HPC could only support with a social media post. c) MOP Request to change of litter bin in Blacksmiths Way, agreed rather than change Clerk to investigate an additional dog waste bin. d) MOP Raised concerns re litter on Forest Road, agreed to keep an eye on issue.				
1605/2026	Youth Club (Cllr Joyce) Noting to report, continues to do well.				

1606/2026	HCC a) Receive an update from Cllr Williams – As discussed in early part of the meeting, due to the resignation of the Chair Cllr Williams has become the HCC Chair, there is a lot of issues to sort and big job for all team, three new recruits at the AGM b) Elect a new HPC representative – Cllr Joyce volunteered for this role. All Agreed he would be excellent.
1607/2026	Date of next Full Council Meeting Tuesday 20th October 2026 7.30pm
	Meeting Closed at 8.43pm.

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.