

HARPOLE PARISH COUNCIL



Chairman – Mr F Smethers

Clerk – Sally Willis

<http://www.harpole-pc.gov.uk>

E-mail: clerk@harpole-pc.gov.uk

Members of the committee (Cllrs Gardner, Bess, Callaghan, Gibbins, Philips, Smethers, Taylor) are summoned to attend a meeting of the Planning, Highways and Infrastructure Committee to be held at the Methodist Chapel, School Lane, Harpole on Monday 28th July at 7.00pm for the purpose of transacting the following business.

Signed:

S Willis

Clerk & Proper Officer to Harpole Parish Council

Date: 22nd July 2025

Members of the press and public are welcome to attend.

AGENDA

97/25 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

98/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillors are invited to make any declarations in relation to items on the agenda.

99/25 PUBLIC PARTICIPATION

Members of the public are invited to address the Committee.

100/25 MINUTES

To receive and approve the minutes of Planning, Highways and Infrastructure Committee Meeting held on 27th May 2025.

101/25 PLANNING

102/25 CLIMATE CHANGE

To consider a recommendation that the council approve a Climate Change Policy

103/25 EMERGENCY PLANNING

To receive updates from working party and to consider and approve any proposed actions

104/25 HIGHWAYS & FOOTPATHS

- a) To receive updates from meeting with Highways
- b) To receive updates on responses to survey
- c) To receive an update on outstanding issues

105/25 ALLOTMENTS

- a) To consider correspondence from tenants regarding stolen equipment and produce
- b) To approve allotment inspections
- c) To receive updates for information only

HARPOLE PARISH COUNCIL

106/25 STREET FURNITURE

- a) To consider a recommendation regarding a flag flying policy
- b) To receive updates on outstanding items

107/25 CONTRACTS

- a) To consider works by grass cutting contract and any feedback that is required.

108/25 CHURCH

- a) Update on burial ground

109/25 ITEMS FOR NEXT AGENDA

DATE OF NEXT MEETING

The next meeting is scheduled for Monday 29th September 2025



Chairman – Mr F Smethers

Clerk – Mrs S Willis

www.harpole-pc.gov.uk

E-mail: clerk@harpole-pc.gov.uk

Minutes of the Planning, Highways and Infrastructure Committee meeting held on 30th June 2025, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs K Gardner (chair), M Callaghan, J Gibbins, S Philips, F Smethers, G Taylor

Also present – Clerk, Clement Nnadozie and 1 member of the public

Meeting Start: 7pm

64/25 APOLOGIES FOR ABSENCE.

Cllrs Bess, Gibbins and Taylor were not present at the beginning of the meeting. Cllrs Gibbins and Taylor joined late. Cllr Bess offered apologies after the meeting.

65/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Re 68/25 c – Cllr Smethers is a trustee of Harpole Combined Charities who have submitted the application.

66/25 PUBLIC PARTICIPATION

No members of the public present

67/25 MINUTES

Councillors **APPROVED** the minutes of Planning, Highways & Infrastructure Committee Meeting held on 27th May 2025.

68/25 PLANNING

- a) 2025/2199/FULL – There were no objections to the application
- b) 2025/2147/LBC – There were no objections to the application
Cllrs Gibbins and Taylor and 1 member of the public joins the meeting.
- c) 2025/2249/FULL – There was discussion about whether there was a historical reason for the building to not be demolished. There was a discussion about impact on the highway. It was proposed that the clerk ask for a copy of the Highways response and to ask for a short deadline to allow discussion at the full council meeting on 14th July.

As a member of the public had joined after the public forum they were asked if they wished to address the council. The member of the public was just present to observe.

69/25 EMERGENCY PLANNING

There has been a meeting and there is a first draft of a plan detailing key persons. The group would like to run this past the emergency planning team at WNC but having issues contacting them. Clerk to chase. Clerk to be advised of ditches that we believe need clearing and to write to landowners asking them to clear. There is also a first responder in the village. Cllr Callaghan to pass details to clerk to contact asking if they are happy to have contact details in the plan.



70/25 HIGHWAYS AND FOOTPATHS

- a) A road safety survey had been circulated. A few minor typos to be corrected and then to be promoted for the parish to respond. Links to be sent to the school asking that they circulate to parents. Clerk to add link to facebook pages and to have printed copies available. If there is not much uptake this can be sent out again.
- b) Correspondence had been received asking if the service road on Garners Way can be widened as cars are driving up a high kerb and over the green to pass parked cars. This has been discussed in the past. Whilst the parish council own the green, the service road is the responsibility of Grand Union. There are many services running under the green which would prevent widening of the road. The road is a service road and is not intended to be parked on for long. It was agreed that the situation has not changed since the last time this was discussed and to advise the resident as such.
- c) There are no further updates on potential footpath on Larkhall Lane. WNC Cllr Bignell has been chasing Highways for a response but has not received any. Clerk to ask both WNC councillors to meet to show situation. Crossing Sandy Lane is very dangerous in the mornings when children are trying to get to the school.
- d) There had been a report about a blocked drain on the playing fields. This has been cleared but there has not been any considerable rain to see if this has solved the problem.
- e) Sandy Lane Relief Road is now running late. Council to push for a response and new timing.
Clerk to chase for pedestrian crossing signs on the A4500
Kislingbury happy to meet regarding the bridge. Cllrs Gibbins and Callaghan offered to meet. Clerk to arrange meeting.

71/25 ALLOTMENTS

- a) Tenant had asked for 5mph signs on the site. There are already 10mph signs. Other signs asking people to please drive slowly can be added.
- b) Clerk advised that the school have asked for access in August to allow cutting of hedges on their perimeter.

72/25 STREET FURNITURE

- a) A request had been made for a new dog bin on Glassthorpe Lane. It was thought that this could be discussed at the same time as benches on Glassthorpe Lane after the solar farm works have taken place. It was noted that there should be a bin in the new country park on Western Gate. Clerk to ask developer for permission.
- b) There was a program for renovating benches but it was thought that some benches need replacement. Councillors to take a look at which would take priority and to have a program of replacement. Clerk to ask handyman if there is possibility of bench on High Street / Glassthorpe Lane Green can be raised at all.
- c) Map was discussed and some amendments proposed. Clerk to contact artist.
- d) Cllr Smethers will pass contact details of electrician to clerk to arrange defibrillator installation at Manning Watts House
- e) Flagpole to be installed 16th July. Cllr Smethers details to be passed to the contractor.



73/25 CHURCH

- a) No updates on burial ground. Clerk to see if surveyor will survey without proper access.

74/25 CHRISTMAS TREE

Once we have a tree this will need to be a regular event. It was agreed to not have a tree this year, but to consider and budget for 2026 onwards.

75/25 CLIMATE CHANGE

A list of proposed items had been forwarded to councillors. Each to input back to the clerk items they think should be a basis of a climate change policy by 18th July.

76/25 ITEMS FOR THE NEXT AGENDA

To ensure time to report back on meetings being held.
All Councillors were reminded to read papers before the meeting and come prepared.

Meeting closed 9.15pm

DATE OF NEXT MEETING.

The next meeting is scheduled for Monday 28th July at 7pm

Signed

Harpole Parish Council Climate Change and Sustainability Policy

Adopted: 8th September 2025

1. Introduction

Harpole Parish Council recognises the need to address climate change and promote sustainability for the benefit of current and future generations. As a tier of local government closest to the community, we have a key role in leading by example and supporting local efforts to reduce carbon emissions, enhance biodiversity, and promote environmental resilience.

2. Aims and Objectives

This policy sets out our commitment to:

- Reduce the Parish Council's carbon footprint and environmental impact.
- Promote sustainability in all aspects of Council operations and decision-making.
- Work collaboratively with residents, businesses, and partner organisations to support community-wide environmental responsibility.
- Protect and enhance local biodiversity and natural habitats.
- Consider the climate or nature impact of all decisions.

3. Parish Council Commitments

The Council will:

1. Energy and Resources

- Seek to reduce energy use and improve efficiency in council-owned buildings and assets.
- Encourage the use of renewable energy where feasible.

2. Procurement and Finance

- Consider sustainability and environmental impact in procurement decisions.
- Support local, ethical, and environmentally responsible suppliers.

3. Biodiversity and Open Spaces

- Protect and enhance green spaces, trees, and wildlife habitats under council control.
- Support community initiatives such as wildflower planting, tree planting, and community gardening.
- Work with contractors to reduce use of pesticides.

4. Planning and Development

- Support environmentally responsible development through the planning process and engagement with developers.
- Ensure the Neighbourhood Plan considers climate impacts with regards to open spaces, new developments and travel options.

5. Community Engagement

- Provide information and support to residents on reducing environmental impact and improving sustainability at home and in the community.
- Collaborate with local schools, groups, and organisations to deliver environmental initiatives.
- Consider initiatives to reduce waste to landfill.

4. Implementation and Monitoring

The Council will review this policy annually and update it in line with best practice and emerging local or national initiatives.

The Clerk will ensure that sustainability is considered in the preparation of agendas, project planning, and procurement.

A lead councillor or working group may be appointed to oversee delivery of the Council's environmental objectives.

5. Transport

The council will promote Green Transport and will favour walking and cycling where possible.

6. Declaration

This policy reflects Harpole Parish Council's ongoing commitment to tackling climate change and promoting sustainability in everything we do.

Flag Flying Policy

The purpose of the Flag Flying Policy is to ensure that there is advice on when and how the Parish Council will fly flags. Flags for local councils are mostly about etiquette and not law. They are symbols giving a visual message about the parish and the council (and their values) to the local community and to the outside world.

A Local Council is not part of central government in the UK, or part of the principal authority, and may fly flags as it pleases provided it is lawful and done lawfully. Maritime or Military rules do not apply.

The Policy

1. Harpole Parish Council has 1 flagpole available on Flagpole Green, at the corner of Garners Way and Larkhall Lane.
2. The Union Flag will be flown at all times with the exceptions of occasions listed below.
3. The Council will appoint two (?) volunteers to manage the flag (To be appointed each year at the annual meeting). Primary duty being to oversee the safe operation of the flagpole and to manage the quality and condition of the flag and bring any issues to the attention of the council.
4. Only persons authorised by the council can operate the flagpole.
5. Flags will be flown at 2/3 mast (commonly known as half mast) on dates shown below.
6. The council reserves the right to fly any other flag by agreement of the council.
7. All Flag-flying will comply with national rules and regulations.

Flags other than the union flag:

23rd April – St Georges Flag

St Georges flag can also be raised on an occasion that an English Sports team reaches the final stage of a competition

Flags will be flown at half mast as follows:

1. All events covered by protocol covering the death of a sovereign or senior member of the royal family or senior person of state as stated by the Monarch.
2. Any national mourning declared by UK government.
3. Remembrance Sunday
4. Any other time deemed appropriate by the council (such as death of serving councillor, death of armed services officer from the community, or death of another community member that has served the community)

Length of time the flag is flown at half mast will vary and guidance from principle authority or central government will be followed.