


*Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership*

# Harlestone Parish Council

Executive Officer/Clerk to the Council: Paul Thomas – clerk@harlestonepc.org - www.harlestonepc.org

*Members of the Council are hereby summoned and members of the public and press are invited to attend the meeting of Harlestone Parish Council. This meeting may be recorded, but such activity must not impede the conduct or business of the meeting.*

19:30 on Wednesday 4th March 2026
Harlestone Village Institute NN7 4EH

## AGENDA 001

### 617. Attendance and Apologies from Councillors

Council to formally resolve to approve reasons for non-attendance.

- Cllr Sarah Stock (Chairman)
- Cllr Marshall (Vice Chairman)
- Cllr Sue Flynn
- Cllr Alastair West
- Cllr Susie Holland
- Cllr Toni Perryman
- Cllr Rupert Knowles
- Cllr Philip Williams

- Cllr Name | Reason for Absence | Approved (Yes/No)

### 618. To receive Declarations of Interests by members and applications for Dispensation by the council

Members are requested to make any declarations of personal or prejudicial interests, in line with the 2020 code of conduct, relating to items on this agenda.

### 619. Approval of the Minutes from the previous meeting(s)

The distributed and published minutes from the previous meeting(s) of the parish council.

### 620. Public Time for Comments by Members of the Public

Whilst parish council meetings are open to the public, contributions are limited by standing orders to allow only invited/scheduled guests or councillors to contribute. However, there is a section in each meeting when the Chairman suspends standing orders to hear any members of the public who wish to address the parish council. This time is limited to 15 minutes and three minutes per contribution unless requested otherwise by the Chairman and/or councillors. This is in line with Standing Orders of 2020, Standing Orders will then be reinstated to allow the Council to resume its meeting and discussion items.

## Ward Councillor Daniel Lister - Presentation

Presentation on the emerging West Northants Local Plan, which includes a proposal to allocate 100 homes on the land adjacent to York Road near the Harlestone Firs and to remove the green wedge status and incorporate the land into the town confine.

### 621. Town and County Planning Act 1990

Ambleside, Glebe Lane, Lower Harlestone NN7 4ET

- Single storey rear extension and extension of a canopy to front of property.

### 622. Council to acknowledge the response to the Local Plan

Response to be completed by the strategic group and emailed to councillors for sign off.

### 623. Annual Meeting of the Parish, to approve subsidising and funding of this event

- Subsidising of Fish & Chips
- Set a budget for prizes, quiz and advertising costs

- Friday 17th April 2026
- Subsidise fish and chips 50%
- Advertise the event
- Proposed budget for quiz prises £100
- Teams to be registered with the Clerk
- Bring own drinks/alcohol
- Cash only on the night

17:45 Fish and Chips
19:45 Annual Meeting of the Parish
20:00 Quiz

### 624. Council to approve the open space tender for grounds maintenance services

Tender will be sent to prospective contractors; allocation of contracts will be made at the April full council meeting.

### 625. Proposal to plant a tree with a plaque to the memory of D.Masters

A location will need to be decided.

## Notices

- The Highway Authority have revoked the road space licence for the Bloor contractor and therefore they will be de-camping and re-opening Port Road for next week. It is currently suggested that the work will take place in September 2026.
- Church Lane path wall reported to the owners, warning fencing erected.
- Fish & Chips Friday 6th March 2026
- Annual Meeting of the Parish – Quiz with Fish & Chips evening – Friday 17th April 2026
- Classic Car Rally, Brampton playing fields, 10am Sunday 26th April 2026
- Lower Harlestone Telephone Box Defib Code: **C159X**

## 626. Financial Update from the Executive Officer

The schedule of payments has been circulated and published with the agenda. The finances to be approved and items for payment authorised. EO to update the council on the monthly bank reconciliation and finances. The payment schedule to be agreed by the council and signed by the EO and Chairman

| Schedule of Payments | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **No** | **Power** | **Payee** | **Description** | **Inv Date/No** | **VAT No** | **VAT** | **Total** | ✔ |
| 100 | *LGA 1972 s101* | BT Village Institute | Broadband | Direct Debit | 245719348 | £10.17 | £61.03 | |
| 101 | *LGPSR 2014 s1 2013/2356* | Pension | Employee + Employer's | Direct Debit | N/A | N/A | £74.60 | |
| 102 | *LGA 1972 s112* | Staff Salaries | Autella Payroll | 25th | N/A | N/A | £808.43 | |
| 103 | *LGA 1972 s112* | HMRC | P32 PAYE Tax | Monthly | N/A | N/A | £311.91 | |
| 104 | *PC Act 1957ss3 & 1A* | Everflow | Playing Fields Water (D/D) | 5225179 | N/A | N/A | £41.92 | ✔ |
| | | | | | | | | |
| 105 | *LGA 1972 s111* | Parish Council Website | Website Hosting | 4264 | 344762585 | £45.60 | £273.60 | ✔ |
| 106 | *LGA 1972 s111* | LAE Ltd (NCALC) | AGAR and Audit Training | TRA002 | N/A | N/A | £25.00 | ✔ |
| | | | | | | | | |
| 107 | *LGA 1972 s111* | Sarah Stock | Ink for Local Plan | 17.02.2026 | 727255821 | £3.83 | £22.99 | ✔ |
| 108 | *LGA 1972 s111* | Sarah Stock | Paper for Local Plan | 17.02.2026 | 727255821 | £3.88 | £23.30 | ✔ |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 109 | *LGA 1972 s111* | Unity Trust Bank | Monthly Charge | Monthly | N/A | N/A | £6.00 | ⃠ |
| | | | Sub Total | | | | £1,648.78 | |
| Payments made by the Clerk | | | | | | | | |
| 110 | *LGA 1972 s112* | Clerk | Working at home allowance | Monthly | N/A | N/A | £26.00 | ⃠ |
| 111 | *Open Spaces 1906 ss9/10* | Lengthsman | Mower Fuel | 12.02.2026 | N/A | N/A | £7.00 | ⃠ |
| 112 | *LGA 1972 s142* | Lengthsman | Noticeboard Magnets | 21.02.2026 | 727255821 | £2.65 | £15.89 | ✔ |
| 113 | *Public Health Act 1875 s164* | Lengthsman | Bench & noticeboard cleaner | 26.02.2026 | 727255821 | £4.83 | £28.99 | ✔ |
| 114 | *LGA 1972 s142* | Lengthsman | Notice Board cement x 4 | 15.02.2026 | N/A | N/A | £30.00 | ⃠ |
| 115 | *Public Health Act 1875 s164* | Lengthsman | Weed Killer | 26.02.2026 | 137223825 | £6.67 | £39.99 | ✔ |
| 116 | *Public Health Act 1875 s164* | Lengthsman | Litter Pickers x 2 | 24.02.2026 | 727255821 | £3.97 | £23.79 | ✔ |
| 117 | *Traffic Signs s72 RTR 1984* | Lengthsman | VAS Padlocks | 24.02.2026 | 727255821 | £2.50 | £14.99 | ✔ |
| 118 | *Traffic Signs s72 RTR 1984* | Lengthsman | Stainless Jubilee Clip VAS | 24.02.2026 | 727255821 | £2.17 | £12.99 | ✔ |
| | | | Clerk's Office | | | | £199.64 | |
| | | | Total | | **VAT** | £86.27 | £1,848.42 | |

*Signed: Chairman* .....

*Signed: RFO/Clerk* ..... *Signed: Financial Controller* .....

| **Unity Trust Bank Accounts** | | | |
|---|---|---|---|
| *Current Account (872)* | £ 14,310.94 | *Account (898)* | £ - |
| *Reserve Account (885)* | £ 50,000.00 | *Total Accounts* | £ 64,310.94 |

**Confidential Area**
(Council item – No Public or Press)

**627. To approve the 2026-2027 annual increment to the Clerk's Salary**
Current SP18 to SP19 (increase of 27p per hour)

- To commence: 1st April 2026

## Meeting Schedules 2026-2027

19:30 at the Harlestone Village Institute

| | | | |
|---|---|---|---|
| | | Jan | No Meeting |
| Wed | | Feb | 2027 |
| Wed | 4 | Mar | 2026 |
| Wed | 1 | Apr | 2026 |
| Fri | 17 | Apr | Annual Meeting of the Parish |
| Wed | 6 | May | Annual Meeting of the Council |
| Wed | 3 | Jun | 2026 |

| | | | |
|---|---|---|---|
| Wed | 1 | Jul | 2026 |
| | | Aug | No Meeting |
| Tue | 5 | Sep | 2026 |
| Wed | 7 | Oct | 2026 |
| Wed | 4 | Nov | 2026 |
| Wed | 2 | Dec | 2026 |

**The Chairman closes the meeting at:**

**Dated: 26th February 2026**

Signature: *Paul.O.R.Thomas esq*

Executive Officer/Clerk: Paul OR Thomas

Signature: ……

Chairman: Cllr Sarah Stock

*Appendix A – Lengths-man Report*

| Contracted monthly hours | 13 | Hours Worked | -19 |
|---|---|---|---|
| Balance from previous month | -25.75 | Balance | -31.75 |

| | Task Description | Hours |
|---|---|---|
| 1 | A428/New Road vision splays mowed | |
| 2 | Car Park Acco Drain clearance | -4 |
| 3 | Blacksmiths Yard weed killer and speed camera | |
| 4 | Litter Pick - Harlestone Road, Church Lane to New Road | |
| 5 | Litter Pick - Harlestone Road to Glebe Lane bus stop | |
| 6 | Weed Killer - Rugby Road Path | |
| 7 | Weed Killer - Golf Lane and Path | |
| 8 | Glebe Lane entrance and bench strimmed | |
| 9 | Litter Pick and mow from New Road to the Firs entrance | -4 |
| 10 | Notice Board @ England Cottage installation | -4 |
| 11 | Litter Pick - Port Road, UH | |
| 12 | Wall opposite the Old House, vegetation clearance, leaves from the A428 | |
| 13 | Railway Cottage Vehicle Activated sign removal and refit | -3 |
| 14 | Church Lane to Glebe Lane litter pick | -2 |
| 15 | Port Road litter paick | -2 |