

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

MINUTES 001

617. Attendance and Apologies from Councillors

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

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

- Cllr Name | Reason for Absence | Approved (Yes/No)
- All members of the council in attendance

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.

- Cllr Perryman declares an interest regarding item 627. And will not comment or vote.
- No further declarations of interest offered by the councillors

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

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

- The council unanimously agrees that the Minutes are a true and accurate account
- The Vice Chairman signs the Minutes

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.

- No comments or representations made by the members of public.

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.

- The council kindly thanks Cllr Daniel Lister for his informative presentation, his time taken to update the parish was very much appreciated.
- 82 members of the parish turned up to view the presentation and the council thanks them for their support.
- A copy of the presentation available on request to the Clerk.

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.

- No further comments

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.

- Council will await the initial draft copy

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
- Notice board with historical photos to view
- Lengths-man notice board of completed projects

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

- Council approves all of the above
- Stakeholders to be emailed for their annual reports.

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.

- Council approves
- Tender to be updated and sent to prospective contractors
- Advertised on the village notice boards and, on the website.

625. Proposal to plant a tree with a plaque to the memory of D.Masters
A location will need to be decided.

- Council all in favour to plant a mature tree with a protective fence, budget circa £200
- Clerk to discuss with the family of D.Masters for the choice of tree and location

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**
- Agenda item for April: Sam Conway quote to rebuild the collapsed wall at the playing fields (£2,400) approved in principle at the March meeting, Clerk to forward the quote to Althorp.
- Facebook item: Fixmystreet link
- Cllr Marshall to report the damaged gate posts in UH to the authorities/Estate

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	✔
120	*Open Spaces 1906 ss9/10*	Ivor Caswell	Diesel for the Tractor	28.02.2026	N/A	N/A	£60.00	✔
109	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£6.00	⊘
			Sub Total				£1,708.78	
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	✔
121	*LGA 1972 s111*	Clerk	Microsoft 365 Personal	28.02.2026	N/A	N/A	£84.99	✔
119	*LGA 1972 s111*	Clerk	Advantage Bus, Brother Ink	01.03.2026	731077944	£11.65	£69.89	✔
			Clerk's Office				£354.52	
			Total		**VAT**	£97.92	£2,063.30	
						Previous Month's Unity Statement		✔

Signed: Chairman .....

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

Payment Schedule

- Council unanimously agrees the payment schedules and the monthly finance updates.
- The Chairman/RFO and Financial Controller signs the payment schedule.

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

- Council unanimously approves
- Clerk thanks the council for their support

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: 7th March 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