

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 1st April 2026
Harlestone Village Institute NN7 4EH

AGENDA 001

628. 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)

629. 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.

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

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

631. 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.

632. Town and County Planning Act 1990

- 2026/0677/FULL Spring Cottage, 63 Duston Road, Upper Harlestone NN7 4EH
  Replace 3 wooden windows and a door with USPVC in village colours

- 2026/0969/FULL Rock Farm Cottage, 91 Nobottle Road, Upper Harlestone NN7 4EL
  Replacement of a glazed conservatory roof to a UPVC composite slate roof

- 2026/0174/FULL Meadow Rise, 66 Duston Road, Upper Harlestone NN7 4EH
  Replace metal gate with a wooden 5 bar farm gate style, reposition nearer the road

633. Council to approve the HPC response to the Local Plan

The draft report prepared by ONH
Deadline for submission 27th March 2026

634. Council to approve the increase in rent for the playing fields

Althorp has requested an RPI increase from £1,200 to £1,350 per annum

635. Proposal to purchase 2 signs for the garlic woods to stop the garlic being over picked

Design considered on a blue heart, words TBC, will be put up during the season only

636. Council to approve the Sam Conway quote to rebuild the collapsed playing fields wall

Cost of repairs: £2,400 (Althorp has approved the quote in principle for 50% of the costs)

637. Proposal to purchase 2 x G&G village nameplate signs for Harlestone Heath

Design to match the Upper Harlestone signs, but with a black wooden frame background.
Guide cost circa £1,500 each +/-

638. Council to note the AGM will be held 21st April, 6pm in the HVI

Council to review the feedback received from parishioners and agree representation to be sent to the AGM.

- Council are reminded that HVI committee responded to parishioners complaints by agreeing to cease (summer) children's parties, limit wedding/licenced events to non-summer months and restrict the frequency of events and to provide "stewards" for licenced events. Clive Skinner elected as chairman to oversee changes.

Notices

- 2025/3246/MAR Harlestone Grange, Mill Lane, NN5 7PZ, access and appearance for 295 units
- WNC Road Traffic Act 1984, 30mph section of Port Road approved
- Harlestone School looking to instal a simple removeable canopy fixed with 6/8 posts
- Harlestone Firs Bin update
- Harlestone Cricket Club, playing fields: National Non-Domestic Rate £784 to £0 for 2026/27
- Explanation on the council tax bill proportion assigned for the parish council
- Church Lane carpark raised drain has been fixed by Highways, but the Estate maintenance operative will check this on 1st April due to the concrete already crumbling
- Church Lane path wall reported to the owners, warning fencing erected.
- 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**

639. 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**	✔
1	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.17	£61.03	
2	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£74.60	
3	*LGA 1972 s112 (2)*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£808.43	
4	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£311.91	
5	*PC Act 1957ss3 & 1A*	Everflow	Playing Fields Water (D/D)	Direct Debit	N/A	N/A	£46.11	✔
6	*LGA 1972 s112*	Autella	Payroll Services	1698	326597472	£26.35	£158.08	✔
7	*Highways Act 1980 s96*	LGG Ltd	P and Q mowing areas	97	N/A	N/A	£400.00	✔
8	*Highways Act 1980 s96*	Northampton Services	A to L mowing areas	March	N/A	N/A	£289.00	
9	*LG (MP) A1976 s19 (3)*	Althorp 8th Earl Spencer	Playing Fields Rent	06.03.2026	532030991	TBC	£1,350.00	
10	*LGA 1972 s111*	NCALC	AI Training	5179	414891094	£4.60	£27.60	✔
11	*Highways Act 1980 s96*	Malcolm Russell	Mowing Expenses	April	N/A	N/A	£175.00	⃠
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£6.00	⃠
			Sub Total				£3,707.76	
Payments made by the Clerk								
12	*LGA 1972 s112 (2)*	Clerk	Working at home allowance	Monthly	N/A	N/A	£26.00	⃠
13	*LGA 1972 s112 (2)*	Lengths-man	Nameplate postcrete x 12	March/April	N/A	N/A	£90.00	⃠
			Clerk's Office				£116.00	
			Total		**VAT**	£41.12	£3,823.76	
						Previous Month's Unity Statement		

Signed: Chairman .....

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

Unity Trust Bank Accounts			
Current Account (872)	£ 12,184.49	*Account (898)*	£ -
Reserve Account (885)	£ 50,000.00	*Total Accounts*	£ 62,184.49

Meeting Schedules 2026-2027
19:30 at the Harlestone Village Institute

		Jan	No Meeting
Wed		Feb	2027
Wed		Mar	2027
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: 23rd 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	-5
Balance from previous month		-31.75		Balance	-23.75
Task Description					Hours
1	A428/New Road vision splays mowed				
2	Car Park Acco Drain clearance				-1.5
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	Litter Pick - Golf Lane and Path				-0.5
8	Glebe Lane entrance and bench strimmed				
9	Village Nameplate Installation				-3
10	Notice Board @ England Cottage installation				
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				
14	Church Lane to Glebe Lane litter pick				
15	Port Road litter paick				
16					
17					

FLOOD WARDENS

Harlestone Parish has 5 trained flood wardens, plans and communication details to follow.
Risk assessments need to be completed and safety hubs set up.
All 5 wardens have emergency safety ruck sacks and are spread over the parish.