

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

MINUTES 002

628. Attendance and Apologies from Councillors

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

- Cllr Sarah Stock (Chairman)
- Cllr Claire 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)
Cllr Perryman	Work Commitments	Yes

- Council approves the apologies

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.

- No declarations of interest offered by the councillors

630. 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 Chairman signs the Minutes

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.

- No members of the public in attendance

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
- Objection relates to the materials and colour of windows. Support is dependent on adherence to the Harlestone Neighbouhood Plan design guidelines, policy H1.
- No further comments, representation sent to WNC planning

- 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
- Walkway/porch/entrance hall, acrylic slate tiles, insulation. Situated at the rear of the building
- No further comments

- 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
- Council objected to the placing of the gates so close to the road, not the style of gates.
- No further comments, representation sent to WNC planning

633. Council to approve the HPC response to the Local Plan
The draft report prepared by ONH
Deadline for submission 27th March 2026

- Council approved the report sent to WNC in response to the West Northamptonshire Local Plan Reg 18 consultation objecting to the inclusion of an allocation for 100 homes on land adjacent to York Road.
- The report was circulated, approved and submitted to WNC planning by the specified deadline date
- 3,631 non-residents letters submitted
- 200 resident's letters submitted
- 24 from Harlestone Manor submitted
- Thank you to Sarah and Nigel Stock, Russell Francis and Jenny Cross for helping to formulate the response letter to WNC

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

- Proposed by: Cllr Stock
- Seconded by: Cllr Holland
- Council all in favour

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

- Council approves
- Awaiting approval by the Estate
- Wording to be approved

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)

- Proposed by: Cllr Stock
- Seconded by: Cllr Holland
- Council approves, all in favour

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 +/-

- Proposed by: Cllr Stock
- Seconded by: Cllr Holland
- Council approves, all in favour

638. Council note: the Harlestone Village Institute AGM to 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 parishioner's 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.
- Changes to the booking schedule noted by the council

Notices

- Althorp item: would it be possible to allow disabled access into the Firs by way of the key held in the mobile coffee wagon?
- 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
  The bins have been overflowing due to the amount of coffee cups put into the general waste and dog bins. The coffee wagon owners will be taking their commercial rubbish away with them and are looking to get their own bin through Kier/Norse
- 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
  This year's parish council proportion of the bill has risen due to the miscalculation be WNC last year that showed a reduction. This year's council tax bill is to level up with last year. The parish council have not increased the precept for a number of years
- 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**

Actions

- Contact Richard Dyball regarding the posts around the HVI lawn that need replacing
- Contact Helen Howard regarding Port Road, this route to Upper Harlestone has a lot of potholes and the edges are crumbling, consider a quiet way and or passing

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	£75.83	✔
3	*LGA 1972 s112 (2)*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£846.52	✔
4	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£319.36	✔
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	£315.00	✔
9	*LG (MP) A1976 s19 (3)*	Althorp 8th Earl Spencer	Playing Fields Rent	06.03.2026	532030991	N/A	£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	⃠
14	***LGA 1972 s137***	ONH Planning for Good	Planning Consultant	1971	126165233	£390.00	£2,340.00	✔
15	*LA 1963 s5*	WNC Norse	Bin emptying	SI2000024	785421021	£70.52	£423.11	✔
16	*LA 1963 s5*	WNC Norse	Bin emptying	SI2000025	785421021	£70.52	£423.11	✔
17	*LGA 1972 s143*	NCALC	Annual subscription	5293	414891094	£63.55	£729.71	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£6.00	⃠
			Sub Total				£7,696.46	
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**	£635.71	£7,812.46	
						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)	£ 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
		Jun	No Meeting

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: 13th April 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.