

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 9th May 2026
Harlestone Village Institute NN7 4EH

Annual Meeting of the Council

AGENDA 002

640. The Council to elect a Chairman
The Chairman will be elected for 12 months. This must be recorded by the Executive Officer, the new Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

641. The Council to Elect a Vice Chairman
The Vice Chairman will be elected for 12 months. This must be recorded by the Executive Officer, the new Vice Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

642. 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 Holland	Annual Leave	
Cllr Williams	Charity Project	

643. 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.

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

645. 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.

Annual Meeting of the Council Business

646. Council to confirm the re-adoption of the 13. Code of Conduct

647. Council to confirm the re-adoption of the 15. Standing Orders

648. Council to confirm the re-adoption of the 12. Financial Regulations and 10. Financial Risk Assessments

649. Council to agree to re-adopt the current policies and documents in place by the council

Policies/Documents:

01 Freedom of Information Policy
02 Data Protection Policy
03 Complaints Procedure
04 Grievance Policy
05 Training & Development Policy
06 Risk Assessment & Procedure Policy
07 Dignity at Work, Harassment & Bullying Policy
08 Equality & Diversity Policy
09 Disciplinary Policy
10 As above
11 Health & Safety Policy
12 As above
13 As above
14 Tree “Guidance” Policy
15 As above

650. Proposal to adopt 5 new policies

16 Transparency Code for Smaller Authorities
17 Co-option Policy (inc application form)
18 Communications Policy
19 IT Policy
20 Staffing Committee Terms of Reference

651. Council to agree to appoint the Internal and External Auditors

- Internal Auditor NCALC
- External Auditor PKF Little John

652. Council to agree the Calendar of Meetings

- Subject to the Harlestone Village Hall being available.
- First Wednesday of the month, apart from August and January where there are no meetings.

653. Council to confirm the Existing Advisory Sub Committee.

- Playing Fields Advisory Committee
- Appoint a chairman.
- Cllr Perryman is the current chairman.

654. Council to confirm the Specific Roles and Working Groups that Councillors Represent.

a.	Playing Fields Advisory Committee	Cllr Perryman, Clerk
b.	Police Liaison Representative	Cllr Flynn
c.	Charities	Cllr Flynn, Cllr Stock
d.	Quarry Liaison	Cllr Flynn
e.	Wild Bunch Coordinator	TBC
f.	Road Safety, Police Volunteer on Horseback	Cllr Perryman, Cllr Flynn
g.	Communications, Website, Newsletters	Cllr Stock
h.	Local Businesses, Annual Meeting of the Parish	Cllr Holland
i.	Althorp Estate Liaison, Conservation Officer Liaison	Executive Officer
j.	Harlestone Village Institute Liaison	Cllr Holland
k.	Harlestone Allotments Liaison	Mr Ferraro
l.	Path Warden	Cllr Marshall
m.	Planning applications for properties	Cllr Stock
n.	Planning applications for tree work	Cllr Knowles
o.	Financial Controller	Cllr West/Cllr Holland
p.	Lengths-Man	Clerk
q.	Flood Defence Working Party (FDWP)	Cllr Stock, Nigel Stock, Russell Francis, Tim Cross, Andrew Fry, Liz McDermot.
r.	Finance Advisory Committee	Cllr Stock/Cllr Marshall/Cllr West
s.	Staffing Advisory Committee	Cllr Stock/Cllr Holland
t.	Climate and Nature Champion (CAN)	Cllr Knowles
u.	Community Resilience Project – Flood Wardens (WNC)	Paul Thomas, Dave Power, Pip Williams, Richard Dyball, Andrew Castley, (Tony Ferraro – elect)

655. Proposal to purchase signage for the Keep Britain Tidy Dog Poo Fairy Campaign

Spring 2026 campaign £150 +VAT

- The pack includes 10 x A3 correx signs and 5 x 21cm vinyl circular bin stickers



656. Proposal to apply for a Unity Corporate Purchasing Card through the Unity Trust Bank

The card is highly secure and has a number of parameters and spend-settings

- Will be useful for emergency purchases and will reduce the need to use the clerk's personal bank account

Notices

- Chairman and Clerk met with the Althorp Estate on 24th April and had a positive update meeting
- 2026/0174/FULL Meadow Rise 66 Duston Road, UH, replacement gates, withdrawn
- 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
- Church Lane carpark raised drain has been reported on fix my street
- Church Lane path wall reported to the owners, warning fencing erected.
- Lower Harlestone Telephone Box Defib Code: **C159X**

Unity Trust Bank Accounts			
Current Account (872)	£ 21,739.14	*Account (898)*	£ -
Reserve Account (885)	£ 50,264.50	*Total Accounts*	£ 72,003.64

657. 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**	✔
18	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.17	£65.05	✔
19	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£75.83	✔
20	*LGA 1972 s112 (2)*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£846.52	✔
21	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£319.36	✔
22	*PC Act 1957ss3 & 1A*	Everflow	Playing Fields Water (D/D)	Direct Debit	N/A	N/A	£46.11	
23	*Highways Act 1980 s96*	LGG Ltd	P and Q mowing areas	6	N/A	N/A	£400.00	✔
24	*Highways Act 1980 s96*	Northampton Services	A to L mowing areas	March	N/A	N/A	£315.00	✔
25	*RTR Act 1984, sub 57 63*	The 8th Earl Spencer	Allotments Rent	5297	N/A	N/A	£50.00	✔
26	*PCA 1957 ss 3 & 1 (A)*	Npower	Street Lighting Electricity	5223293	559097889	£3.38	£77.36	✔
27	*Highways Act 1980 s96*	AA Landscapes	Harlestone Institute	10683	753717413	£14.00	£84.00	✔
28	*Highways Act 1980 s96*	AA Landscapes	Harlestone Churchyard	10684	753717413	£40.00	£240.00	✔
29	*Highways Act 1980 s96*	AA Landscapes	Harlestone Village Green	10690	753717413	£13.00	£78.00	✔
30	***LGA 1972 s137***	Ocean 77 Ltd	Annual Meeting of the Parish	28.04.25	N/A	N/A	£450.00	✔
31	***LGA 1972 s137***	Ocean 77 Ltd	Annual Meeting of the Parish	17.05.26	N/A	N/A	£217.00	✔
32	***LGA 1972 s137***	Nic Paul	Annual Meeting of the Parish	NP002	N/A	N/A	£70.00	✔
33	*LGA 1972 s111*	Parish Online	Mapping Service	34UC035-0008	296312096	£10.00	£60.00	✔
34	*LG (MP) A 1976 s19 (3)*	Gary Slinn	Tractor Parts	63422	204922334	£4.00	£23.99	✔
35	*PCA 1957 ss 3 & 1 (A)*	EON	Annual Maintenance Contract	6018817615	559097889	£12.80	£76.80	✔
40	*LGA 1972 s112 (2)*	Sam Conway	Stonemason, wall at the PF	967	N/A	N/A	£3,011.21	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⃠
			Sub Total				£6,513.23	
Payments made by the Clerk								
36	*LGA 1972 s111*	Amazon Office	White Tac	16.04.26	459469240	£1.13	£6.79	✔
37	*LGA 1972 s112 (2)*	Lengths-man	Weed Killer	01.05.26	123698401	£6.00	£35.99	✔
38	*LGA 1972 s111*	Amazon Office	File Dividers	23.04.26	727255821	£1.42	£8.49	✔
39	*LGA 1972 s111*	Amazon Office	PC USB extension	02.05.26	727255821	£2.66	£15.98	✔
			Clerk's Office				£67.25	
			Total		**VAT**	£118.56	£6,580.48	
						Previous Month's Unity Statement		✔

Signed: Chairman .....

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

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
Wed	2	Sep	2026
Wed	7	Oct	2026
Wed	4	Nov	2026
Wed	2	Dec	2026

The Chairman closes the meeting at:

Dated: 30th 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	-12.5
Balance from previous month		-23.75		Balance	-23.25
Task Description					Hours
1	A428/New Road vision splays mowed				-1
2	Car Park Acco Drain clearance				-1
3	Blacksmiths Yard weed killer and speed camera				-0.5
4	Litter Pick - Harlestone Road, Church Lane to New Road				-1
5	Litter Pick - Harlestone Road to Glebe Lane bus stop				
6	Weed Killer - Rugby Road Path				-1
7	Litter Pick - Golf Lane and Path				-0.5
8	Glebe Lane entrance and bench strimmed				
9	Village Nameplate Installation				-5
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	Mowing: New Road to entrance of the Firs				-1.5
17	Weed Killer - Lower Harlestone				-1