

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.

19:00 on Wednesday 17th June 2026
Harlestone Village – Fox and Hounds – Private Function Room NN7 4EP

MINUTES 001

658. Attendance and Apologies from Councillors

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

• Cllr Sarah Stock	(Chairman)	Cllr Susie Holland
• Cllr Claire 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)
Cllr Marshall	Annual Leave	Yes
Cllr Knowles	Attending another meeting	Yes
Cllr West	Pre-planned unavailability	Yes

- Council all in favour to approve apologies

659. 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.

660. 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.

661. 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.

Members of the public should address their representation through the Chairman of the meeting. 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.

662. Council to acknowledge the Internal Audit Report and to agree any actions

For the internal audit report, please see appendix A

- Action: To change the name of the Finance Advisory Committee to the Finance Working Group. This removes any delegated powers and the need for a budget, and makes sure that it meets solely in a discussion or advisory capacity in order to report back to the main council.

- Cllr Stock Proposes to approve
- Cllr Holland Seconded
- Unanimously approved

663. Annual Governance Statement and Accountability Return (AGAR) 2025/2026

Council to approve the signing of the AGAR by the Chairman and the Clerk.

Section 1 – Annual Governance Statement 2025/26
Council to approve questions 1 to 10

- Cllr Stock Proposes to approve
- Cllr Flynn Seconded
- Unanimously approved

Section 2 – Accounting Statements 2025/26
Council to approve the financial figures

- Cllr Holland Proposes to approve
- Cllr Flynn Seconded
- Unanimously approved

664. Town and Country Planning Act 1990 2026/2034/FULL

132 New Road, Upper Harlestone NN7 4EH

- Demolition of existing garage. Construction of single storey rear and side extension, double storey side extension and erection of garage adjoining extension

- Sarah's Report

Unity Trust Bank Accounts			
Current Account (872)	£ 15,191.94	*Account (898)*	£ -
Reserve Account (885)	£ 50,264.50	*Total Accounts*	£ 65,456.44

- Cllr Flynn: Agenda Item for July: Quarry Update

665. 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**	✔
41	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.17	£65.05	✔
42	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£75.83	✔
43	*LGA 1972 s112 (2)*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£846.52	✔
44	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£319.36	✔
46	*Highways Act 1980 s96*	LGG Ltd	P and Q mowing areas	14	N/A	N/A	£400.00	✔
47	*Highways Act 1980 s96*	Northampton Services	A to L mowing areas	March	N/A	N/A	£315.00	✔
48	*Highways Act 1980 s96*	AA Landscapes	Harlestone Institute	10704	753717413	£28.00	£168.00	✔
49	*Highways Act 1980 s96*	AA Landscapes	Harlestone Churchyard	10706	753717413	£80.00	£480.00	✔
50	*Highways Act 1980 s96*	AA Landscapes	Harlestone Village Green	10705	753717413	£26.00	£156.00	✔
51	*Road Traffic Act 1984 s72*	Elan City	VAS Batteries x 2	18.05.2026	297094655	£31.98	£191.90	✔
52	*Open Spaces Act 1906 s9*	Ivor Caswell	Tractor Diesel	06.06.2026	N/A	N/A	£115.00	✔
53	*LGA 1972 s101*	EON Next	Playing Fields Electricity	08.06.2026	N/A	N/A	£88.59	✔
54	*Highways Act 1980 s274A*	PCC Northamptonshire	Community Speed Watch	34P2190 CSW	N/A	N/A	£150.00	✔
55	*LGA 1972 s144*	Andrew Castley	Glebe Lane, Notice.B Keys	11.06.2026	N/A	N/A	£7.50	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⃠
			Sub Total				£3,385.75	

Payments made by the Clerk								
56	*Road Traffic Act 1984 s72*	Lengths-man	VAS Stainless Jubilee Clips	09.05.2026	727255821	£3.00	£17.99	✔
			Clerk's Office				£17.99	
			Total		**VAT**	£179.15	£3,403.74	
						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.

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

		Jan	No Meeting
Wed		Feb	2027
Wed		Mar	2027
Wed		Apr	2027
		Apr	Annual Meeting of the Parish
Wed	6	May	Annual Meeting of the Council
Wed	17	Jun	Fox Function Room (AGAR)

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: 19:27

Dated: 19th June 2026

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

Executive Officer/Clerk: Paul OR Thomas

Signature: ……

Chairman: Cllr Sarah Stock

HMPC comply with the Race Relations Act 1976 and Section 17 of the Crime and Disorder Act 1988
Nolan Principles: Selflessness I Integrity I Objectivity I Accountability I Openness I Honesty I Leadership

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Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Harlestone Parish Council		
Name of Internal Auditor:	Fiona Young	Date of report:	18.05.2026
Year ending:	31 March 2026	Date audit carried out:	April & May 2026 plus meeting May 22nd 2026

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control.
The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chair of the Council:

I have carried out a thorough review of all the documents provided by the Clerk, Mr Paul Thomas, I would like to thank Mr Thomas for his prompt and efficient help with the audit.

Last years audit highlighted a number of issues with the management and governance of the parish council, I am very pleased to be able to say that all of those issues have been resolved and my recommendations have been actioned.

The paperwork supplied by Mr Thomas is very well organised and easy to interpret, the digital cash book is now easy to read and understand, Mr Thomas has also now included s.137 on the cash book.

All the required documents are on the website which is up to date and well managed. The risk assessments have been reviewed within the financial year and I have no concerns.

I did note that the council approved a Finance Advisory Committee at the July meeting, if the council is going to delegate decisions and a budget to a Committee, it will need to have formal public meetings with agenda and minutes provided. However, this committee appears to be a working or advisory group reporting back to the main council, in this case I recommend that the council changes the 'Committee' to a working group, removes any delegated powers and budget and makes sure that it meets solely in a discussion or advisory capacity in order to report back to main council.

The Clerk would benefit from completing the CiLCA training course but I am really pleased to see the improvements that have been made in the last 12 months.

It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the

evidence made available to me and consequently the report is limited to those matters set out above.

Yours sincerely,



Fiona Young
Internal Auditor to the Council, Ncalc IAS
07393205249
fyoungauditservice@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2025	Year ending 31 March 2026
1. Balances brought forward	68,977	67,501
2. Annual precept	35,000	35,000
3. Total other receipts	10,275	13,950
4. Staff costs	11,680	12,788
5. Loan interest/capital repayments	0	0
6. Total other payments	35,071	41,267
7. Balances carried forward	67,501	62,396
8. Total cash and investments	67,501	62,396
9. Total fixed assets and long-term assets	105,730	111,739
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download

https://northantscalc.gov.uk/practitioners-guide