


*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 July 2026
Harlestone Village Institute NN7 4EH

## AGENDA 001

### 666. 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)

### 667. 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.

### 668. Approval of the Minutes from the previous meeting(s)

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

### 669. 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.

## 670. Proposal to the Harlestone Village Institute Committee

Council to make a decision on the proposal

- Over the past 18–24 months, HPC has received numerous complaints from residents regarding the scale and frequency of activities taking place at the HVI. The concerns relate to large licensed events and certain outdoor activities, such as the use of marquees and bouncy castles. Residents report that the resulting noise and disturbance are having a significant adverse impact on their quality of life.
- Problems have been reported to the HVI Trustees, and while some improvements have been made, the trustees continue to hire out the hall for large licensed events.
- The HVI currently holds reserves of c£60,000 (£30K from Covid grants) and that its annual operating costs, excluding exceptional maintenance expenditure, is approximately £15,000. The licensed events contribute to the hall's income. They charge £1,500 for a wedding (there are some costs attached to hosting). Wedding bookings have reduced, so that in 2026 there are/will be 4 bookings, and in 2027 3 booked in so far. There are other licensed events in the diary. The HVI will need extensive roof repairs in the near future, and the committee are planning to use some of their reserve to fund this. Grants are available to village halls, but these are expenditure specific and can rarely be used for utilities or general running costs.
- The trustees have a responsibility to manage the hall for the benefit of the village and to generate sufficient income to maintain the facility. We are not aware of any obligation requiring the trustees to host large-scale licensed events or actively market the venue to hirers from outside the parish, nor is there any restriction on them accepting a grant.
- HPC therefore finds itself acting as an intermediary and would like to improve the situation by removing the financial imperative to host large licensed events by providing a grant. To be clear, the grant would be awarded with the hope that practical measures are implemented so that nearby residents can enjoy their homes without unreasonable disturbance. HPC recognise that it has no authority to direct the day-to-day operation of the HVI. It is an independent organisation governed by its own constitution, which would prohibit the HVI committee from formally agreeing to limit its activities in exchange for a grant from the Parish Council. HPC appeals to the trustees to act with greater consideration for, and kindness towards, the nearby neighbours.
- It is proposed HPC award a grant of £5,000 towards general running costs (for example insurance, water, electricity). The award would be reviewed annually and so that HPC is compliant with its audit obligations the HVI would need to provide invoices for utilities etc to the value of £5,000. The grant would be paid by two instalments in May and October.

## 671. Proposal to purchase a Common Oak (Quercus Robur) in remembrance of D.Masters

Oak will be approximately 1.5m tall and in a 12ltr pot (Frank P Mathews Ltd)

- Cost £32 + cost of stake/installation package
- Purchase of a plaque and agree wording, speak to family

## Update of the recent Quarry meeting

Cllr Flynn

## Items to be noted by the council

- Cllr Williams has recently attended “Responding to Planning Applications” training.

- Dovecote House, Upper Harlestone
  Copper Beach tree, overhanging a greenhouse and competing with a Walnut tree
  Cllr Knowles

- Milking Parlour, Lower Harlestone
  Himalayan Pine, damaged hanging limbs are in a compromising position and has health and safety concerns
  Cllr Knowles

| Unity Trust Bank Accounts | | | |
|---|---|---|---|
| *Current Account (872)* | £ 11,782.44 | *Account (898)* | £ - |
| *Reserve Account (885)* | £ 50,264.50 | *Total Accounts* | £ 62,046.94 |

## 672. 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** | ✔ |
| 57 | *LGA 1972 s101* | BT Village Institute | Broadband | Direct Debit | 245719348 | £10.17 | £65.05 | |
| 58 | *LGPSR 2014 s1 2013/2356* | Pension | Employee + Employer's | Direct Debit | N/A | N/A | £75.83 | |
| 59 | *LGA 1972 s112 (2)* | Staff Salaries | Autella Payroll | 25th | N/A | N/A | £846.52 | |
| 60 | *LGA 1972 s112 (2)* | HMRC | P32 PAYE Tax | Monthly | N/A | N/A | £319.36 | |
| | | | | | | | | |
| 61 | *Highways Act 1980 s96* | LGG Ltd | P and Q mowing areas | 14 | N/A | N/A | £400.00 | |
| 62 | *Highways Act 1980 s96* | Northampton Services | A to L mowing areas | Monthly | N/A | N/A | £315.00 | |
| | | | | | | | | |
| | | | | | | | | |
| 63 | *Highways Act 1980 s96* | AA Landscapes | Harlestone Institute | 10722 | 753717413 | £28.00 | £168.00 | ✔ |
| 64 | *Highways Act 1980 s96* | AA Landscapes | Harlestone Churchyard | 10723 | 753717413 | £80.00 | £480.00 | ✔ |
| 65 | *Highways Act 1980 s96* | AA Landscapes | Harlestone Village Green | 10721 | 753717413 | £26.00 | £156.00 | ✔ |
| | | | | | | | | |
| | | | | | | | | |
| 66 | *Road Traffic Act 1984 s72* | BCW Office Products | Road Safety Signs | 2024386 | 900346661 | £56.46 | £338.74 | ✔ |
| 67 | *Data Protection Act 2018* | Information Commission | Office Renewal | Z2328710 | N/A | N/A | £52.00 | ✔ |
| 68 | *Public Health Act 1875 s164* | ROSPA | Annual Inspection | 98957 | 876328389 | £16.60 | £99.60 | ✔ |
| | | | | | | | | |
| 69 | *LGA 1972 s111* | Everflow | Playing Fields Water | Credit | N/A | N/A | -£10.21 | ✔ |
| 70 | *LGA 1972 s111* | SLCC | Practitioners Conference | 13122025 | N/A | N/A | £80.00 | ✔ |
| ⃠ | *LGA 1972 s111* | Unity Trust Bank | Monthly Charge | Monthly | N/A | N/A | £7.00 | ⃠ |
| | | | Sub Total | | | | £3,392.89 | |

| Payments made by the Clerk | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| 71 | *LGA 1972 s111* | Amazon | Copy Paper | 25.06.2026 | 727255821 | £3.33 | £19.99 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Clerk's Office | | | | £19.99 | |
| | | | Total | | **VAT** | £220.56 | £3,412.88 | |
| | | | | | | 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 | | Apr | 2027 |
| | | Apr | Annual Meeting of the Parish |
| Wed | | May | Annual Meeting of the Council |
| Wed | | Jun | 2027 |

| | | | |
|---|---|---|---|
| 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: 25th 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*