

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

MINUTES 001

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.

- Cllr Perryman — Proposes Cllr Stock
- Cllr Flynn — Seconded
- Council all in favour
- Acceptance of Office document signed

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.

- Cllr Stock — Proposes Cllr Marshall
- Cllr Flynn — Seconded
- Council all in favour
- Acceptance of Office document signed

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	Yes
Cllr Williams	Charity Project	Yes

- Apologies unanimously approved.

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.

- No declarations of interest offered by the councillors.

644. 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.

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.

5 Members of the Public in attendance

Helen,B – Althorp

- The Literary Festival is on the Althorp Estate in May
- The house will be open July to the end of August
- Please see the annual meeting of the parish report for details and for all Ade's conservation updates, including 11,000 new trees planted.
- All new trees have tree guards and, in the Firs, the section at the front is fenced off to protect the saplings.
- Garlic Wood: request to the Estate to replace the stepping log near the style.

Cllr Marshall

- Glebe Lane bridleway: the bund has made the access narrow, will there be gates installed to stop cattle accessing this area, horse riders require 4metres between fencing.
- Sam Williams to meet Cllr Marshall and Cllr Perryman on-site.

Upper Harlestone Road Safety

Key Points and Actions

- Speeding vehicles and construction traffic driving through UH
- JC has produced a road safety report, with many points (available on request)
- Traffic management plan needs to be scrutinised
- Speak to the case officer
- Speak to the Ward Councillor Dan Lister (Long Buckby)
- Consider a Tracsis survey on A428 and on Port Road after the construction work has been completed
- Order 4 x 20mph signs for Port Road
- Some areas need litter pickings, what3word locations to the Clerk to arrange
- Could we have plastic road humps running through UH
- Community speed watch campaign
- Put the spare VAS sign up on a temporary wooden post near allotment corner, until we can get Highways to instal a pole
- Order some "Not suitable for HGV access signs"

- Chase the replacement solar panel for the VAS sign near Church Lane junction.

Annual Meeting of the Council Business

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

- The Council unanimously approves.

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

- The Council unanimously approves.

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

- The Council unanimously approves.

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

- The Council unanimously approves.

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

- The Council unanimously approves.

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

- Internal Auditor NCALC
- External Auditor PKF Little John

- The Council unanimously approves.

652. Council to agree the Calendar of Meetings

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

- The Council unanimously approves.
  (June 2026 due to annual leave)

653. Council to confirm the Existing Advisory Sub Committee.

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

- Cllr Stock — Proposes Cllr Perryman
- Cllr Flynn — Seconded
- Council all in favour

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	Lee Burrows "Confirmed"
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 households	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) & Waterways	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



- Proposed by Cllr Stock
- Seconded Cllr Flynn
- Council all in favour
- Delivery to Cllr Stock

Action:

- The dog bin on Golf Lane is rarely used, could this be moved to New Road, opposite the Pheasantry entrance?

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

- Council agrees for the Clerk to progress.

Notices

- Action Tracker

- 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, keep Helen.B in the loop with any progress.

- 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	£43.51	✔
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				£6,510.63	
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	£6,577.88	
						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 (AGAR item only)

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: 21:35

Dated: 13th May 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