

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

MINUTES 003

666. 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 Holland	Annual Leave	Yes

- All councillors unanimously approve

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.

- Cllr Williams: will note vote on agenda item 670 regarding the Harlestone Village Institute
- Cllr West: will note vote on agenda item 670 regarding the Harlestone Village Institute
- No further declarations offered by the councillors

668. 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.

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.

Chairman acknowledged that those attending wished to speak about item 670. Proposal to award a grant to HVI. She made clear that the offer is made kindly and respectfully and recognised that the HVI is at liberty to decline the grant.

- Members of the public raised concerns regarding the HVI's offer of funding. The points raised included:
- Whether HPC had the authority to accept or offer the grant. *
- That HVI's financial reserves indicated it was financially self-sufficient and did not require grant funding.
- That the grant was subject to restrictive expectations or conditions.
- Charity commission rules prevent the HVI accepting the grant given that it comes with the expectation of reduced activity.

- Clerk confirmed that the Local Government Act 1972, s.133**:** Grants the authority (HPC) to acquire, provide, and furnish buildings for public meetings and assemblies.
- Members of the public present expressed the view that residents affected by noise from HVI should consider challenging the licence or contacting Environmental Health Officers. It was also suggested that residents' expectations were unreasonable given their decision to live near the village hall.
- Richard Dyball confirmed that HVI did not require funding for a new roof. He stated that some commercial events at the village hall were necessary to supplement the income. A £30k grant had been received during Covid and was in the HVI reserves.
- Lynn Dyball (HVI Booking secretary) assured the council that bookings have been restricted. There are 4 weddings in 2026, and only 3 in 2027. In total, there were 61 bookings in 2025 and 2026 has a total of 31 bookings.
- It was noted that the recent very raucous wedding saw behaviour which was totally unacceptable to residents and committee members alike. RD confirmed that measures have been put in place to prevent this reoccurring.
- It was suggested by Sam Dobbs that complaints should be directed to the Environmental Health Officer and that residents would be at liberty to challenge the alcohol licence held by the HVI on the grounds of unreasonable disturbance.

Discussion continued for 1hour 12 mins.

- Note: member of the public to contact the Clerk with the what3words location of an area of the parish that needs mowing for safety

- Note: Clerk to check that the Church pathway has been cleared

- Note: sign to stop residents parking at the allotments given approval to be installed

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.

- 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. The offer of a £5000 grant was made to the HVI committee to remove the financial imperative for holding as many large-scale events.

  Council resolved to withdraw the offer of financial help by reason of:
- Members of public attending questioned if HPC could/should give money to an organisation which is financially self-sufficient.
- Richard Dyball's advice that charity commission (CC) rules prevented the HVI from taking the money because it came with the expectation of reduced activity. He felt that the CC would view this as coercive behaviour.
- Council concluded the grant was not needed and would not be accepted in these circumstances.
- Council reaffirmed its commitment to provide financial help to the HVI should they need it.

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

- Councillors unanimously approved the above purchase.
  The Oak will need to be protected by a post and rail guard.
  Plant in the autumn

- Agenda item for the September meeting: requested by Cllr Rupert Knowles
  Water sampling for the Nene subsidiaries.

- Notes: Look at costs for a Tracsis or police data collector on the Harlestone Road
  Cllr Williams and Knowles to submit a bio for the website

Update of the recent Quarry meeting
Cllr Flynn

- Cllr Flynn attended the quarry meeting at the village institute

  The exaction is due to start in December 2026
  The extraction is for a 10-year period
  Lorries fitted with hydraulic tailgates to stop banging
  There will be 2 meeting per year
  All lorries fitted with covers and will not drive through the village
  The wheel wash to be sited further in to the site, a road sweeper will be active when the site is open
  Opening times: 7am to 6pm Mon to Fri and 8am to 1pm on Saturdays
  The site will act to protect nature/wildlife, horses/ridders
  Bunds will be built to stop noise

Items to be noted by the council

- Cllr Williams has recently attended "Responding to Planning Applications" training.
  Noted

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

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

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	£846.32	✔
60	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£319.58	✔
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	*Litter Act 1983, s5*	Keep Britain Tidy	Dog Fairy Promotion	HAR0211DR	336722205	£30.00	£180.00	✔
70	*LGA 1972 s111*	Everflow	Playing Fields Water	Credit	N/A	N/A	-£10.21	✔
71	*LGA 1972 s111*	SLCC	Practitioners Conference	13122025	N/A	N/A	£80.00	✔
73	*LGA 1972 s111*	NCALC	Planning Training	5556	414891094	£7.00	£42.00	✔
74	*LGA 1972 s112 (2)*	Autella Payroll Services	PAYE Tax and Payroll	17273	326597472	£18.40	£110.40	✔
75	*LGA 1972 s112*	rCOH Ltd t/a ONH	Preparation/ Planning Case	2033	126165233	£570.00	£3,420.00	✔
76	*Highways Act 1980 s96*	AA Landscapes	Harlestone Institute	10748	753717413	£28.00	£168.00	✔
77	*Highways Act 1980 s96*	AA Landscapes	Harlestone Churchyard	10753	753717413	£40.00	£240.00	✔
78	*Highways Act 1980 s96*	AA Landscapes	Harlestone Village Green	10747	753717413	£26.00	£156.00	✔
79	*Highways Act 1980 s96*	AA Landscapes	Church Footpath to Golf Club	10752	753717413	£38.00	£228.00	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⃠
			Sub Total				£7,937.31	

Payments made by the Clerk								
72	*LGA 1972 s111*	Amazon	Copy Paper	25.06.2026	727255821	£3.33	£19.99	✔
			Clerk's Office				£19.99	
			Total		**VAT**	£977.96	£7,957.30	
						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		Jul	2027
		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: 21:27

Dated: 13th 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