

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 2nd September 2026
Harlestone Village Institute NN7 4EH

MINUTES 003

673. 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	Attended Online	Yes
Cllr Marshall	Annual Leave	Yes

- All councillors unanimously approve

674. 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 offered by the councillors

675. 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.

676. 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.

One member of the public in attendance

Clive Skinner (MOP and chairman of the HVI)

- At the council meeting in July, Agenda Item 670, several Harlestone Village Institute committee members attended to speak about the financial arrangements concerning the HVI. Clive clarified that they did not attend in an official capacity or represent the HVI committee. The chairman was not aware of their individual comments.
- Clive thanked Cllr West for his help with painting the externals of the HVI.
- The gap in the hedge near the HVI has not been replanted by the Estate.
- There is still speeding traffic in the village and some large construction vehicles are driving through the parish. Could we have local traffic only turning before the Cotherstone Lodge junction. Dark nights are drawing in and it may be necessary for a Highways Risk Assessment to be requested.
- Council: we have the "no construction" signs up in the village, the speed watch scheme is active. 20mph and pedestrians in the road signs are in place

677. Town and Country Planning Act 1990

Due to WNC deadlines, it can be necessary to submit comments before the next council meeting, in this situation Councillors submit comments to the Clerk by email and the comments are submitted under delegated powers.

- 2026/0677/FULL
  Spring Cottage, 63 Duston Road, Upper Harlestone NN7 4EH
  Replacement of 3 wooden windows and one door to UPVC (Retrospective).

  Comments submitted to WNC:
  Objection relates to the materials and colour of the windows. Support is dependent on adherence to the Harlestone Neighbourhood Plan design guidelines, policy H1.

- Noted by the council, no amendments or further comments

- 2026/2034/FULL
  132 New Road, Upper Harlestone NN7 4EH
  Demolition of existing garage, construction of a rear single storey extension, double storey side extension and an adjoining garage.

  Comments submitted to WNC:
  Harlestone has a made Neighbourhood Development Plan (HNDP) and is subject to a Conservation Area Assessment Management Plan with Article 4 directive. Both documents should be adhered to when deciding this application.

  This property lies outside the designated Conservation Area but is surrounded by it. As such, Harlestone Parish Council considers it essential that any development complements the character and appearance of the surrounding area and does not appear visually discordant. The dwelling is semi-detached, and therefore any alterations should also have regard to the adjoining property.
  We note the pre-application advice that was sought and agree with the conclusions reached. HPC make the following observations:

  Materials
  We are pleased the applicant has picked up the pre-application advice and the extension will match existing materials. The existing dwelling is constructed of brick, matching the adjoining property at No. 133, and this consistency contributes positively to the character of the street scene. Harlestone Parish Council strongly believes that all external materials should match the existing dwelling and adjoining property as closely as possible, particularly on elevations visible from public viewpoints, including the proposed front and side extensions.

  Rear First-Floor Window
  The large first-floor window proposed on the rear elevation would be visible from within the Conservation Area, particularly from Public Footpath CU8. Its scale and proportions are incongruous with the traditional and modestly sized windows characteristic of New Road and would appear particularly prominent when viewed from the footpath. The proposal introduces a starkly modern feature that is out of keeping with both the c.1960s dwelling, the adjoining dwelling and the wider rural character of the area.

  Scale of Development
  Harlestone Parish Council does not object to the principle of extending the property. There is sufficient space to accommodate an extension, and the demolition of the existing garage is supported in principle. However, the Council cautions against overdevelopment of the plot and recommends that a minimum separation distance of at least 1 metre is maintained between any new extension and the western boundary.
  For the reasons set out above, Harlestone Parish Council recommends that planning permission be refused.

- Noted by the council, no amendments or further comments

- 2026/2633/HH
  Meryl Cottage, 65 Duston Road, Upper Harlestone NN7 4EH
  Erection of a summer house

  Comments submitted to WNC:
  Harlestone has a made Neighbourhood Development Plan (HNDP) and is subject to a Conservation Area Assessment Management Plan with Article 4 directive. Both documents should be adhered to when deciding this application.

  The proposed design and choice of materials are fully consistent with HNDP Policy H1 (Design Principles) and accord with the character and appearance objectives set out in the Conservation Area Assessment and Management Plan. Harlestone Parish Council agrees with the conclusions of the submitted Heritage Impact Assessment, which finds that the proposal will have a neutral impact on the significance of the heritage assets and will therefore cause no harm.

  Furthermore, the proposed summer house will not be visible from surrounding public footpaths or the highway, ensuring that it will have no adverse effect on the wider streetscape or the character of the Conservation Area. Given the proposal's clear compliance with local planning policy, its lack of harm to heritage assets, and its negligible visual impact, Harlestone Parish Council supports approval of this application.

- Noted by the council, no amendments or further comments

- 2026/3329/FULL
  Harlestone Village Store, 58 Duston Road, Upper Harlestone NN7 4EH
  Change of use from/shop/post office (use class E), conversion of ground floor to residential (use class C3), back into the existing dwelling

  Comments to be made by 10th September 2026

- The property will be auctioned at the end of September
- The Estate have taken back some land that was borrowed for an allotment
- Guide price £350k
- The council recognise that to refurb the property as a shop is not viable
- No further observations

2024/1211/LBC
59 Duston Road, Upper Harlestone NN7 4EH
Finally disposed of: the listed building consent has expired for this planning application

678. Request by a parishioner to make safe a verge in Upper Harlestone

Verge opposite the Yew Tree green triangle, the verge has been reduced due to tyre wear, tall and over hanging dry grasses are causing a blind spot, meaning that pedestrians are not visible to road users. Due to local development, this road through Upper Harlestone has become very busy.

Initial strimming and clearance needed, approximately 4 Lengths-man hours, monthly up keep £35pm as part of the UH mowing schedule.

- Council approve this work to be done
- Clerk to complete a risk assessment before commencing

679. Request to do water sampling for the Nene Subsidiaries

Cllr Rupert Knowles to present to the council

- Cllr Knowles has been in contact with a representative from the Nene River Trust
- We would receive water sampling packs
- Samples would be taken from the water bed, insects would be photographed and AI software would determine the level of pollution
- Council agrees that Cllr Knowles should progress this project

680. Request to purchase wildflower seeds

Council to set a budget pot to purchase seeds for our wildflower areas
Lee Burrows (Wild Bunch Coordinator) to advise on which locations

- Costs circa 100g £12, 1kg £50 to £160

- Council agrees a spend of up to £160
- Clerk to liaise with Lee Burrows (Wild Bunch Coordinator)

681. Request to purchase Daffodil bulbs

Council to set a budget pot to purchase bulbs to go along the A428 wall near the speed camera

- Costs circa 5kg £15, 20kg £50

- Council agrees a spend of up to £50

Items to be noted by the council

- Appeal under section 78 2025/0057/MAO – awaiting a decision

- 2025/1705/MAR
  Dallington Grange, Mill Lane Kingsthorpe
  Reserved matter: appearance, landscaping, layout

  Noted by the council

- 2026/0058/RM
  Dallington Grange, Mill Lane, Kingsthorpe
  Approval of reserved matters (except access)

  Noted by the council

- Althorp: request to cut back the pathway from the well near the clapper bridge and round the back of Cooches Farm. Also, the gap in the hedgerow at the HVI from water leakage work has not been replanted.

- Council to arrange a "People Climate Emergency" Screening
  To brief on all issues and progress surrounding the flood provisions within the village
  Involve the flood wardens, explain the role and the HUB.
  Cllr Knowles to arrange a screening of the climate and environment video. This will be the primary focus of the evening.

Unity Trust Bank Accounts			
Current Account (872)	£ *4,572.92*	*Account (898)*	£ -
Reserve Account (885)	£ *40,000.00*	*Total Accounts*	£ *44,572.92*

682. 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**	✔
95	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.17	£65.05	✔
96	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£75.83	✔
97	*LGA 1972 s112 (2)*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£846.52	✔
98	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£319.36	✔
99	*LGA 1972 s111*	Everflow	Playing Fields Water	5877881	N/A	N/A	£15.09	✔
100	*Highways Act 1980 s96*	LGG Ltd	P and Q mowing areas	45	N/A	N/A	£400.00	✔
101	*Highways Act 1980 s96*	Northampton Services	A to L mowing areas	Monthly	N/A	N/A	£350.00	✔
102	*Road Traffic Act 1984 s72*	Elan City UK	Solar Panel and mounting kit	UK/2026/03367	297094655	£84.85	£509.08	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⃠
			Sub Total				£2,587.93	

Payments made by the Clerk								
	LGA 1972 s111	Amazon (Office)						
			Clerk's Office				£0.00	
			Total		**VAT**	£95.02	£2,587.93	
						Previous Month's Unity Statement		✔

Schedule of Payments - August								
No	**Power**	**Payee**	**Description**	**Inv Date/No**	**VAT No**	**VAT**	**Total**	✔
80	*LGA 1972 s101*	BT Village Institute	Broadband	Direct Debit	245719348	£10.84	£65.05	✔
81	*LGPSR 2014 s1 2013/2356*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£75.83	✔
82	*LGA 1972 s112 (2)*	Staff Salaries	Autella Payroll	25th	N/A	N/A	£846.52	✔
83	*LGA 1972 s112 (2)*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£319.36	✔
84	*LGA 1972 s111*	Npower	Electricity Invoce	Direct Debit	559097889	£2.01	£42.26	✔
85	*LGA 1972 s111*	Everflow	Playing Fields Water	5772386	N/A	N/A	£44.58	✔
86	*Highways Act 1980 s96*	LGG Ltd	P and Q mowing areas	40	N/A	N/A	£400.00	✔
87	*Highways Act 1980 s96*	Northampton Services	A to L mowing areas	Monthly	N/A	N/A	£315.00	✔
88	*Highways Act 1980 s96*	AA Landscapes	Harlestone Institute	10771	753717413	£40.00	£240.00	✔
89	*LGA 1972 s112*	rCOH Ltd t/a ONH	Preparation/ Planning Case	2052	126165233	£430.00	£2,580.00	✔
90	*Road Traffic Act 1984 s72*	Coeval	VAS Solar Panael & Batteries	6688	446489803	£322.20	£1,933.20	✔
91	*Road Traffic Act 1984 s72*	Elan City	VAS System	13.07.2026	297094655	£458.00	£2,747.99	✔
92	*RTR Act 1964 s763*	Althorp	Playing Fields Rent VAT	5448	532030991	£270.00	£270.00	✔
93	*Highways Act 1980 s96*	Frank P Mathews	Medlar and Royal Oak	317826	135033311	£11.10	£98.60	✔
93	*Highways Act 1980 s96*	Frank P Mathews	Credit	25.11.2025	135033311	£0.00	-£15.50	✔
⃠	*LGA 1972 s111*	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⃠
			Sub Total				£9,969.89	

Payments made by the Clerk								
	LGA 1972 s111	Amazon - Office						
94	*Highways Act 1980 s96*	Amazon - Lengths-man	Weed Killer	1551512	123698401	£6.00	£35.99	✔
			Clerk's Office				£35.99	
			Total		**VAT**	£1,550.15	£10,005.88	
						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		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: 21:15

Dated: 13th September 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