



Honesty – Inclusivity – Respect – Kindness - Integrity

Harlestone Manor Parish Council

Established 1st April 2020

Welcome to the Harlestone Manor Parish Council Meeting.

Members of the Council are hereby summoned, and members of the public and press are invited to attend the meeting of Harlestone Manor Parish Council. This meeting may be recorded, but such activity must not impede the conduct or business of the meeting.

Harlestone Village Institute, Upper Harlestone NN7 4EH

MINUTES 001

19:30 – Thursday 12th September 2024

521. Attendance and Apologies from Councillors

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

- Apologies for non-attendance will not be accepted by the council due to a failure of procedure and/or the notice period for non-attendance not being adhered to.

Cllr Stewart Clark (Chairman)

Cllr Christopher Bryant (Vice Chairman) (Unity)

Cllr Jackie Kimbrey (Unity)

Cllr Paul Nunley

Cllr Lucille Watts

Cllr Russ Burke

Cllr Erica Wilson

Cllr Vacancy

Councillor Name	Apologies/Reason for Absence	Approved (Yes/No)
Cllr Wilson	Annual Leave	Yes
Cllr Watts	Annual Leave	Yes
Cllr Nunley	Work Commitments	Yes

- Council all in favour to accept apologies

522. 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.

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523. Approval of minutes from previous meetings

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

- The council agrees that the Minutes are a true and accurate account.
- The Chairman to sign the Minutes.

524. Public participation session (Members of the public are invited to address the council)

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.
- BDS sends his regards.

525. Proposal to purchase a raised bed for the Jubilee Wildlife Garden

Wooden L shaped design for community herbs and plants.

- Cost circa £2,200
- Installation costs TBC
- Plan the project for Spring 2025
- Council agrees on installation costs of £300
- Total cost of the project £2,500
- Council all in favour.

526. Proposal to purchase trees for the Jubilee Wildlife Garden to promote wildlife and to mitigate flooding circa £250

Cllr Burke to supply tree species and cost details.

- Proposal to budget for the purchase of trees at a cost of £250, progress in 2025
- Total cost of the project £2,500
- Council all in favour.





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527. To consider plans for this year's Remembrance Sunday Service

To allocate funds including S137

- To ask for help and involve the Youth Council members.
- Purchase 2 banners (2ft x 6ft) to promote the event:
Place near Tommy.
Cllr Bryant to design the banner.
Clerk:
To get permission from Highways
Costs for the banner printing.
Contact St. Andrews Church.
Purchase: wooden crosses, wreath, lamp-post poppies.
Contact Harpole PC regarding flyers for the new Bloor Homes residents.

528. To acknowledge the external auditor's report and to agree any further actions

Please see Appendix B

- Council are confident that we can meet all requirements.
- Council agrees that the Chairman, Vice and Clerk meet to work through the auditor's remarks, to plan any further actions needed and feedback to the councillors.

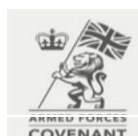
529. Review the Action Tracker

Please see Appendix A

- Updated

Items to be noted/updates:

- WNC: 2nd Precept payment due by the end of September 2024
- WNC/Kier: Sandy Lane Relief Road Speed Limits 30mph, 40mph, 60mph
- Rotary Classic Car Rally – Sat 10am 14th September – The Playing Field, Chapel Brampton
- NCALC 77th annual conference – 5th October
- Althorp – Brampton Brook Natural Flood Management Project
Commencing: 8th July 2024 and will continue until completion at the end of September 2024
- New Financial Regulations to be circulated for amendment and adoption at the October meeting





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530. 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. Previous months statement filed with the payment schedule. Budget review months: Mar, Jun, Sep, Dec.

EO/RFO to update the council on the monthly bank reconciliation against the annual budget.

- Two signatories needed: Cllr Kimbrey and Cllr Bryant

SEP The Payment Schedule to be agreed by the council and signed by the EO and Chairman

Payee	Description	Inv Date/No	VAT No	VAT	Total	Inv	
Staff Salaries	Autella Payroll	Figures shared with Council as per the financial/GDPR process.					✓
HMRC	P32 PAYE Tax	N/A	N/A	N/A	£143.41	✓	
NEST	Pension (DD no Unity authorisation)	N/A	N/A	N/A	£90.70	✓	
Wellers Hedley	Removal of Restrictions on titles	827912	205712985	£ 70.00	£420.00	✓	
Wellers Hedley	Removal of Restrictions on titles	827913	205712985	£ 150.00	£900.00	✓	
PKF Littlejohn LLP	External Auditor Invoice	NH0265	440498250	£ 63.00	£378.00	✓	
Transfer 994 to 978	CIL to Current: £2,700	September	N/A	N/A		⊖	
Payments made by the Clerk for Renumeration (£300 Float held by the Clerk), will now be run down to £0						Inv	
	Clerk's Office				£0.00		
	Total		VAT	£ 283.00	£1,932.11		
						Previous Month's Statement	✓

Signed: Chairman (FC)
Chairman/Vice Chairman

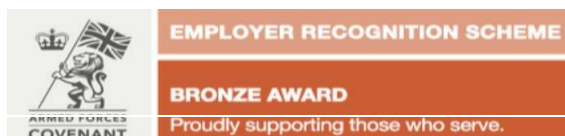
Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

- Chairman asks councillors to activate their Unity Account Access, as we only have 2 councillors who are able to authorise payments.
- Clerk goes through the September Budget Review and hands out the summary.

Payment Schedules

- Payment schedule and finance updates unanimously approved by the council.
- The Chairman signs the payment schedule.

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Unity Trust Bank – Finances			
978 Current Account	£1,904.89	994 CIL Deposit Account	£40,515.53
808 Spare Account	£0.00	798 LF Commuted Sum	£51,222.62
981 Reserve Account	£56,532.35	Total Accounts	£150,175.39

AUG The Payment Schedule to be agreed by the council and signed by the EO and Chairman

Payee	Description	Inv Date/No	VAT No	VAT	Total	Inv	
Staff Salaries	Autella Payroll	Figures shared with Council as per the financial/GDPR process.					✓
HMRC	P32 PAYE Tax	N/A	N/A	N/A	£143.61	✓	
NEST	Pension (DD no Unity authorisation)	N/A	N/A	N/A	£38.87	✓	
Parish Council Websites	Website hosting annual	2961	344762585	£ 45.60	£273.60	✓	
Payments made by the Clerk for Renumeration (£300 Float held by the Clerk), will now be run down to £0						Inv	
Hassett Plant Centre	1 Bulk Bag Topsoil Delivered	55187	N/A	N/A	£99.00	✓	
	Clerk's Office				£99.00		
	Total		VAT	£ 45.60	£555.08		
						Previous Month's Statement ✓	

Private and Confidential Section

With regards to the next item 531. The Officer recommends that councillors agree to exclude the public and press.

Exclusion of the Press and Public. Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the sensitive nature of the item next to be considered relating to confidential Tender Documents.

531. To consider the tenders received and any recommendations from the working group to award a contract for the open space grass cutting and maintenance

- Winning Tender: Newman Landscapes Ltd
Annual Cost £11,800
Contract: 2 years
- Council all in favour.
- A big thank you to the team who worked on this project.





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Next Meetings 2024/2025
7:30pm at the Harlestone Village Institute unless stated.

Thursday		January	2025
Thursday		February	2025
		March	2025
Thursday		April	2025
TBC		May	Annual Meeting of the Parish
Thursday		May	Annual Meeting of the Council
Thursday		June	2025
Thursday		July	2025
		August	No Meeting
Thursday	12	September	2024
Thursday	17	October	2024
Thursday	14	November	2024
Thursday	12	December	2024

Meeting Closed at: 21:10

Paul O.R. Thomas esq

Signature:

Dated: **15th September 2024**

Executive Officer/Clerk/RFO: Paul Thomas

Signature:

Dated:

Chairman/Cllr Stewart Clark

Paul Thomas – Executive Officer clerk@harlestonemanorpc.org.uk
Harlestone Manor, PO Box 1747, Northampton, NN2 1NP

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

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Calendar – October
Diwali (November)
Halloween
NCALC AGM
National Conference

Councillor Roles, Liaisons and Working Groups		
1	Newsletter	Cllr Bryant
2	Neighbourhood Watch Coordinator/Police Liaison (PLR)	
3	Community Group Liaison/Meeting Chairman	Cllr Clark, Cllr Nunley as Vice
4	Website, Facebook, Communications	Cllr Watts, Cllr Bryant, Clerk
5	Greenbelt Liaison	Clerk
6	Armed Forces	Cllr Nunley, Cllr Kimbrey
7	Althorp Liaison	Clerk
8	Harlestone Village Hall Liaison	Cllr Clark
9	Path Warden, Rights of Way	Clerk
10	Staffing Committee	Cllr Clark, Cllr Nunley
11	Road Safety Strategy Team	Cllr Burke, Cllr Watts, Clerk, B.D.Smith
12	Joint HM/Harpole West SUE Planning Group	Cllr Kimbrey, Cllr Nunley, Clerk, B.D.Smith
13	Public Open Space and Environment Working Group	Cllr Watts, Cllr Burke, Clerk, Cllr Clark
14	Local Planning	Cllr Clark, Cllr Bryant
15	Youth Council Liaison	Cllr Kimbrey

15. Youth Council

- Cllr Kimbrey to progress the project and look for suitable dates with the members for the first meeting.
- Needs to be a council led project.

Appendix A: Action Tracker

May 2023 Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> • To provide a spreadsheet of the traffic speed, volumes etc for the June agenda, this could also be a future newsletter item. • Data to be put onto the website asap, once formatted from CSV code. 	CLOSE
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- Frequency of data shared: annually.
- Next newsletter to have a Road Safety Feature.
- Consider a Road Safety Month.
- Close the Action.





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December 2023 Meeting Actions

Council/Clerk	<p>442. (384) Council to sign off the internal and external audit actions</p> <ul style="list-style-type: none"> • Clerk to circulate the updated document to councillors. • Cllr Burke to send the front sheet document for policies to the Clerk. • Where possible add details of what we have done to conform to the audit document, circulate before the next meeting.
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- Council agrees that the Chairman, Vice and Clerk meet to work through the auditor’s remarks, to plan any further actions needed and feedback to the councillors.

January 2023 Meeting Actions

Cllr Burke	<ul style="list-style-type: none"> • Purchase of earth and ground preparations for tree planting. • Next meeting Agenda items to approve the spend of a JWG raised timber herb garden and to purchase mature trees for planting in the JWG to encourage wildlife and to offset the chance of flooding. <p style="text-align: right;">COMPLETE</p>
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- Close the Action.

July 2023 Meeting Actions

Clerk	<ul style="list-style-type: none"> • Action: Clerk to contact Bloor Homes with regards to any references to “a management company” on the deeds. Follow up with an official letter if a suitable response is not received. <p style="text-align: right;">COMPLETE</p>
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- Email confirmation received from Bloor Homes.
- Close the Action.





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Appendix A: PKF Littlejohn

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of Harlestone Manor Parish Council – NH0265

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2024; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertions 1 and 2 have been incorrectly completed. In the completion of the Annual Internal Audit Report and their detailed report the internal auditor has drawn attention to significant weaknesses in respect of the accounting records and the internal control system as well as instances of non-compliance with financial regulations during the year under review. As a result, these Assertions should have been answered ‘No’. The smaller authority has confirmed that it working to address these issues and it should ensure that any remaining areas of weakness are addressed in a timely manner.

Section 1, Assertion 4 has been incorrectly completed. Information received from the internal auditor highlights the fact that the incorrect form was published in respect of the public rights for 2022/23 and the external auditor report for 2022/23 was not published in the smaller authority’s website in an easily accessible place by the dates specified in the Accounts and Audit Regulations 2015. As a result, this Assertion should have been answered ‘No’. The smaller authority has confirmed that it has used the correct form for public rights for 2023/24 and will ensure that the final external audit documentation is published in an easily accessible area of the website.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

02/09/2024



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