



Honesty – Inclusivity – Respect – Kindness - Integrity

Harlestone Manor Parish Council

Established 1st April 2020

Executive Officer/Clerk to the Council: Paul Thomas – clerk@harlestonemanorpc.org.uk - www.harlestonemanorpc.org.uk

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.

St Andrews Church, Church Lane, Harlestone NN74EN
19:30 - Thursday 12th March 2026

MINUTES 001

698 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 Lucille Watts
Cllr Christopher Bryant (Vice Chairman) (Unity)	Cllr Paul Nunley
Cllr Caroline Holgate (Unity)	Cllr Isla Holgate
Cllr Rachel Meaden	Cllr Vacancy

Cllr Name	I	Reason for Absence	I	Approved (Yes/No)
Cllr Nunley		None given		No

699. To receive Declarations of Interests by members and applications for Dispensation by the Council

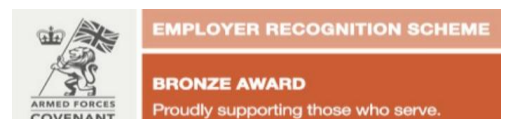
Members are requested to make any declarations of personal or prejudicial interests, in line with the 2020 code of conduct, relating to items on this agenda

- No declarations of interests made by the councillors

700. Approval of minutes from previous meetings

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

- Proposed: Cllr Clark Seconded: Cllr Bryant
- The council agrees that the Minutes are a true and accurate account.
- The Chairman signs the Minutes.



701. 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

702. (692) Consider the costs to hire a room for meetings

To agree which months in which locations

- Duston PC meeting rooms £15 per hour, tea/coffee £1.50 per person (£150 deposit)
- Harlestone Village Institute £25 per hour, use of facilities
- St Andrews Church £20 per meeting, use of facilities
- Council agrees to continue the initial 12 months agreement, then continue to September, book the Duston meeting room from October to April
- Note: alternative venue for the winter could be Elim Church (01604 289292), which is currently under refurbishment.

703. West Northamptonshire Local Nature Recovery Strategy Consultation

To consider a response [Local Nature Recovery Strategy Consultation | West Northamptonshire Council](#)

- Council agrees to respond to this consultation, to include: water ways/courses, open spaces, green wedge, trees, historical bridlepaths.
- Action: Cllr Watts and Cllr Holgate to draft a response and circulate to councillors

704. Government Consultation on reducing the prevalence of private estate management arrangements

To consider a response [Reducing the prevalence of private estate management arrangements – GOV.UK](#)

- Action: Clerk to respond and forward the “Cllr Arnull/Greenbelt letter” to the consultation email.

705. To approve a transfer of £1,000 to open the new Hinckley & Rugby Building Society account

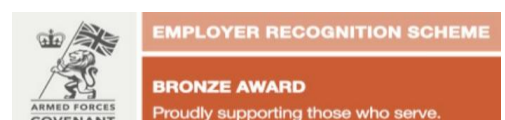
To agree a further payment after the initial £1,000 has securely been received by H&R BS

- Council agrees to send an initial £1, then £1k, then £44k from the council reserves

706. To consider marking the Armed Forces Day 27 June 2026

Funding is available [Armed Forces Day - 27 June 2026](#)

- Promote this day/event on Facebook
- Action: Cllr Clark to plant up the Tommy flower beds to a value of £50
- Council all in favour



707. To approve the 6. HMPC risk assessment policy and procedures 2026.02.02

- Action: Clerk to add FOI and Data Protection information to this risk assessment and publish
- Cllr Clark proposes
- Cllr I.Holgate seconded
- Council all in favour to approve

708. Facebook and news items

Continuous agenda item

- Armed Forces Day information, post updates/items in April and May
- Fly-tipping article reference the lawn mowing cuttings being tipped on public open space
- Post Highways letters and Cllr Arnall response letter on to the website

Items to be noted/updates:

- Action Tracker Document
- Local Plan – Updates and/or consider a response
- Responses from Highways – see document tracker
- Financial review item: budget/actuals, bank reconciliation

Asset Register

- Add the Jubilee Wildlife Garden Land at a value of £1
- Re-value all items above £200 for insurance replacement costs

Risk Assessment

- Action: Cllr Clark and the Clerk to review the Jubilee Wildlife Garden RA

709. 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: Cllr Bryant, Cllr C.Holgate (Cllr Nunley & Cllr Watts to login as signatories).

Schedule of Payments January								
No	Power	Payee	Description	Inv Date/No	VAT No	VAT	Total	✓
56	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✓
57	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A		✓
58	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£254.81	✓
59	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	10939	891995748	£214.55	£1,287.27	✓
60	LGA 1972 s111	Clear Councils	Insurance Renewal	17.02.2026	N/A	N/A	£636.71	✓
61	LGA 1972 s111	LAE Ltd	Training	TRA003	N/A	N/A	£25.00	✓
62	LGA 1972 s111	NCALC	Introducing to AI	5178	414891094	£4.60	£27.60	✓
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£6.00	⊖
Sub Total							£2,336.86	

Payments paid by the Clerk to be reimbursed.								
63	LGA 1972 s111	Advantage Business	Brother Ink	01.03.2026	731077944	£11.65	£69.89	✓
64	LGA 1972 s111	Sim Distributors	Photo Copy Paper	04.03.2026	378692435	£3.58	£21.49	✓
65	LGA 1972 s111	Amazon	A4 Pockets	04.03.2026	727255821	£1.67	£9.99	✓
Clerk's Office							£101.37	
Total					VAT	£236.05	£2,438.23	
Previous Month's Unity Statement								✓

Signed: Chairman (FC)
Chairman/Financial Controller

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

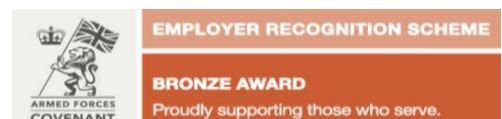
Payment Schedule

- Council approves the payment schedule.
- The Chairman signs the payment schedule.
- Action: circulate the cashbook and finance summary spreadsheets to councillors

Unity Trust Bank - Finances

978	Current Account	£ 5,559.00
808	Election Account	£ -
981	Reserve Account	£ 55,607.14

994	CIL Deposit Account	£ 35,426.45
798	LF Commuted Sum	£ 53,144.96
Total Accounts		£ 149,737.55



Confidential Area
(Council item – No Public or Press)

- 710. To approve the 2026-2027 annual increment to the Clerk’s Salary**
Current SP18 to SP19 (an increase of 27p per hour)
- To commence: 1st April 2026
 - Agenda item moved to a staffing committee agenda item

Meeting Schedules 2026
7:30pm at St Andrews Church, Harlestone.

Meetings held on the 2nd Thursday of the month unless stated on the website.
January, February, March, April, May (Annual Meeting), June, July, September, October, November.
Annual Meeting of the Parish TBC.

Meeting Closed at: 21:01

Signature: *Paul.O.R.Thomas esq*

Dated: **19th March 2026**

Executive Officer/Clerk/RFO: Paul Thomas

Signature:

Dated:

Chairman/Cllr Stewart Clark

HMPC 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

