



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 9th April 2026

MINUTES 001

711 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 Caroline Holgate (Unity)

Cllr Rachel Meaden

Cllr Lucille Watts

Cllr Paul Nunley

Cllr Isla Holgate

Cllr Vacancy

Cllr Name	Reason for Absence	Approved (Yes/No)
Cllr Bryant	Annual Leave	Yes

712. 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

713. 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 Watts
- The council agrees that the Minutes are a true and accurate account.
- The Chairman signs the Minutes.



714. 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

715. Annual meeting of the parish

Do councillors want to host a table for information about the council and to advertise the vacancy.

- Cllr Clark to produce a flyer for the party in the park to be distributed to Harlestone Park, add the Facebook and website details.

716. To approve the continuation of insurance cover for HMPC by Clear Councils

Policy Number: LCO01826

- Quotes were requested from Zurich Municipal, Gallagher (AXA), James Hallam (Aviva)
- Clear Councils £691.71
- Council approves

717. To acknowledge the representations by the parish council in respect of the WNC Local Plan

Representations formulated by Aitchison Raffety Planning Consultants

- Council acknowledges the representation

718. To approve the request from the Community Group for “Party in the Park 2026”

Request of £460 for the live band at the event 9th May in the pocket park

- Council approves

719. Facebook and news items

Continuous agenda item

Items to be noted/updates:

- Action Tracker Document
- Harlestone Park: play area/park update
- Annual Meeting of the Parish and Party in the Park, 9th May 2026
- West Northamptonshire Council has launched the Crisis and Resilience Fund (CRF) – a new, three-year programme funded by the UK Government to help residents with financial wellbeing.

The CRF brings together four connected strands of support:

- **Crisis Support** – short-term help for sudden emergencies only
- **Housing Support** – help with essential housing costs
- **Resilience Support** – tools and advice for everyday money worries
- **Community Support** – support available through trusted local places

While Crisis Support is available for a small number of urgent situations, most residents will be better supported through Resilience, Housing or Community services.

Customer-facing information is available on the CRF webpages, and colleagues are encouraged to direct residents there:

<https://www.westnorthants.gov.uk/food-household-and-everyday-essentials/crisis-and-resilience-fund-...>

Actions

- Cllr Watts to get a quote from Newman for a post and rail fence in the JWG
- Cllr Watts to formulate a letter to be delivered to the house that has fly-tipped into the JWG
- Clerk to contact Anglian Water/Flood Resilience regarding the decking built over the brook
- Clerk to re-post the Party in the Park post, to include the whole of the parish
- Clerk to request the Greenbelt felling report for works along the brook and invite our liaison Tom to our parish council meeting
- Cllr Clark to get a contact for Lodge Farm, we have concerns regarding lighting and noise from the businesses

720. 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	✓
1	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✓
2	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A	✓	✓
3	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£254.81	✓
4	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	11009	891995748	£214.55	£1,287.27	✓
5	Highways Act 1980 & PC Act 1957	Travis Perkins	Rocksalt White	30.03.2026	408556737	£30.00	£180.00	✓
6	LGA 1972 s111	Clear Councils	Insurance Renewal Tax	17.02.2026	N/A	N/A	£55.00	✓
7	External Transfer	Reserves to Hinckley &	Rugby Building Society	ASAP	N/A	N/A	£44,999.00	⊙
8	LGA 1972 s137	Aitchison Raffety	Local Plan - Representations	PL02841	378276255	£270.00	£1,620.00	✓
9	LGA 1972 s112	Autella	Payroll Services	16873	326597472	£24.56	£147.36	✓
10	LGA 1972 s134 (4)	The Spencer Benefice	St Andrew's meeting room	Apr to Sep	N/A	N/A	£120.00	✓
11	LGA 1972 s143	NCALC	Membership, Audit, GDPR	5292	414891094	£63.55	£764.66	✓
12	LGA 1972 s137	Community Group	Party in the Park	09.05.2026	N/A	N/A	£460.00	✓
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⊙
Sub Total							£49,994.57	
Payments paid by the Clerk to be reimbursed.								
13	LGA 1972 s112 (2)	Amazon	Salt Scoop 2ltr x 2	01.04.2026	727255821	£2.56	£15.36	✓
Clerk's Office							£15.36	
Total					VAT	£605.22	£50,009.93	
Previous Month's Unity Statement								✓

Signed: Chairman (FC)
Chairman/Financial Controller

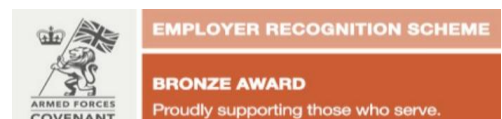
Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Payment Schedule

- Council approves the payment schedule.
- The Chairman signs the payment schedule.

Unity Trust Bank - Finances

978	Current Account	£ 1,858.94	994	CIL Deposit Account	£ 35,609.16
808	Election Account	£ -	798	LF Commuted Sum	£ 53,419.06
981	Reserve Account	£ 55,893.94		Total Accounts	£ 146,781.10



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: 20:32

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

Dated: **10th April 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*

