



Honesty – Inclusivity – Respect – Kindness - Integrity

# Harlestone Manor Parish Council

Established 1<sup>st</sup> 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 14<sup>th</sup> May 2026

## AGENDA 001

### 721. The Council to elect a Chairman

The Chairman will be elected for 12 months. This must be recorded by the Executive Officer, the new Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

### 722. The Council to Elect a Vice Chairman

The Vice Chairman will be elected for 12 months. This must be recorded by the Executive Officer, the new Vice Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

### 723 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

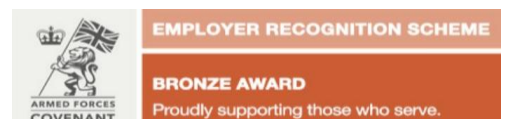
Cllr Name	I	Reason for Absence	I	Approved (Yes/No)
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### 724. To receive Declarations of Interests by members and applications for Dispensation by the Council

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

### 725. Approval of minutes from previous meetings

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



**726. 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.

**Annual Meeting of the Council Business**

**727. Council to agree to re-adopt the current policies and documents in place by the council**

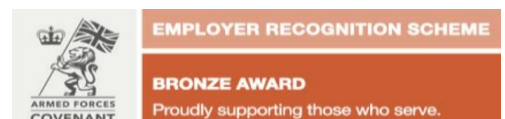
Document Title
01. Freedom of Information Act 2020
02. Data Protection Policy (NCALC)
03. HM Complaints Procedure
04. HM Grievance Policy (NCALC)
05. Training & Development Policy (NCALC)
06. HM Risk Assessment Policy & Procedure
07. Dignity at Work, Harassment & Bullying Policy
08. Equality & Diversity Policy (NCALC)
09. HM Disciplinary Policy (NCALC)
10. HM – Financial Risk Assessment
11. HM Health & Safety Policy
12. Jubilee Wildlife Garden Risk Assessment
15. Transparency Code for Smaller Authorities
Co-Option Policy (inc Application Form)
Code of Conduct
Communications Policy
Financial Regulations
IT Policy
Staffing Committee – Terms of Reference
Standing Orders

**728. Council to agree to appoint the Internal and External Auditors for 2025/2026**

- Internal Auditor NCALC
- External Auditor PKF Little John

**729. Council to agree the Calendar of Meetings**

- Location: St Andrews Church up to/including September, from October Duston Council Office TBC.
- Second Thursday of the month, apart from August and December where there are no meetings.



**730. Council to confirm the specific roles, working groups and advisory committees**

Specific roles, working groups and advisory committees		
1	Newsletter	Cllr Bryant
2	Neighbourhood Watch Coordinator/Police Liaison (PLR)	Cllr Clark
3	Community Group Liaison/Meeting Chairman, HVI Liaison	Cllr Nunley as Chairman
4	Website, Facebook, Communications	Cllr Watts, Cllr Bryant, Clerk
5	Greenbelt Liaison	Clerk
6	Armed Forces	Cllr Nunley
7	Althorp Liaison	Clerk
8	Path Warden, Rights of Way	Clerk
9	Staffing Committee	Cllr Bryant, Cllr C.Holgate, Cllr Clark
10	Road Safety Team (A428 Pelican Crossing)	Cllr Watts, Cllr Clark, Cllr I.Holgate
11	Joint HM/Harpole West SUE Planning Group	Clerk, Cllr C.Holgate
12	Public Open Space and Environment Working Group	Cllr Watts, Clerk, Cllr Clark
13	Local Planning	Cllr Clark, Cllr Bryant

**Council's May Meeting Business**

**731. Proposal to purchase a second defibrillator, bleed kit and installation package**

Supplier: Turtle Engineering  
 Location: Jubilee Wildlife Garden  
 Cost: £2,142 (invoice 2023-4495 on the schedule if approved)

**732. Proposal to purchase a third defibrillator, bleed kit and installation package**

Supplier: Turtle Engineering  
 Location: HM Development TBC  
 Cost: £2,142 (quote received)

**733. To consider the purchase of a vehicle Activated sign for York Road**

Elan City special offer, twin pack £4,499  
 Would need Highways approval, location and a pole installed

**734. (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: 1<sup>st</sup> April 2026
- The agenda item was moved to the staffing committee and now recommended for approval by the council.

**735. Facebook and news items**

Continuous agenda item



### Items to be noted/updates:

- Action Tracker Document
- Harlestone Park: play area/park officially open
- HM roundabout weeds reported (Cllr Meaden)
- Damaged kerb reported (Cllr Meaden)
- To consider recruiting volunteers for the speed watch campaign

### 736. 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	✓
14	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✓
15	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A	✓	✓
16	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£255.01	✓
17	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	11058	891995748	£214.55	£1,287.27	✓
18		Turtle Medical	Defibrillator and installation	2023-4495	128754295	£357.00	£2,142.00	✓
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⊙
Sub Total							£3,790.75	
Payments paid by the Clerk to be reimbursed.								
Clerk's Office							£0.00	
Total					VAT	£571.55	£3,790.75	
Previous Month's Unity Statement								

Signed: Chairman (FC) .....  
Chairman/Financial Controller

Signed: EO/Clerk .....  
Executive Officer/RFO Paul Thomas

**Unity Trust Bank - Finances**

978	Current Account	£ 59,062.18
808	Election Account	£ -
981	Reserve Account	£ 5,893.94
	Hinckley & Rugby	Pending

994	CIL Deposit Account	£ 35,609.16
798	LF Commuted Sum	£ 53,419.06
Total Unity Accounts		£ 153,984.34

**Meeting Schedules 2026**

7:30pm at St Andrews Church, Harlestone.

Meetings held on the 2<sup>nd</sup> 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:**

Signature: *Paul O.R. Thomas esq*

Dated: **01<sup>st</sup> May 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*

