



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 14th May 2026

Annual Meeting of the Council

MINUTES 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.

- Cllr C.Holgate Proposed Cllr Clark
- Cllr Watts Seconded
- Council unanimous

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.

- Cllr C.Holgate Proposed Cllr Bryant
- Cllr Watts Seconded
- Council unanimous

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	Reason for Absence	Approved (Yes/No)
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- All Councillors in attendance



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

- No declarations of interests made by the councillors

725. 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.

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.

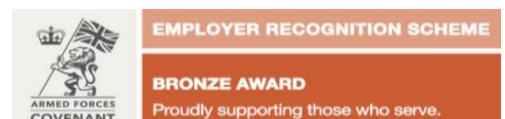
- No members of the public in attendance

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

- Put this item onto the next council agenda, Clerk to research any further policies that are needed and to search for any updates on the above policies. Consider “retention of data/documents policy”



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

- Internal Auditor NCALC
- External Auditor PKF Little John
- Cllr Clark Proposed
- Cllr C.Holgate Seconded
- Council unanimous

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.
- Cllr Holgate Proposed future meetings in: May, July, September, November, January, March (Nov: budget setting) (Jan: budget sign off) (Jun: maybe needed for the Audit/AGAR sign off)
- Cllr I.Holgate Seconded
- Council unanimous

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 (Chairman), Cllr C.Holgate, Cllr Clark, Cllr Watts
10	Road Safety Team (A428 Pelican Crossing)	Cllr Watts, Cllr Clark, Cllr I.Holgate, Cllr Meaden
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
14	Greenbelt Working Group	Cllr C.Holgate (initial lead)
15	Defibrillator and Bleed Kit checks	Cllr Clark, Clerk

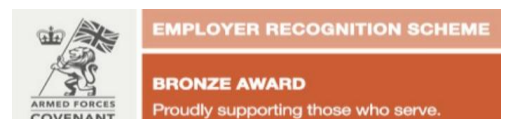
- Cllr Nunley to liaise with the Community Group, discuss future plans and then the council can look at a plan to help/work with the Community Group.

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)

- Cllr Watts Proposed
- Cllr Meaden Seconded
- Council unanimous



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

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

- Clerk to keep the quote on file and to progress a second location on the HM estate with Greenbelt.

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

- Clerk to contact Highways to seek a blanket location licence for all areas within the parish that we can install a vehicle activated sign.

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: 1st April 2026
- The agenda item was moved to the staffing committee and now recommended for approval by the council.
- Hold: pending continued work by the staffing committee.

735. Facebook and news items

Continuous agenda item

- Harlestone Park: pocket park
- Armed Forces Day
- Thanks to the Community Group members for the Party in the Park event.

Town and Country Planning Act 1990

Appeal start date: 11 May 2026
Land at Harlestone Road/York Way, Dallington

- HMPC to send the Local Plan Letter to be considered as part of the appeal against the Barwood planning application 2025/0057/MAO

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	Public Health 1936 s234	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

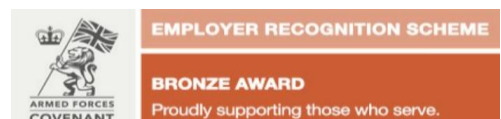
Payment Schedule

- Cllr C.Holgate Proposed
- Cllr Bryant Seconded
- Council approves the payment schedule.
- The Chairman signs the payment schedule.

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 2nd Thursday of the month unless stated on the website.
January, March, May (Annual Meeting), June (Audit/AGAR TBC), July, September, November.
Annual Meeting of the Parish TBC.

Meeting Closed at: 22:15

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

Dated: **17th 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*

