



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 July 2026

AGENDA 001

744 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)

745. 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

746. Approval of minutes from previous meetings

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

747. 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.



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.

748. To approve the exact position for the Jubilee Wildlife Garden defibrillator installation

Similar to the HM, Dunkley Way installation, the defib will be mounted on a steel pole

- Installation has been booked for circa 16th July

Discussion Items

- Poppy Fields Way – Cllr Meaden
Location added to the request list for analysis and potential enforcement. A small radar device can be mounted to record vehicle movements and provide data.
- Contact Form Submissions
 - Can gutters and kerbs be kept clear
 - Request that brambles are cut back at the rear of Lumley Drive fences
 - Congratulations on the successful play equipment on the Bloor site
 - Request for benches in the parish near the fox statue, kerbs cleared and cleaned
 - Build up of silt/soil/vegetation along the path from HM to Duston

749. 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 | ✓ |
| 24 | LGA 1972 s112 | Pension | Employee + Employer's | Direct Debit | N/A | N/A | £99.47 | |
| 25 | LGA 1972 s112 | Staff Salaries | Autella Payroll | 25th | N/A | N/A | | ✓ |
| 26 | LGA 1972 s112 | HMRC | P32 PAYE Tax | Monthly | N/A | N/A | £254.81 | |
| 27 | PHA 1875 s164 OSA 1906 ss9 and 10 | Newman Landscapes | Ground Maintenance | SI-5009 | 891995748 | £214.55 | £1,287.27 | ✓ |
| 28 | LGA 1972 s137 | Cllr Stewart Clark | Remembrance Flowers | | | | £50.00 | |
| 29 | | Transfer from 981 to 808 | Election Fund | July.2026 | N/A | N/A | £950.00 | ⊖ |
| 30 | LGA 1972 s111 | Autella Payroll | PAYE Service Apr to Jun | 17310 | 326597472 | £14.66 | £87.97 | ✓ |
| | LGA 1972 s111 | Unity Trust Bank | Monthly Charge | Monthly | N/A | N/A | £7.00 | ⊖ |
| Sub Total | | | | | | | £2,736.52 | |
| Payments paid by the Clerk to be reimbursed. | | | | | | | | |
| 31 | LGA 1972 s112/133 | Tesco | 4 x Stamps | 26.05.26 | N/A | N/A | £7.20 | ✓ |
| Clerk's Office | | | | | | | £7.20 | |
| Total | | | | | VAT | £229.21 | £2,743.72 | |
| 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 | £ | 12,696.91 |
| 808 | Election Account | £ | - |
| 981 | Reserve Account | £ | 6,000.06 |
| Hinckley/Rugby High Interest Acc | | £ | 45,000.00 |

| | | | |
|----------------|---------------------|---|------------|
| 994 | CIL Deposit Account | £ | 35,782.28 |
| 798 | LF Commuted Sum | £ | 47,021.08 |
| Total Accounts | | £ | 146,500.33 |



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), July, September, November.
Annual Meeting of the Parish TBC.

Meeting Closed at:

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

Dated: **28th June 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*

