



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

MINUTES 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)
Cllr Watts		Work Commitments		Yes
Cllr C.Holgate		Unwell		Yes
Cllr I.Holgate		Work Commitments		Yes

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

- No declarations of interests made by the councillors

746. Approval of minutes from previous meetings

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

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

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.

- No members of the public in attendance

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
- What3words location: price.early.complains
- Pole to be installed to the left of the noticeboard within the post and rail fencing

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.

There has been a lot of noise from speeding traffic, Cllr Meaden called 101 for advice, a data box has been installed and traffic data is being recorded

- Contact Form Submissions
 - Can gutters and kerbs be kept clear
Quotes from a contractor being sought.
 - Request that brambles are cut back at the rear of Lumley Drive fences
Clerk to contact the Estate
 - Congratulations on the successful play equipment on the Bloor site
 - Request for benches in the parish near the fox statue, kerbs cleared and cleaned
Clerk to search for armed forces designs
 - Build up of silt/soil/vegetation along the path from HM to Duston
Quotes from a contractor being sought

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	£255.01	✓
27	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance HOLD	SI-5009	891995748	£214.55	£1,287.27	✓
28	LGA 1972 s137	Cllr Stewart Clark	Remembrance Flowers	July.2026	N/A	N/A	£45.00	⊙
29	N/A	Transfer from 981 to 808	Election Fund	July.2026	N/A	N/A	£950.00	⊙
33	Public Health Act 1936 s125 LGA 1972 s142	Parish Council Website	Hosting and Support	4686	344762585	£52.44	£314.64	✓
30	LGA 1972 s111	Autella Payroll	PAYE Service Apr to Jun	17310	326597472	£14.66	£87.97	✓
31	Data Protection Act 2018	ICO - Information	Commissioner's Office	05.07.26	N/A	N/A	£52.00	✓
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⊙
Sub Total							£3,098.36	
Payments paid by the Clerk to be reimbursed.								
32	LGA 1972 s112/133	Tesco	4 x Stamps	26.05.26	N/A	N/A	£7.20	✓
Clerk's Office							£7.20	
Total					VAT	£281.65	£3,105.56	
Previous Month's Unity Statement								✓

Signed: Chairman (FC)
Chairman/Financial Controller

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Payment Schedule

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

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: 20:55

Signature: *Paul O.R. Thomas esq*

Dated: **13th July 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