



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 10th September 2026

AGENDA 001

750 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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751. 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

752. Approval of minutes from previous meetings

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

753. 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.



754. Remembrance Sunday November 8th 2026

Council to consider plans for a remembrance event and any spend/purchases needed.

755. To consider the purchase of a memorial bench/s

To agree a design, no of items, costs and locations

- Please see Appendix A: manufactured by GD Steelworks in the UK

756. To consider the October Diwali and Halloween Events

Council to consider any event plans

757. To start the process for Christmas plans and/or purchases

Carol Service, new lighting

758. Council to consider the proposal by a member of the public to run the “visit of Santa and present distribution 2026”

Estimated event cost £350

Items to be noted by the council

- Policies update
- Bloor Homes, new park update
- NCALC AGM 10am 3rd October 2026 – Chairman and Vice Chairman booked to attend.
- With the HM Community Group discontinuing, the HM Parish Council received a payment of £ 292.10 from their unspent funds, this amount will be added to the events budget.
- To confirm the full council meetings: Jan, Mar, May, Jun, July, Sep, Nov
- Invite to attend the parish Conference 2026, Thursday 26th November 10:00 to 13:00

759. 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 - August								
No	Power	Payee	Description	Inv Date/No	VAT No	VAT	Total	✓
34	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✓
35	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A	✓	✓
36	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£255.01	✓
37	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	SI5045	891995748	£214.55	£1,287.27	✓
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⊗
			Sub Total				£1,648.75	
Payments paid by the Clerk to be reimbursed.								
38	LGA 1972 s143	Norbn	360 Premium	02.08.2026		£16.67	£99.99	✓
39	LGA 1972 s111	Amazon	A4 Pockets	19.08.2026	727255821	£1.67	£9.99	✓
			Clerk's Office				£109.98	
			Total		VAT	£232.89	£1,758.73	
								Previous Month's Unity Statement ✓

Schedule of Payments

No	Power	Payee	Description	Inv Date/No	VAT No	VAT	Total	✓
40	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✓
41	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A	✓	✓
42	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£254.81	✓
43	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	SI-5100	891995748	£214.55	£1,287.27	✓
44	LGA 1972 s133	Duston Parish Council	Room Booking: Nov, Jan, Mar	7361	158190301	£25.50	£153.00	✓
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⊖
							Sub Total	£1,801.55

Payments paid by the Clerk to be reimbursed.
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	LGA 1972 s112/133	Office						
45	LGA 1972 s143	Microsoft 365	Subscription	06.10.2026	N/A	N/A	£84.99	✓
Clerk's Office							£84.99	
Total					VAT	£240.05	£1,886.54	

Previous Month's Unity Statement	
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Signed: Chairman (FC)
Chairman/Financial Controller

Signed: EO/Clerk
Executive Officer/RFO Paul Thomas

Unity Trust Bank - Finances

978	Current Account	£ 7,790.73
808	Election Account	£ 950.00
981	Reserve Account	£ 5,050.06
Hinckley/Rugby High Interest Acc		£ 45,000.00

994	CIL Deposit Account	£ 35,782.28
798	LF Commuted Sum	£ 47,021.08
Unity Accounts		£ 96,594.15
Total Accounts		£ 141,594.15

Meeting Schedules 2026

7:30pm at St Andrews Church, Harlestone.

Meetings held on the 2nd Thursday of every other 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: **30th August 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



VE Day 75th Anniversary Memorial Steel Bench WWII Tribute £699.99



Lest We Forget WWI & WWII Remembrance Steel Bench Bagpiper Tribute £699.99



1914 – 1918 The Great War Remembrance Steel Bench with Silhouette & Poppy Design £699.99



Lest We Forget Remembrance Tribute Steel Bench with Poppy Design £699.99