


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

MINUTES 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 Lucille Watts
Cllr Christopher Bryant (Vice Chairman) (Unity)	Cllr Paul Nunley
Cllr Caroline Holgate (Unity)	Cllr Isla Holgate
Cllr Rachel Meaden	Cllr Vacancy

Cllr Name	Reason for Absence	Approved (Yes/No)
Cllr Clark	Work Commitments	Yes
Cllr Watts	Work Commitments	Yes

- All councillors unanimously approve

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

- No declarations of interests made by the councillors

752. Approval of minutes from previous meetings

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

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

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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.

- No members of the public in attendance

754. Remembrance Sunday November 8th 2026

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

- The council discussed plans for Remembrance Sunday, maintaining a low-key but respectful event at the
- Contact Reverend Rachel – St Andrews Church, to attend the service at the Tommy Park
- Lamp post poppies up
- Contact the bugler
- Facebook post
- Contact the RBL flag waver

- Cllr Meaden Proposes a (circa) £60 spend for the Remembrance Wreath
- Cllr Nunley Seconded
- Council all in favour

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

- Proposal to install two steel memorial benches: one near the Tommy statue and one by the balancing pond. The council rejected initial designs due to comfort concerns (straight backs) and will research "rolled back" steel/wood designs from suppliers like Ogilvy.
- 2 locations agreed, 1 by the balancing pond, 1 on the Tommy Park
- Greenbelt permissions to be sought, one actual w3w locations identified
- Continue to research bench options, view the Ogilvy website

756. To consider the October Diwali and Halloween Events

Council to consider any event plans

- Contact Vicky Clark to get an update on the Pumpkin Challenge for 2027 and will be encouraged to lead the Halloween pumpkin judging, with the council providing support/advertising.

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

Carol Service, new lighting

- Lighting Infrastructure: The Clerk is investigating connecting Christmas lights to Highways lampposts to move away from unreliable battery/solar power.
- Christmas Tree: The council will seek a donated tree from local developers (Barwoods/Bloors/Greenbelt).

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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

- Santa Visit 2026: A funding request from individuals for a Santa visit was declined as the council cannot fund individuals. Instead, the Clerk will contact the Rotary Club to see if they can extend their charity collection route to the parish.
- Contact G.Mortimer
- The Harlestone Manor elves could help to collect donations.

Items to be noted by the council

- Action Tracker

- Policies update
  New templates for Document Retention, Financial Regulations, and Standing Orders are being finalised for formal approval in November.
  Data Protection: Updates to Freedom of Information (2023) and Data Protection/Breach policies (2025/2026) are in progress.

- Bloor Homes, new park update
  Public Open Space: Anti-social behavior in the park has decreased following increased visibility from a sponsored PCSO and the Clerk doing weekly patrols.

- NCALC AGM 10am 3rd October 2026 – Chairman and Vice Chairman booked to attend.
  Cllr Clark, Cllr Bryant and the Clerk are booked as representatives for parish council

- 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.

- Meeting Schedule: The council agreed to a six-meeting annual cycle (January, March, May, July, September, November), with the June meeting reserved only if needed for AGAR (Annual Governance and Accountability Return) approval.

- Invite to attend the parish Conference 2026, Thursday 26th November 10:00 to 13:00

- Planning: The council briefly discussed the government's ability to overrule local decisions regarding the Barwood 100-house development, noting it undermines the Local Plan.

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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*	Norton	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		✓

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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.								
	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			

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

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

Payment Schedule

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

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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: 20:33

Signature: *Paul.O.R.Thomas esq* Dated: ***15th September 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 I Integrity I Objectivity I Accountability I Openness I Honesty I Leadership

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Appendix A:



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

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