


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.

Duston Community Centre, Pendle Road, Duston NN5 6DT
19:30 – Thursday 12th November 2026

AGENDA 002

760 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 Moody	Cllr Vacancy

Cllr Name	Reason for Absence	Approved (Yes/No)

761. 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

762. Approval of minutes from previous meetings

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

763. 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.

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

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

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

- Proposal to install two steel memorial benches: one near the Tommy statue and one by the balancing pond.
- 2 locations agreed, 1 by the balancing pond, 1 on the Tommy Park
- Greenbelt permissions to be sought, once actual w3w locations identified
- Councillors to view the Ogilvy website

765. Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31st March 2026

- Council to acknowledge the External Auditor's Report and Certificate 2025/2026

- The external auditor (PKF) issued an unqualified limited assurance opinion on Sections 1 and 2 of the AGAR, confirming proper practices were met.

- An "other matter" was raised regarding Regulation 15 compliance: the period for the exercise of public rights commenced on June 3, 2026, but the AGAR was formally approved on June 17, 2026. Next year's public rights window must commence strictly after council approval.

766. To commence the budget process

Council to consider expenditure year to date and for the past year.

- Please see appendix A for the draft Budget 21 (2027/2028)

767. Proposal to set the precept for 2026/2027

Expenditure over and above the set precept figure would be met from reserves.

- Precept for 2025/2026 was set at £27,000

- Tax Base

Oct 2026 Latest	Dec 2025	Dec 2024
320.8	252.4	236.6

768. West Northamptonshire Local Plan Regulation 19

Consultation period runs from Monday 05 October 2026 until 23:59 16 November 2026

- The local plan sets out the council's strategy for delivering homes, employment, infrastructure, community facilities, greenspaces and the environment across the area to 2043

- An independent review of the local plan has been planned.

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

Items to be noted by the council

- Action Tracker

- Policies update

- Bloor Homes, new park/open space update
  To consider a meeting in December to visit the site and then have a meeting to consider the options/plans for handover.

- Cyber Security: the HPC website has been checked, is protected and no action required

- Appeal under section 78 2025/0057/MAO
  Appeal Decision Hearing held on 1 July 2026 Site visits made on 30 June & 1 July 2026 by J Smith MRTPI an Inspector appointed by the Secretary of State Decision date: 07 September 2026 Appeal Ref: 6004385 Land at Harlestone Road/York Way, Northants NN5 6WQ
  The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant outline planning permission.
  The appeal is made by Rebecca Mitchell of Barwood Development Securities Ltd against the decision of West Northamptonshire Council. The development proposed is outline application for up to 100 new homes (all matters reserved except access) (both open market and affordable) including vehicular access to York Way and new pedestrian linkages; sustainable drainage measures; a visitor car park; new public open space and landscape/biodiversity enhancements.

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

769. **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).

October

Schedule of Payments								
No	**Power**	**Payee**	**Description**	**Inv Date/No**	**VAT No**	**VAT**	**Total**	✔
46	*LGA 1972 s112*	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✔
47	*LGA 1972 s112*	Staff Salaries	Autella Payroll	25th	N/A	N/A	✔	✔
48	*LGA 1972 s112*	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£255.01	✔
49	*PHA 1875 s164 OSA 1906 ss9 and 10*	Newman Landscapes	Ground Maintenance	SI-5154	891995748	£214.55	£1,287.27	✔
50	*LGA 1972 s112*	PKF Littlejohn LLP	External Auditor	SB20263118	440498250	£42.00	£252.00	✔
51	*LGA 1972 s112*	Autella	Payroll Services	17711	326597472	£14.66	£87.97	✔
	LGA 1972 s111	Unity Trust Bank	Monthly Charge	Monthly	N/A	N/A	£7.00	⃠
			Sub Total				£1,988.72	
Payments paid by the Clerk to be reimbursed.								
	LGA 1972 s112/133	Office						
52	*S137*	Perkins Flowers	Remembrance Wreath	07.11.2026	N/A	N/A	£60.00	✔
			Clerk's Office				£60.00	
			Total		VAT	£271.21	£2,048.72	
						Previous Month's Unity Statement		✔

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

November

Schedule of Payments								
No	Power	Payee	Description	Inv Date/No	VAT No	VAT	Total	✔
53	LGA 1972 s112	Pension	Employee + Employer's	Direct Debit	N/A	N/A	£99.47	✔
54	LGA 1972 s112	Staff Salaries	Autella Payroll	25th	N/A	N/A	✔	✔
55	LGA 1972 s112	HMRC	P32 PAYE Tax	Monthly	N/A	N/A	£255.01	✔
56	PHA 1875 s164 OSA 1906 ss9 and 10	Newman Landscapes	Ground Maintenance	SI-5200	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.								
	LGA 1972 s112/133	Office						
57	S137	Amazon	Poppy Cable Ties	04.11.2026	727255821	£1.17	£6.99	✔
			Clerk's Office				£6.99	
			Total		VAT	£215.72	£1,655.74	
						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	£ 17,912.42	994	CIL Deposit Account	£ 35,958.15
808	Election Account	£ 952.14	798	LF Commuted Sum	£ 47,252.19
981	Reserve Account	£ 5,077.42	Unity Accounts		£ 107,152.32
Hinckley/Rugby High Interest Acc		£ 45,000.00	Total Accounts		£ 152,152.32

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

Meeting Schedules 2026
7:30pm at Duston Community Centre.

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: ***1st November 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

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

Appendix A:

Harlestone Manor Parish Council Budget	21

	Item	2024/2025 Budget	2025/2026 Budget	2026/2027 Budget
1	Audit Fees - Internal and External	£ 270.00	£ 650.00	£ 650.00
2	Autella Payroll	£ 400.00	£ 600.00	£ 600.00
3	Bin Emptying	£ 420.00	£ 420.00	£ 420.00
4	Chairman's Allowance	£ 50.00	£ 100.00	£ 100.00
11	Christmas	£ -	£ 1,200.00	£ 1,200.00
13	Community Group - funding	£ 500.00	£ 825.00	£ 825.00
14	Community Resilience Fund	£ -	£ 1,000.00	£ 1,000.00
15	Election Expenses - grow reserve year on year until 2029	£ -	£ 950.00	£ 950.00
16	General Maintenance	£ 100.00	£ 250.00	£ 250.00
17	Green Space Maintenance	£ 5,000.00	£ 12,000.00	£ 12,000.00
18	ICO	£ 40.00	£ 52.00	£ 52.00
19	Insurance	£ 700.00	£ 750.00	£ 750.00
20	IT Equipment Anti-virus	£ 175.00	£ 175.00	£ 175.00
21	IT Equipment Hardware	£ 3,000.00	£ 750.00	£ 750.00
22	IT Equipment Software	£ 160.00	£ 160.00	£ 160.00
23	Legal Expenses (including Man Co)	£ 2,000.00	£ 5,000.00	£ 5,000.00
24	Meeting venue	£ 100.00	£ 500.00	£ 500.00
25	Newsletter	£ 1,500.00	£ 1,500.00	£ 1,500.00
26	Office Expenses/Admin/Printing	£ 600.00	£ 350.00	£ 350.00
27	Parish Event Funding	£ 825.00	£ 400.00	£ 400.00
29	Parish phone	£ 660.00	£ 600.00	£ 600.00
30	S137	£ 2,750.00	£ 500.00	£ 500.00
33	Staff Salary/Pension/HMRC PAYE Tax	£ 15,288.00	£ 17,500.00	£ 17,500.00
34	Subscriptions	£ 925.00	£ 600.00	£ 600.00
35	Training	£ 2,000.00	£ 2,000.00	£ 2,000.00
36	Unity Bank Quarterly Account Fees	£ 80.00	£ 80.00	£ 80.00
37	Website and Communications	£ 2,000.00	£ 1,500.00	£ 1,500.00
	Budget Total	£ 39,543.00	£ 50,412.00	£ 50,412.00
	Precept	£ 32,156.00	£ 27,000.00	£ 27,000.00

ARMED FORCES COVENANT
EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.