

# HARPOLE PARISH COUNCIL



**Chairman** – Mr F Smethers

**Clerk** – Mrs S Willis

<http://www.harpole-pc.gov.uk>

E-mail: [clerk@harpole-pc.gov.uk](mailto:clerk@harpole-pc.gov.uk)

All members of the Council are summoned to attend the Meeting of Harpole Parish Council at Harpole Methodist Chapel, School Lane, Harpole on **Monday 8<sup>th</sup> September 2025 at 7pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Signed:

*Sally Willis*

Clerk & Proper Officer to Harpole Parish Council

Date: 2<sup>nd</sup> September 2025

## **AGENDA**

### **123/25 APOLOGIES FOR ABSENCE**

### **124/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare that interest and withdraw from the debate or the meeting as appropriate.

### **125/25 REPORTS FROM UNITARY COUNCILLORS**

To welcome the Unitary Councillor(s) to the meeting and provide an opportunity for them to update members and residents on matters of interest.

### **126/25 PUBLIC PARTICIPATION**

Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with contributions lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting.

### **127/25 COUNCIL MINUTES**

To receive and approve the minutes of Council Meeting dated Monday 14<sup>th</sup> July 2025

### **128/25 COMMITTEE MINUTES**

To receive the minutes of the Planning, Highways and Infrastructure Committee held on 28<sup>th</sup> July, and the and Strategy, Finance and Policy Committee held on 1<sup>st</sup> September 2025

### **129/25 QUESTIONS FOR CHAIRMAN RELATING TO RECEIVED MINUTES**

### **130/25 BAPTIST CHAPEL**

To hear from Baptist Chapel as to their plans and to approve any support

### **131/25 RECOMMENDATIONS FROM COMMITTEES**

- a) To approve Flag Flying Policy
- b) To approve Sustainability Policy

## HARPOLE PARISH COUNCIL

- c) To approve membership of working group of Strategy, Finance and Policy to look at major projects that CIL funding could be used for
- d) To approve next date for Staffing Committee

### **132/25 PLAYING FIELDS**

To receive update on playing fields transfer and approve actions

### **133/25 FINANCE**

- a) To receive and approve payments for August and September 2025
- b) To receive reconciliation and budget to end of August 2025
- c) To receive internal controllers report
- d) To receive External Auditors report and approve actions required.

### **134/25 WORK PLAN**

To consider and approve 1 year work plan for clerk

### **135/25 WORKING WITH OTHER COUNCILS**

To consider and approve working with Kislingbury Parish Council to try to obtain monument status for Kislingbury Bridge and to enhance safety

### **136/25 ENFORCEMENTS**

To consider and approve council policy on enforcing breaches in S106 relating to Harpole

### **137/25 TRAINING**

To consider support for clerk to take Level 4 Community Governance qualification

### **138/25 BOWLS CLUB LEASE**

To consider and approve new draft of lease and approve signatories

### **139/25 IT EQUIPMENT**

Support for Windows 10 ends in October. The laptop the clerk uses is on Windows 10 and is not compatible with an upgrade to Windows 11. Council to consider and approve budget for new laptop.

### **140/25 ITEMS FOR NEXT AGENDA**

#### **DATE OF NEXT MEETING.**

**Next meeting is scheduled for Monday 13<sup>th</sup> October 2025 at 7pm**



**Chairman** – Mr F Smethers

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Minutes of the Council meeting held on Monday 14<sup>th</sup> July 2025, in the Methodist Chapel at 7pm.

Present – Cllrs F Smethers (Chair), M Callaghan, K Gardner, J Gibbins, B Hancy, I Haynes, G Madle, S Philips, D Starmer, S Roberts, G Taylor, C Wallace

Also present – P Thomas (Acting Clerk), WNC Cllr Bignell (part), and 1 member of public

Meeting start: 7pm

**82/25 APOLOGIES FOR ABSENCE.**

Apologies approved for Cllr Bess

**83/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Re 91/25b Cllrs Roberts and Smethers as Trustees of the applicant of the application.

**84/25 REPORTS FROM UNITARY COUNCILLOR**

Cllr Phil Bignell was in attendance. There are currently no plans for a footpath on Larkhall Lane and will speak to planning regarding the original plans. It is understood that there are footpaths on the hedge side of the attenuation ponds not the road side.

There is a possible problem with the footpath crossing the “road to nowhere” which has delayed the opening. A reply from WNC is being awaited.

Cllr Bignell Supports the Baptist Church as per our item 93/25.

Reform Party are new and we need to give them time to learn and settle in. Date of next cabinet meeting was shared.

**85/25 PUBLIC PARTICIPATION**

No comments from the public

**86/25 COUNCIL MINUTES**

Minutes of Annual Council meeting of 12<sup>th</sup> May 2025 and Extraordinary Meeting of 25<sup>th</sup> June 2025 were approved and signed.

**87/25 COMMITTEE MINUTES**

Minutes of Planning, Highways and Infrastructure Committee of 27<sup>th</sup> May and 30<sup>th</sup> June, Strategy, Finance and Policy Committee of 2<sup>nd</sup> June and Staffing Committee 3<sup>rd</sup> July were received.

**88/25 QUESTIONS FOR CHAIRMAN RELATED TO RECEIVED MINUTES**

It was asked if CIL monies could be allocated for new benches. A report has been completed by the village maintenance person.

There are still many road signs and some temporary signs not being used. Clerk to chase A4500 crossing signs.

**89/25 RECOMMENDATIONS FROM COMMITTEES**

a) Business Plan was considered. There were a few changes proposed. It was proposed to adopt the business plan with agreed amendments.

- b) Staffing committee had made some suggestions regarding new staffing options. More investigation is needed.

## 90/25 FINANCES

- a) Payments for July were approved

Supplier	Description	Net	VAT	Total
Northants CALC	Training	£165.00	£33.00	£198.00
Shield Maintenance Ltd	Bin Emptying	£75.83	£15.17	£91.00
Paul Thomas	Village Handyman	£359.59	£0.00	£359.59
Unity Trust Bank	Bank Fees	£0.30	£0.00	£0.30
Tomato Energy	Street Light Electric	£7.52	£0.38	£7.90
Sally Willis	staff costs	£2,655.46	£0.00	£2,655.46
HMRC	PAYE	£1,121.12	£0.00	£1,121.12
Nest	Pension	£240.47	£0.00	£240.47
British Gas	Office Electric	£60.51	£3.03	£63.54
NALC	Training	£35.00	£7.00	£42.00
Tomato Energy	Street Light Electric	£355.17	£71.03	£426.20
Northants CALC	Training	£70.00	£14.00	£84.00
Vistaprint	newsletter	£138.12	£27.62	£165.74
R&G Groundworks	grass cutting	£1,430.00	£286.00	£1,716.00
ID Mobile	Mobile Phone	£5.00	£1.00	£6.00
Unity Trust Bank	Bank Fees	£9.75	£0.00	£9.75
Gigaclear	Broadband	£30.00	£6.00	£36.00
Simon Drinkwater	Defib Battery	£258.00	£0.00	£258.00
Old School Hall	Grant	£3,000.00	£0.00	£3,000.00
Zephyr	Flagpole Green	£1,319.95	£263.99	£1,583.94

- b) Budget summary to end of June was approved

Current Account	232,791.76
CCLA Savings	989,342.58
Metrobank savers	2,037.94
Credit card	-94.73
Outstanding payments	
Total	1,224,077.55

Opening Balance	1,030,434.22
Expenditure to date	38,252.38
Income to Date	231,895.71
Cashbook balance	1,224,077.55

- c) Chairman would like an allowance to be considered but financial implications to the council and chairman needs to be researched.
- d) It was proposed that signatories for the CCLA bank account match the Unity bank account. Cllr Roberts to be removed and Cllrs Hancy and Gardner to be added.

## 91/25 PLANNING

- a) Planning application 2025/2236/MAR – approval of reserved matters (appearance, landscaping, layout and scale) for 233 residential dwellings, associated infrastructure and

landscaping at Phase 2B, Land at Norwood Farm was considered. It was proposed to object to the application on the grounds of lack of connectivity to the village. The council want assurances that pedestrian routes connecting the whole parish are in place.

- b) Planning application 2025/2249/FULL – Part demolition of existing wall and outbuilding and provision of new entrance to the land – land adjacent to 9a Upper High Street was considered. It was proposed to object to the application on grounds of visibility, parking and lack of information provided. The PC felt without visibility of reports from Highways and other statutory consultees they did not have the information to make an informed decision.

**92/25 CONSULTATION**

Council considered West Northants Council consultation on Draft Statement of Community Involvement (CSI) for West Northants Council Planning Service. It was agreed that councillors comment individually

**93/25 LETTER OF SUPPORT**

Harpole Baptist Church had ask for a letter of support with regards to use of the chapel and funds from the sale of the Manse. There was a discussion regarding the pros and cons. Council thought to support in principle as Ward councillor and MP had supported. It was proposed to invite Baptist community to next meeting to present their casse.

**94/25 BOWLS CLUB LEASE**

The solicitor had some questions with regards to adding the parish council office into the lease. Cllr Wallace offered to amend the plan. Initially the office is there as a gentleman's agreement. It was proposed that the Parish Council offer 5% towards maintenance cost of the car park for use of it.

**95/25 CLIMATE AND NATURE CHAMPION**

Northants CALC are starting a new scheme and have asked each parish council to nominate a Climate and Nature champion to represent the council. There was discussion about the usefulness of the scheme. Cllr Phillips proposed himself as champion. This was approved.

**96/25 ITEMS FOR NEXT AGENDA**

Contract for church yard to be checked and monitored.  
S106 Payments and obligations to be progressed on time

Meeting closed 9.10pm  
Signed

Date



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Minutes of the Planning, Highways and Infrastructure Committee meeting held on 28<sup>th</sup> July 2025, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs N Bess (chair), M Callaghan, J Gibbins, S Philips, F Smethers

Also present – Clerk, Cllr Haynes and 1 member of the public

Meeting Start: 7pm

**97/25 APOLOGIES FOR ABSENCE.**

Apologies were approved for Councillors Garnder and Taylor.

**98/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

None.

**99/25 PUBLIC PARTICIPATION**

Member of public interested in discussion about grasscutting.

**100/25 MINUTES**

Councillors **APPROVED** the minutes of Planning, Highways & Infrastructure Committee Meeting held on 30<sup>th</sup> June 2025.

**101/25 PLANNING**

There were no planning applications.

**102/25 CLIMATE CHANGE**

Draft policy had been tabled. IT was thought that there needed to be mention of promoting green transport and green infrastructure such as walking and cycling routes. Also to add that we would follow guidance in West Northants Council plan. It was proposed that the policy is recommended to Full Council with these amendments.

**103/25 EMERGENCY PLANNING**

Still awaiting a response from WNC officer who had offered to take a look at the plan. Still need a list of ditches in the parish that would need clearing, it was thought that many could have riparian rights so would be part land owner and part WNC / Anglian Water / Environment Agency. There has not been a response to the request that the first responder can be added to the plan. Cllrs Callaghan and Smethers to respond to NALC / ACRE survey on where we are with plans and what extra help may be useful.



#### **104/25 HIGHWAYS AND FOOTPATHS**

- a) Cllrs Callaghan, Roberts and Gardner had met with Highways about many issues in the village. Any items seen as general maintenance should be logged in Fix my street. There was a discussion about kerbs being low and similar level to the road. Issue is that roads have been resurfaced. Paths can't be lifted as this would cause issue with driveways. Many requests are not possible due to highways regulations, such as there is no space for a crossing by the school due to the location of entrances. A count could be done in September to show how busy the area is. Clerk to forward emails with summary to all councillors.
- b) Walking survey had been set up and promoted on Facebook and through the school. So far 47 responses had been received and responses were as expected. It was agreed to add to next newsletter and try to get more responses.
- c) A meeting has been arranged with Kislingbury to discuss the bridge and other issues. There are temporary closures of part of Bridleways KP1 and KP16 to allow works by developers.

#### **105/25 ALLOTMENTS**

- a) Whilst the clerk was on holiday there were several emails regarding missing produce and equipment and gates being left open. Clerk to send email asking people to be respectful and to report any cases of theft to the Police.
- b) Clerk to arrange date for inspections. Cllrs Bess, Smethers and Gibbins to be present.
- c) There had been a query about a plot holder having a wasp nest on the plot and asking if it was her responsibility or that of the council for pest control.

#### **106/25 STREET FURNITURE**

- a) Flag Flying Policy was tabled. It was proposed to recommend to full council for adoption.
- b) New bins have been received and clerk has met with contractor for locations so they should be installed soon. He also looked at bench on Glasthorpe Lane, this cannot easily be lifted.

#### **107/25 CONTRACTS**

- a) Grass cutting contractor has been in the village a couple of months and the clerk asked if council were happy. Allotments and village is fine but there have been recent complaints about the churchyard. There has been no strimming and there are weeds around the cenotaph. Clerk to contact contractor and ask to put things right. If needed a meeting can be arranged.  
Residents on South View would like an area to be planted with wild flowers. Clerk to ask contractor for information.

#### **108/25 CHURCH**

There is no update on Burial Ground. It is thought that the area offered by the charity is not appropriate. Other land is needed. Council to keep an eye out for potential land. Clerk to contact WNC for any advice. Clerk to also pull together paper on type of land that would be suitable. Clerk to check if there has been a formal request from the church.



**109/25 ITEMS FOR THE NEXT AGENDA**

No items other than updates on actions.

Meeting closed 8.55pm

**DATE OF NEXT MEETING.**

The next meeting is scheduled for Monday 29<sup>th</sup> September at 7pm

Signed



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Minutes of the Strategy, Finance and Policy Committee meeting held on 1<sup>st</sup> September 2025, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs S Roberts (Chair), K Gardner, B Hancy, G Madle, F Smethers, D Starmer, C Wallace

Also present – S Willis (Clerk), Cllr I Haynes, Cllr G Taylor, Paul Thomas (Clerk to Harlestone PC and Harlestone Manor PC), Stewart Clark (chairman at Harlestone Manor PC), 3 members of public and 2 representatives of Rosconn Group

Meeting Start: 7pm

**110/25 APOLOGIES FOR ABSENCE.**

Apologies received for Clement Nnadozie.

**111/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Cllrs Smethers and Starmer declared an interest as trustees of the playing field.

**112/25 PUBLIC PARTICIPATION**

Member of the public asked a couple of questions about updates following the flooding earlier this year. Clerk advised that there will be a report out soon, but can follow up on the specific queries raised.

Cllr K Gardner joined the meeting.

**113/25 MINUTES**

Councillors **APPROVED** the minutes of the Strategy, Finance and Policy Committee of 2<sup>nd</sup> June 2025.

**114/25 PRESENTATION FROM ROSCONN GROUP**

The group is working on behalf of the landowners and are in early stages of developing a concept plan. Site is 14.15ha on south side of Nobottle Road. Part of this is within confines of N4 SUE site and the rest is adjoining. They believe that with the emerging local plan that needs to allocate more housing this would be accepted. Approximately 7.7ha will be developed and the rest for green infrastructure.

Rosconn are currently awaiting a pre-application meeting with WNC, and are looking to potentially hold a public consultation in October. With a planning application being submitted by the end of the year.

Our concerns over footpaths along Road Hill and increased traffic into the village was given and it was asked if it could be made a less appealing route that using other local major routes. There was also a discussion about the S106.

Rosconn Representatives and 3 members of public leave.

### **115/25 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION**

- a) Bloor are looking to start the process of handing over Green Space and have passed on plans. The S106 states they maintain for a year but they have proposed that this is shortened and have offered extra commutable sums to do this. WNC have suggested that whilst it is possible it is not advisable. Our contractor has noticed several issues that would need resolving first, and believes the offer is low and would not cover a years maintenance. There was a discussion about the pros and cons of taking it early. It was proposed that the current offer is rejected, but that we may take earlier than the 12 months if the contractual obligations are met.

It was queried if we should have a policy on how we work with developers in the future for transfer of land. To be added to next agenda.

- b) Council considered planning application 2025/2863/FPATH for the diversion of Bridleway KP01 – Land North of Harpole off Roman Road. It was noted that the British Horse Society had no objections. It was proposed that the council had no comments but supported the BHS response.
- c) Davidsons had advised of updates to 2024/0672/MOA regarding their application for housing off Nobottle Road. There was concern that the changes to the SUDS proposed meant that there was a smaller provision.  
It was also noted that the council should send representatives to the planning committee when it is considered. Cllrs Gardner and Smethers offered to go and read a statement.
- d) No further updates

### **116/25 NORWOOD FARM SUSTAINABLE EXTENSION**

- a) Lighting scheme for phases 1 and 2b had been approved but council had asked for overnight dimming to match what is in the rest of the village. This matches so the council are happy to take on as is.
- b) Street Names for phases 2 and 1b had been proposed by Vistry. Council did not like the proposed names and suggest that wildflower names are used instead. Clerk to advise. It was suggested that the children at the school suggest names for future phases. Clerk to contact the school once re-opened.
- c) SLRR is now open but it seems that it is not being fully used. It is thought that not all SatNavs have been updated to include it yet.

### **117/25 SPORTS PROVISION**

We are still awaiting plans from Vistry for the new pavilion. They are working on surveys and getting quotes for works.

Work has been done on transfer of playing fields. An update will be given at the next full council meeting.

### **118/25 CIL**

Some amendments were proposed. It was proposed that there is a major projects working group set up to consider feasibility of some of the larger proposed projects. Clerk to add to next Full council agenda.

### **119/25 FINANCE**

- a) Scarecrow Festival committee had applied for a grant for £1000 to help towards insurance costs for the weekend. It was proposed to grant the application. Cllr

Smethers wanted it recorded he voted against as this is the first time that the committee has asked for funding as it was supposed to be self-funding.

- b) Nothampton Town Football Club had contacted the council asking for a donation towards schemes they run. It was proposed that they should work with Harpole Football Club to see if any of these projects are needed.
- c) Harpole Football Club were requesting help towards upgrades to the pavilion changing rooms. There was a discussion about the process and whether the playing fields trustees were aware and had given permission. It was proposed that a full application is needed with sight of accounts.

#### **120/25 POLICIES**

The following policies had been tabled for review and were approved:

- a) Publication Scheme
- b) Complaints Procedure
- c) Disciplinary Procedure
- d) Grievance Procedure

The following Policy is a new policy required for new audit regulations and was approved:

- e) IT policy

#### **121/25 BOWLS CLUB LEASE**

Bowls Club Solicitors have responded with a list of questions. It was proposed that response to this is delegated to the Clerk and Cllrs Smethers and Wallace.

#### **122/25 ITEMS FOR THE NEXT AGENDA**

Budget needs to be discussed at the next meeting.

Meeting closed 9.20pm

#### **DATE OF NEXT MEETING.**

The next meeting is scheduled for Monday 3<sup>rd</sup> November at 7pm

Signed

Date

## Flag Flying Policy

The purpose of the Flag Flying Policy is to ensure that there is advice on when and how the Parish Council will fly flags. Flags for local councils are mostly about etiquette and not law. They are symbols giving a visual message about the parish and the council (and their values) to the local community and to the outside world.

A Local Council is not part of central government in the UK, or part of the principal authority, and may fly flags as it pleases provided it is lawful and done lawfully. Maritime or Military rules do not apply.

### The Policy

1. Harpole Parish Council has 1 flagpole available on Flagpole Green, at the corner of Garners Way and Larkhall Lane.
2. The Union Flag will be flown at all times with the exceptions of occasions listed below.
3. The Council will appoint two (?) volunteers to manage the flag (To be appointed each year at the annual meeting). Primary duty being to oversee the safe operation of the flagpole and to manage the quality and condition of the flag and bring any issues to the attention of the council.
4. Only persons authorised by the council can operate the flagpole.
5. Flags will be flown at 2/3 mast (commonly known as half mast) on dates shown below.
6. The council reserves the right to fly any other flag by agreement of the council.
7. All Flag-flying will comply with national rules and regulations.

Flags other than the union flag:

23<sup>rd</sup> April – St Georges Flag

St Georges flag can also be raised on an occasion that an English Sports team reaches the final stage of a competition

Flags will be flown at half mast as follows:

1. All events covered by protocol covering the death of a sovereign or senior member of the royal family or senior person of state as stated by the Monarch.
2. Any national mourning declared by UK government.
3. Remembrance Sunday
4. Any other time deemed appropriate by the council (such as death of serving councillor, death of armed services officer from the community, or death of another community member that has served the community)

Length of time the flag is flown at half mast will vary and guidance from principle authority or central government will be followed.

# Harpole Parish Council Climate Change and Sustainability Policy

Adopted: 8<sup>th</sup> September 2025

## 1. Introduction

Harpole Parish Council recognises the need to address climate change and promote sustainability for the benefit of current and future generations. As a tier of local government closest to the community, we have a key role in leading by example and supporting local efforts to reduce carbon emissions, enhance biodiversity, and promote environmental resilience.

## 2. Aims and Objectives

This policy sets out our commitment to:

- Reduce the Parish Council's carbon footprint and environmental impact.
- Promote sustainability in all aspects of Council operations and decision-making.
- Work collaboratively with residents, businesses, and partner organisations to support community-wide environmental responsibility.
- Protect and enhance local biodiversity and natural habitats.
- Consider the climate or nature impact of all decisions.

## 3. Parish Council Commitments

The Council will:

### 1. Energy and Resources

- Seek to reduce energy use and improve efficiency in council-owned buildings and assets.
- Encourage the use of renewable energy where feasible.

### 2. Procurement and Finance

- Consider sustainability and environmental impact in procurement decisions.
- Support local, ethical, and environmentally responsible suppliers.

### 3. Biodiversity and Open Spaces

- Protect and enhance green spaces, trees, and wildlife habitats under council control.
- Support community initiatives such as wildflower planting, tree planting, and community gardening.
- Work with contractors to reduce use of pesticides.

### 4. Planning and Development

- Support environmentally responsible development through the planning process and engagement with developers.
- Ensure the Neighbourhood Plan considers climate impacts with regards to open spaces, new developments and travel options.

#### 5. Community Engagement

- Provide information and support to residents on reducing environmental impact and improving sustainability at home and in the community.
- Collaborate with local schools, groups, and organisations to deliver environmental initiatives.
- Consider initiatives to reduce waste to landfill.

#### 4. Implementation and Monitoring

The Council will review this policy annually and update it in line with best practice and emerging local or national initiatives.

The Clerk will ensure that sustainability is considered in the preparation of agendas, project planning, and procurement.

A lead councillor or working group may be appointed to oversee delivery of the Council's environmental objectives.

#### 5. Transport

The council will promote Green Transport and will favour walking and cycling where possible.

#### 6. Declaration

This policy reflects Harpole Parish Council's ongoing commitment to tackling climate change and promoting sustainability in everything we do.

# Harpole Parish Council

2 September 2025 (2025-2026)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90	Professional Fees	28/06/2025		Unity Trust		Data Protection Fee	Information Commissioner	X	47.00		47.00
87	IT	01/07/2025		Unity Trust		IT Software	Scribe	S	99.00	19.80	118.80
88	Telephone and Broadband	13/07/2025		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
89	Office Electric	17/07/2025		Unity Trust		Office Electric	British Gas	L	64.60	3.23	67.83
91	Subscription and Memberships	24/07/2025		Unity Trust		Allotment Association Fees	National Allotment Society	S	70.00	14.00	84.00
93	Training	25/07/2025		Unity Trust		Training	Northants CALC	S	83.00	16.60	99.60
98	Bank Charges	25/07/2025		Unity Trust		Bank Fees	Unity Trust Bank	X	10.65		10.65
97	Subscription and Memberships	25/07/2025		Metrobank Credit Ca		Adobe Subscription	Adobe Systems Software	S	17.62	3.52	21.14
99	Staff Salary	25/07/2025		Unity Trust		staff costs	Sally Willis	X	2,655.46		2,655.46
101	NI and Tax E'rs and EE's	25/07/2025		Unity Trust		PAYE	HMRC	X	1,121.12		1,121.12
100	Pension E'rs and EE's	25/07/2025		Unity Trust		Pension	Nest	X	240.47		240.47
96	Maintenance churchyard	25/07/2025		Unity Trust		grass cutting	R&G Groundworks	S	352.00	70.40	422.40
92	Dog bins	25/07/2025		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	75.83	15.17	91.00
96	Grass Cutting allotment	25/07/2025		Unity Trust		grass cutting	R&G Groundworks	S	322.00	64.40	386.40
96	Grass Cutting	25/07/2025		Unity Trust		grass cutting	R&G Groundworks	S	528.00	105.60	633.60
95	Telephone and Broadband	25/07/2025		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
94	Street Light Electric	25/07/2025		Unity Trust		Street Light Electric	Tomato Energy	L	220.73	11.04	231.77
102	Audit Fees	01/08/2025		Unity Trust		Audit fees	PKF Littlejohn	S	1,365.00	273.00	1,638.00
104	Professional Fees	01/08/2025		Unity Trust		Legal Fees	Borneo Martell Turner Coul	S	1,136.33	227.27	1,363.60
103	Flagpole	01/08/2025		Unity Trust		Flagpole Green	Nickolls Landscaping	X	100.00		100.00
105	Loan Repayment	04/08/2025		Unity Trust		Loan	Salix	X	3,505.20		3,505.20
107	Bank Charges	05/08/2025		Unity Trust		Bank Fees	Unity Trust Bank	X	8.25		8.25
106	CIL Spend	05/08/2025		Unity Trust		Bins	Glasdon	S	804.08	160.81	964.89
110	Professional Fees	06/08/2025		Unity Trust		Payroll Services	Autella Payroll Services	S	124.25	24.85	149.10
109	IT	06/08/2025		Unity Trust		IT Software	Scribe	S	99.00	19.80	118.80
108	Telephone and Broadband	06/08/2025		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
114	Maintenance	11/08/2025		Unity Trust		Village Handyman	Paul Thomas	X	346.60		346.60
113	Maintenance churchyard	11/08/2025		Unity Trust		grass cutting	R&G Groundworks	S	528.00	105.60	633.60
113	Grass Cutting allotment	11/08/2025		Unity Trust		grass cutting	R&G Groundworks	S	483.00	96.60	579.60
113	Grass Cutting	11/08/2025		Unity Trust		grass cutting	R&G Groundworks	S	792.00	158.40	950.40
111	Telephone and Broadband	11/08/2025		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
115	Insurance	15/08/2025		Unity Trust		Insurance	Zurich	X	963.13		963.13
116	Buildings	15/08/2025		Unity Trust		portacabin rent	Harpole Bowls Club	X	25.00		25.00
117	Street Light Electric	15/08/2025		Unity Trust		Street Light Electric	Tomato Energy	L	249.98	12.50	262.48

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
122	Newsletter	25/08/2025		Unity Trust		newsletter	Sally Willis	X	315.83		315.83
123	Staff Salary	25/08/2025		Unity Trust		staff costs	Sally Willis	X	3,051.92		3,051.92
124	NI and Tax E'rs and EE's	25/08/2025		Unity Trust		PAYE	HMRC	X	1,371.81		1,371.81
121	Pension E'rs and EE's	25/08/2025		Unity Trust		Pension	Nest	X	281.28		281.28
119	Telephone and Broadband	26/08/2025		Unity Trust		Office Electric	British Gas	L	54.07	2.70	56.77
120	Water Charges	26/08/2025		Unity Trust		water rates	Anglian Water (Wave)	X	1,885.82		1,885.82
								<b>Total</b>	<b>23,468.03</b>	<b>1,419.29</b>	<b>24,887.32</b>

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Harple Parish Council – NH0118**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

24/07/2025



**Harpole Parish Council**

**Work Plan September 2025 – September 2026**

Harpole Parish Council will publish a work plan annually in May, for the forthcoming year. The work plan will be drawn from Council's Medium Term Business Plan. The Work Plan will contain ongoing commitments as well as identified projects for the forthcoming year for which budgets have been identified, issues raised by members of the public during the year; and matters identified within parish council meetings.

**Ongoing Work.**

	<b>Action</b>	<b>Objective</b>	<b>Action By:</b>	<b>Complete By</b>	<b>Year-end Review</b>
1	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published annually and quarterly.	To meet legal requirements to make all relevant information easily accessible to the public.	Clerk	Ongoing	Completed quarterly.
2	To update policies and procedures and Terms of Reference for Committees. To write new policies where required, in conjunction with Council.	To ensure the councillors and the clerk work to current legislation and best practice.	Clerk / appropriate committee.	Ongoing	Completed as and when required.
3	Review risk register on a regular basis.	Good risk management.	Finance Committee / Clerk	Ongoing	Reviewed by Finance Committee each quarter.

Agreed  
Review



4	To support staff and councillors in attending training, courses and conferences.			Ongoing.	Ongoing
5	To maintain the Communications Action Plan, work to improve communications and implement any agreed elements	To ensure that communication with residents and community engagement are a priority for the Council	Clerk and Councillors.	Ongoing.	Ongoing
6	To ensure that the purpose and manner of processing personal data is according to the law.	To ensure information is handled appropriately.	Clerk, staff and Councillors.	Ongoing.	Ongoing
7	Continue developer liaison arrangements in relation to Harlestone Manor development (N4) and Norwood Farm (N9A)	To enable good working relationships with the developers and smooth handover of facilities.	Clerk/SFP Committee	Ongoing	Ongoing
8	To review staffing levels and recruitment to accommodate future needs	To realistically assess needs and put in place appropriate resources	Clerk / Full Council	Ongoing	Ongoing

**Special / One-Off Projects for 2025/26**

	<b>Action</b>	<b>Objective</b>	<b>Action By:</b>	<b>Complete By</b>	<b>Year-end Review</b>
9	To Identify and ensure registration of all Parish Council owned land.	To ensure good governance and record keeping.	Clerk	Dec 2025	

Agreed  
Review



10	To review lease to Harpole Bowls Club	To ensure suitable ongoing arrangements once current lease ends	Clerk and SFP Committee	September 2025	
11	To scan the legal documentation of the parish council to store in the Cloud.	To ensure legal documents are protected in the event of the loss of The Parish Office.	Clerk	December 2025	
12	To develop a portfolio of parish projects for the CIL income stream	To ensure that Community Infrastructure Levy funding is allocated appropriately.	Clerk/SFP Committee	continuous	
13	To develop options for managing open space from the new developments and to establish expected timelines.	To enable forward planning of necessary actions.	Clerk/SFP Committee	continuous	
14	To work with Vistry for provision of new pavilion	To ensure that council gets a facility that the village needs	Clerk, SFP Committee	Summer 2026	
15	To consider Playing Fields strategy should this come to HPC possession. Charitable Status vs removal of charity status.	To ensure that the Playing Fields are in use for the whole village.	Clerk, SFP Committee		
16	To update village maps		Clerk, PHI Committee		
17	To find more burial land	To work with the church and landowners to find land to extend the burial ground	Clerk, PHI Committee		

Agreed  
Review



18	Play equipment replacement				
19	Update Neighbourhood Plan				
20	Defib at Manning Watts	Arrange connection			
21	Review of provision of street furniture	In village and new developments	Clerk / PHI	Ongoing	
22	Management of allotments	To have well maintained site and look to secure any S106	Clerk /PHI	Ongoing	
23	Work with developer on specification for new community facility	To ensure facility is right for parish	Clerk / Council	Sept 26	

Agreed  
Review

## **Request from Clerk for Support for Level 4 Community Governance qualification.**

SLCC offers training for sector qualifications from Introductions to Local Councils through to a Masters degree.

I took CiLCA (Certificate in Local Council Administration) about 10 years ago when I first became a clerk. I would now like to complete the next level which is Level 4 Certificate in Community Governance. This looks at the way in which people and organisations work together and independently, making decisions for the benefit of the local community. This is provided in conjunction with De Montfort University.

This is a 2 year course which covers 7 areas of Community Governance (Community Governance, Local Council Finance, Planning, Organisational governance, Local Council Law and procedures, building communities and then a choice of managing people or managing projects). The academic year for this course runs from February to November. It is mostly distance learning but there are 3 residential study breaks per year for group teaching and networking with others doing the same course. The literature advises that I would need approximately 3 hours a week to work on course work.

The cost of the course is £6,800 (£3,400 each year) which can be paid in instalments after an initial deposit. There will then be other costs to cover an overnight stay at each residential session (approx. £150 per residential to include bed and breakfast and the study day).

I ask that council consider adding funding into the budget for the next 2 years to help cover the costs of this training.

More information can be found on the SLCC website: [SLCC | Community Governance](#)