

# 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 13<sup>th</sup> October 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: 7<sup>th</sup> October 2025

## **AGENDA**

### **153/25 APOLOGIES FOR ABSENCE**

### **154/25 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.

### **155/25 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.

### **156/25 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.

### **157/25 COUNCIL MINUTES**

To receive and approve the minutes of Council Meeting dated Monday 8<sup>th</sup> September 2025

### **158/25 COMMITTEE MINUTES**

To receive the minutes of the Planning, Highways and Infrastructure Committee held on 29<sup>th</sup> September

### **159/25 QUESTIONS FOR CHAIRMAN RELATING TO RECEIVED MINUTES**

### **160/25 RECOMMENDATIONS FROM COMMITTEES**

- a) To consider and approve committee membership
- b) To consider and approve purchase of Dog bins for Western Gate from CIL funding
- c) To consider allowing Planning, Highways and Infrastructure to spend CIL funding on bins in new developments without referring back to full council

# HARPOLE PARISH COUNCIL

## **161/25 FINANCE**

- a) To receive and approve payments for October 2025
- b) To receive reconciliation and budget to end of September 2025

## **162/25 BOWLS CLUB LEASE**

To consider and approve amendments requested by bowls club solicitor

## **163/25 PLAYING FIELDS**

To consider and approve that an application is submitted to the Charity Commission directly for the Parish Council to take on the transfer of land in 1 of 3 alternative ways

## **164/25 LOCAL COUNCIL AWARD SCHEME**

To consider and approve documentation to be sent as application for Bronze level of the scheme

## **165/25 PLANNING**

- a) To consider and respond to communication from Vistry regarding fencing on the perimeter of Phase 2b
- b) To consider and approve Street lighting scheme for Vistry Phase 2B
- c) To receive update on planning application 2024/0672/MAO (Davidsons) and consider and approve next steps that the council wish to take
- d) To consider and approve a process for a press release if it is felt one is needed
- e) To consider and approve road name suggestions for part of Sandy Lane Relief Road

## **166/25 PCSO**

To consider and approve next steps if the council wish to consider a PCSO for the parish

## **167/25 ITEMS FOR NEXT AGENDA**

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

**Next meeting is scheduled for Monday 10<sup>th</sup> November 2025 at 7pm**



**Chairman** – Mr F Smethers

**Clerk** – Mrs S Willis

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Minutes of the Council meeting held on Monday 8<sup>th</sup> September 2025, in the Methodist Chapel at 7pm.

Present – Cllrs F Smethers (Chair), N Bess, J Gibbins, B Hancy, I Haynes, G Madle, S Roberts, G Taylor, C Wallace

Also present – Clerk, WNC Cllr Bignell (part), WNC Cllr King (part), John Thomason (Baptist Chapel) and 5 members of public

Meeting start: 7pm

**123/25 APOLOGIES FOR ABSENCE.**

Apologies approved for Cllrs Callaghan, Starmer and Phillips. Cllr Gardner not present.

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

Re 132/25 Cllrs Haynes and Smethers as Trustees of the Playing Fields.

**125/25 REPORTS FROM UNITARY COUNCILLORS**

Cllr Bignell – Has received comments regarding safety of cross road at Sandy Lane Relief Road and A4500, this has been raised with Highways twice.

The planning application for the top of Road Hill is currently a scoping document, which is before a pre-application and just sets boundaries and ideas of an application. This is a speculative application as much of it is outside the SUE boundary and is not earmarked in the Local Plan.

It appears that Vistry have started to erect a large sign. He believes this may be under permitted development if it is temporary.

He is looking into the Bye-law for the playing field and will contact the clerk once he has heard from WNC legal.

Cllr Bignell Leaves

Cllr King – Is still awaiting some training so will be passing some items to other cabinet members with more experience or knowledge.

**126/25 PUBLIC PARTICIPATION**

John Thomason gave a brief history of the Baptist Chapel and that the current congregation have been given a licence to refurbish and use the chapel, but to be able to do this had to allow the Baptist Union to sell the Manse and take the proceeds. As the chapel has not been used for 15 years there is much work that is needed and they ask that the council write to the Baptist Union to ask if some of the profits can be returned to help with the refurbishment.

Member of the public asked about the barriers on Upper High Street. Highways have suggested that they may be able to put this into the budget for next financial year.

Member of the public advised he has copies of the bye-law for the playing fields and other information and is pulling together a file that the council can have.

Council were asked if they have a flood warden. There is not one currently but there is a working group looking at an emergency plan.

**127/25 COUNCIL MINUTES**

Minutes of Full Council Meeting of 14<sup>th</sup> July 2025 was approved and signed.

**128/25 COMMITTEE MINUTES**

Minutes of Planning, Highways and Infrastructure Committee of 28<sup>th</sup> July and Strategy, Finance and Policy Committee of 1<sup>st</sup> September 2025 were received.

**129/25 QUESTIONS FOR CHAIRMAN RELATED TO RECEIVED MINUTES**

It was asked if the grass cutting contractor had been approached regarding the works in the churchyard. Clerk confirmed that there had been a conversation.

**130/25 BAPTIST CHAPEL**

There was a conversation about the current status of the Baptist chapel and the charity trust status. It was proposed that a letter of support is written to the Baptist Union asking if they would consider donating some of the profit from the sale of the Manse could be given to the Baptist chapel for refurbishments.

Cllr King Leaves

**131/25 RECOMMENDATIONS FROM COMMITTEES**

- a) Flag Flying Policy was approved. It was clarified that this is the policy for the parish council flagpole and not about anyone else in the village flying flags on their own property.
- b) Sustainability Policy was approved.
- c) It was approved that a working group is set up to discuss major projects for CIL monies. This is to comprise of chairman, chairmen of the committees and 1 other member from the committees. Membership was confirmed as Cllrs Smethers, Roberts, Gardner, Gibbins and Hancy.
- d) Staffing Committee date was set for 20<sup>th</sup> October, 7pm at the council office

**132/25 PLAYING FIELDS**

Cllr Wallace advised he has had conversations with Northants ACRE and Charity Commission with regards to the process we need to follow. He is still wanting to have conversations with Northants CALC. A valuation survey is also being booked.

Whilst transfer to the PC as a sole trustee seems to be advisable there are other options which are being explored. It is hoped that the situation will be clearer before the council needs to consider next years budget.

**133/25 FINANCES**

- a) Payments for August and September were approved

Supplier	Description	Net	VAT	Total
Information Commissioners Office	Data Protection Fee	47.00	0.00	47.00
Scribe	IT Software	99.00	19.80	118.80
Gigaclear	Broadband	30.00	6.00	36.00
British Gas	Office Electric	64.60	3.23	67.83
National Allotment Society	Allotment Association Fees	70.00	14.00	84.00
Northants CALC	Training	83.00	16.60	99.60
Unity Trust Bank	Bank Fees	10.65	0.00	10.65
Adobe Systems Software	Adobe Subscription	17.62	3.52	21.14
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
R&G Groundworks	grass cutting	352.00	70.40	422.40
Shield Maintenance Ltd	Bin Emptying	75.83	15.17	91.00
R&G Groundworks	grass cutting	322.00	64.40	386.40
R&G Groundworks	grass cutting	528.00	105.60	633.60
ID Mobile	Mobile Phone	5.00	1.00	6.00
Tomato Energy	Street Light Electric	220.73	11.04	231.77
PKF Littlejohn	Audit fees	1,365.00	273.00	1,638.00
Borneo Martell Turner Coulston	Legal Fees	1,136.33	227.27	1,363.60
Nickolls Landscaping	Flagpole Green	100.00	0.00	100.00
Salix	Loan	3,505.20	0.00	3,505.20
Unity Trust Bank	Bank Fees	8.25	0.00	8.25
Glasdon	Bins	804.08	160.81	964.89
Autella Payroll Services	Payroll Services	124.25	24.85	149.10
Scribe	IT Software	99.00	19.80	118.80
Gigaclear	Broadband	30.00	6.00	36.00
Paul Thomas	Village Handyman	346.60	0.00	346.60
R&G Groundworks	grass cutting	528.00	105.60	633.60
R&G Groundworks	grass cutting	483.00	96.60	579.60
R&G Groundworks	grass cutting	792.00	158.40	950.40
ID Mobile	Mobile Phone	5.00	1.00	6.00
Zurich	Insurance	963.13	0.00	963.13
Harpole Bowls Club	portacabin rent	25.00	0.00	25.00
Tomato Energy	Street Light Electric	249.98	12.50	262.48
Sally Willis	newsletter	315.83	0.00	315.83
Sally Willis	staff costs	3,051.92	0.00	3,051.92
HMRC	PAYE	1,371.81	0.00	1,371.81
Nest	Pension	281.28	0.00	281.28
British Gas	Office Electric	54.07	2.70	56.77
Anglian Water (Wave)	water rates	1,885.82	0.00	1,885.82
<b>Total</b>		<b>23,468.03</b>	<b>1,419.29</b>	<b>24,887.32</b>

b) Budget summary to end of June was approved

Current Account	207,925.32
CCLA Savings	992,761.64
Metrobank savers	2,039.41
Credit card	125.68
Outstanding payments	
Total	1,202,852.05

Opening Balance	1,030,434.22
Expenditure to date	63,294.69
Income to Date	235.712.52
Cashbook balance	1,202,852.05

c) Internal Controller advised he had done a review and all seemed in order.

d) External Auditor report was received. It was noted that an item that had been purchased in the year (allotment fencing) had not been included in the asset register. Clerk will ensure the asset register is kept up to date.

#### 134/25 WORK PLAN

A small amendment was proposed. The Work plan for 2025/26 was approved.

#### 135/25 WORKING WITH OTHER COUNCILS

It was proposed to support Kislingbury in their efforts to get the bridge as a listed monument and to try to increase the safety of traffic crossing the bridge.

**136/25 ENFORCEMENTS**

As the new developments grow there will be times when triggers are hit in the S106 that will have an impact on the parish (transfer of open space / facilities etc). It was proposed that the council will seek to enforce legal obligations of the S106. Initially this will be in communications with the developer, but may need to include WNC as signatories to the contract.

**137/25 TRAINING**

It was proposed that the council would support the clerk in Level 4 Community Governance Training. They asked that the clerk stay for the length of the training after completion.

**138/25 BOWLS CLUB LEASE**

Council approved the new draft to the lease. It was noted that the vice chair had changed since the lease was started and should be signed by the current chair and vice chair as per council policy.

**139/25 IT EQUIPMENT**

The laptop used by the clerk runs on Windows 10 and is not compatible with an upgrade to Windows 11. It was proposed that the council purchase a new laptop. A suggested option was provided at a cost of £480.

**140/25 ITEMS FOR NEXT AGENDA**

Award for public service to a member of the public.

Meeting closed 8.55pm

Signed

Date

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Allotment Rents	3,000.00	391.60	-2,608.40		187.00	-187.00	-2,795.40 (-93%)
8	Water Contributions	1,000.00		-1,000.00				-1,000.00 (-100%)
42	Maintenance allotments				1,000.00	882.65	117.35	117.35 (11%)
53	Water Charges				1,000.00	2,127.27	-1,127.27	-1,127.27 (-112%)
54	Grass Cutting allotment				800.00	1,932.00	-1,132.00	-1,132.00 (-141%)
<b>SUB TOTAL</b>		<b>4,000.00</b>	<b>391.60</b>	<b>-3,608.40</b>	<b>2,800.00</b>	<b>5,128.92</b>	<b>-2,328.92</b>	<b>-5,937.32 (-87%)</b>

Churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Burial Fees							(N/A)
10	All Saints Maintenance Contribut							(N/A)
43	Maintenance churchyard				2,000.00	3,205.00	-1,205.00	-1,205.00 (-60%)
45	Parish Clock							(N/A)
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>3,205.00</b>	<b>-1,205.00</b>	<b>-1,205.00 (-60%)</b>

CIL Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	CIL Income		122,026.09	122,026.09				122,026.09 (N/A)
<b>SUB TOTAL</b>			<b>122,026.09</b>	<b>122,026.09</b>				<b>122,026.09 (N/A)</b>

CIL Spend

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	CIL Spend					3,130.55	-3,130.55	-3,130.55 (N/A)
<b>SUB TOTAL</b>						<b>3,130.55</b>	<b>-3,130.55</b>	<b>-3,130.55 (N/A)</b>

General Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Precept	185,200.00	185,200.00					(0%)
4	Interest Received		20,073.26	20,073.26				20,073.26 (N/A)
5	Grant and Donations Received		271.00	271.00				271.00 (N/A)
7	Bowls Club Rent	800.00		-800.00				-800.00 (-100%)
11	Grass Cutting Contribution	950.00	951.71	1.71				1.71 (0%)
12	Other Income		83.98	83.98				83.98 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

<b>SUB TOTAL</b>	<b>186,950.00</b>	<b>206,579.95</b>	<b>19,629.95</b>				<b>19,629.95 (10%)</b>
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Outside Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Maintenance				7,000.00	5,349.53	1,650.47	1,650.47 (23%)
47	Benches							(N/A)
48	Sand Bins							(N/A)
49	Dog bins				1,000.00	714.98	285.02	285.02 (28%)
50	Noticeboards							(N/A)
51	Flagpole				800.00	1,619.95	-819.95	-819.95 (-102%)
52	Hghways							(N/A)
55	Grass Cutting				4,000.00	3,588.00	412.00	412.00 (10%)
56	Trees				1,000.00		1,000.00	1,000.00 (100%)
58	Playing Fields				10,000.00		10,000.00	10,000.00 (100%)
<b>SUB TOTAL</b>					<b>23,800.00</b>	<b>11,272.46</b>	<b>12,527.54</b>	<b>12,527.54 (52%)</b>

Parish Council Admin Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Payroll Services				500.00	130.20	369.80	369.80 (73%)
18	Staff Mileage and Benefits				300.00		300.00	300.00 (100%)
19	Staff Other expenses							(N/A)
20	Training				1,200.00	1,179.00	21.00	21.00 (1%)
21	Bank Charges				150.00	58.25	91.75	91.75 (61%)
22	Audit Fees				1,800.00	1,806.00	-6.00	-6.00 (-0%)
23	Professional Fees				5,000.00	1,554.58	3,445.42	3,445.42 (68%)
24	Subscription and Memberships				1,200.00	2,195.23	-995.23	-995.23 (-82%)
25	Insurance				1,000.00	963.13	36.87	36.87 (3%)
26	Stationery				200.00	44.58	155.42	155.42 (77%)
27	Postage				50.00		50.00	50.00 (100%)
29	Website				400.00		400.00	400.00 (100%)
30	IT				3,000.00	1,831.87	1,168.13	1,168.13 (38%)
31	Buildings					25.00	-25.00	-25.00 (N/A)
34	Newsletter				1,200.00	583.11	616.89	616.89 (51%)
35	Meetings / Room Hire				1,200.00	397.50	802.50	802.50 (66%)
36	grants paid				5,000.00	4,000.00	1,000.00	1,000.00 (20%)
37	section 137 Expenditure					129.99	-129.99	-129.99 (N/A)
38	Election Costs				400.00		400.00	400.00 (100%)
39	Rates							(N/A)
40	Loan Repayment				7,020.00	3,505.20	3,514.80	3,514.80 (50%)
57	Sundries					258.00	-258.00	-258.00 (N/A)
<b>SUB TOTAL</b>					<b>29,620.00</b>	<b>18,661.64</b>	<b>10,958.36</b>	<b>10,958.36 (37%)</b>

Parish Office Running Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/09/2025)

28 Telephone and Broadband	500.00	264.07	235.93	235.93 (47%)
32 Office Electric	1,000.00	348.12	651.88	651.88 (65%)
<b>SUB TOTAL</b>	<b>1,500.00</b>	<b>612.19</b>	<b>887.81</b>	<b>887.81 (59%)</b>

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Staff Salary				85,000.00	16,410.29	68,589.71	68,589.71 (80%)
15 NI and Tax E'rs and EE's				30,000.00	7,028.37	22,971.63	22,971.63 (76%)
16 Pension E'rs and EE's				7,500.00	1,491.96	6,008.04	6,008.04 (80%)
<b>SUB TOTAL</b>				<b>122,500.00</b>	<b>24,930.62</b>	<b>97,569.38</b>	<b>97,569.38 (79%)</b>

Street Lighting Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 Street Light Electric				3,000.00	1,797.38	1,202.62	1,202.62 (40%)
46 New Lights							(N/A)
<b>SUB TOTAL</b>				<b>3,000.00</b>	<b>1,797.38</b>	<b>1,202.62</b>	<b>1,202.62 (40%)</b>

VAT Data

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 VAT on Receipts							(N/A)
13 VAT on payments							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

Summary

<b>NET TOTAL</b>	<b>190,950.00</b>	<b>328,997.64</b>	<b>138,047.64</b>	<b>185,220.00</b>	<b>68,738.76</b>	<b>116,481.24</b>	<b>254,528.88 (67%)</b>
<b>V.A.T.</b>		6,382.43			4,273.07		
<b>GROSS TOTAL</b>		<b>335,380.07</b>			<b>73,011.83</b>		

# Harpole Parish Council

7 October 2025 (2025-2026)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
129	Training	11/09/2025		Unity Trust		Training	SLCC	S	90.00	18.00	108.00
127	Bank Charges	11/09/2025		Unity Trust		Bank Fees	Unity Trust Bank	X	9.00		9.00
130	Subscription and Memberships	11/09/2025		Unity Trust		subscriptions	SLCC	X	360.00		360.00
135	Training	11/09/2025		Unity Trust		Training	SLCC	X	400.00		400.00
128	grants paid	11/09/2025		Unity Trust		Grant	Harpole Scarecrow Commit	X	1,000.00		1,000.00
131	IT	11/09/2025		Unity Trust		IT Software	Scribe	S	99.00	19.80	118.80
132	Telephone and Broadband	11/09/2025		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
134	Maintenance	11/09/2025		Unity Trust		Village Handyman	Paul Thomas	X	406.20		406.20
126	Dog bins	11/09/2025		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	130.00	26.00	156.00
133	Maintenance churchyard	11/09/2025		Unity Trust		grass cutting	R&G Groundworks	S	352.00	70.40	422.40
133	Maintenance churchyard	11/09/2025		Unity Trust		grass cutting	R&G Groundworks	S	133.00	26.60	159.60
133	Grass Cutting allotment	11/09/2025		Unity Trust		grass cutting	R&G Groundworks	S	322.00	64.40	386.40
133	Grass Cutting	11/09/2025		Unity Trust		grass cutting	R&G Groundworks	S	528.00	105.60	633.60
136	Maintenance allotments	11/09/2025		Unity Trust		Allotment Maintenance	John Gibbins	X	9.49		9.49
138	Professional Fees	15/09/2025		Unity Trust		Bin Emptying	West Northants Council	X	247.00		247.00
137	Street Light Electric	15/09/2025		Unity Trust		Street Light Electric	Tomato Energy	L	249.98	12.50	262.48
139	Telephone and Broadband	15/09/2025		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
140	IT	15/09/2025		Unity Trust		Laptop	Sally Willis	S	410.77	82.15	492.92
140	IT	15/09/2025		Unity Trust		Laptop	Sally Willis	X	-6.50		-6.50
144	Training	24/09/2025		Unity Trust		Training	Northants CALC	S	63.00	12.60	75.60
145	Bank Charges	24/09/2025		Unity Trust		Bank Fees	Unity Trust Bank	X	0.80		0.80
141	NI and Tax E'rs and EE's	25/09/2025		Unity Trust		PAYE	HMRC	X	1,172.28		1,172.28
142	Staff Salary	25/09/2025		Unity Trust		staff costs	Sally Willis	X	2,736.33		2,736.33
143	Pension E'rs and EE's	25/09/2025		Unity Trust		Pension	Nest	X	248.80		248.80
147	Maintenance	26/09/2025		Metrobank Credit Ca		flag	Zephyr	S	64.95	12.99	77.94
148	Maintenance	26/09/2025		Metrobank Credit Ca		flag pole	Zephyr	S	35.00	7.00	42.00
146	Dog bins	26/09/2025		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	130.00	26.00	156.00
152	Bank Charges	06/10/2025		Unity Trust		Bank Fees	Unity Trust Bank	X	8.55		8.55
151	IT	06/10/2025		Unity Trust		IT Software	Scribe	S	99.00	19.80	118.80
149	Flagpole	06/10/2025		Unity Trust		Flagpole Green	Nickolls Landscaping	X	100.00		100.00
150	Maintenance	06/10/2025		Unity Trust		Village Handyman	Paul Thomas	X	376.55		376.55
<b>Total</b>									<b>9,810.20</b>	<b>510.84</b>	<b>10,321.04</b>

# Harpole Parish Council

## PAYMENTS (AWAITING AUTHORISATION) LIST

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

<b>COUNCIL NAME</b>	Harpole Parish Council
<b>DATE OF APPLICATION</b>	
<b>AWARD LEVEL</b>	Bronze

Please read through the scheme guide before completing this form as it includes essential information in support of the evidence required. If you are unsure of the criteria requirements or need further information, then please check with your local county association or contact NALC at [LocalCouncilAwardScheme@nalc.gov.uk](mailto:LocalCouncilAwardScheme@nalc.gov.uk)

**Completed sections required for each award level:**

- If you are applying for Bronze level complete the Bronze criteria section
- If you are applying for Silver complete the Bronze and Silver criteria sections
- If you are applying for Gold complete the Bronze, Silver and Gold criteria sections

*The exception to the above is if you have achieved an award within the last 12 months, then the section for that level award (and the preceding one) need not be completed.*

All relevant sections of the form must be completed with evidence provided for the level that you are applying for. Otherwise, this could result in a delay to your application.

**Application Tips**

- Check all relevant documents are attached with your submission and hyperlinks provided are working correctly.
- Hyperlinks to the council's website must be to the exact evidence required. If this is not possible then include details of how the evidence can be found (i.e. menu, sub-menu etc).
- All published policies and documents must be tailored/personalised to the council.
- Check policies and procedures are not overdue for review. It is best practice to include a review date on all relevant documents and for Silver/Gold award levels the next review date must be included.
- If you are providing minutes as evidence, it is important you include the specific minute reference.
- For the Silver and Gold award levels, a more in-depth assessment will be undertaken of the evidence provided for the preceding award levels. For Gold in particular, the assessment panel will be looking for evidence of best practise throughout the application.
- A column has been provided on this form for any supporting comments you may have.

## Local Council Award Scheme Application Form



### BRONZE RESOLUTION

**Please provide hyperlink to minutes:**

The Council must confirm by resolution that all documentation and information is in place for the Bronze award (See Guide for wording)

**Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.**

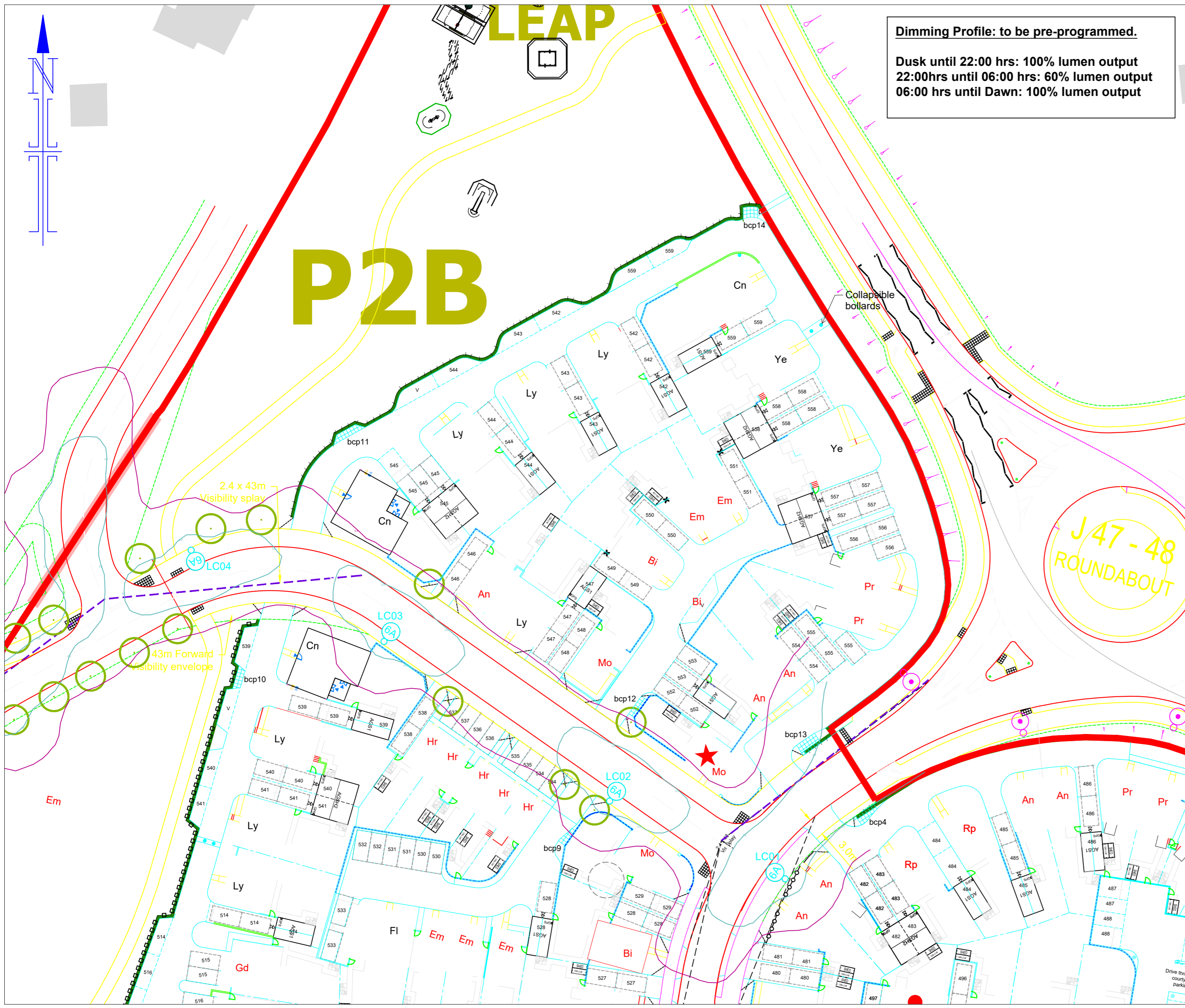
Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Standing Orders	<a href="#">Standing Orders – Harpole Parish Council</a>	
2. Financial Regulations	<a href="#">Financial Regulations – Harpole Parish Council</a>	
3. Code of Conduct and a link to councillors' registers of interests	<a href="#">Staff – Harpole Parish Council</a>	Each member has a link to their interests on their page.
4. Accessibility statement	<a href="#">Accessibility Statement - Harpole Parish Council</a>	
5. Publication scheme	<a href="#">Information available from .....</a>	
6. Complaints procedure	<a href="#">Complaints-policy-1.pdf</a>	
7. Privacy notice	<a href="#">Privacy Policy - Harpole Parish Council</a>	
8. Last annual return	<a href="#">AGAR-s2-2024.25.pdf</a> <a href="#">AGAR-S1-2024.25.pdf</a>	2023/24 figures restated as moving from Receipts and payments to Income and Expenditure.
9. Transparent information about council payments	<a href="#">Council Payments – Harpole Parish Council</a>	

## Local Council Award Scheme Application Form

10. Calendar of all meetings <u>including</u> the next annual meeting of electors	<a href="#">Harpole Parish Council meeting dates 2025</a>	Meeting dates for 2026-27 are being approved at a meeting on 9 <sup>th</sup> February and will be added to the website after this. I have added the draft to this and can send updated link when published.
11. Minutes for at least <u>one year</u> of full council meetings and (if relevant) all committee/sub-committee meetings	<a href="#">Meetings and Minutes - Harpole Parish Council</a>	This link is to page showing all minutes and agendas for all public meetings
12. Current agendas	<a href="#">See link above</a>	
13. The Budget and Precept information for the current or next financial year	<a href="#">Council Budget – Harpole Parish Council</a>	Updated with 2026-27
14. Biodiversity policy	<a href="#">model biodiversity policy.docx</a>	
15. Council contact details and councillor information in line with the Transparency Code	<a href="#">Staff – Harpole Parish Council</a>	If you open each councillor profile it advises which committee they are on.
16. Action plan for the current year	<a href="#">Microsoft Word - Action plan 19-20</a>	
17. Evidence of consulting the community	<a href="#">Pedestrian Safety Survey – Harpole Parish Council</a>	This is a one off survey, but the parish council regularly hold parish meetings to update the parish on matters of interest and to get feedback.
18. Publicity advertising council activities	<a href="#">News Articles – Harpole Parish Council</a>	
19. Evidence of participating in town and country planning	<a href="#">Meetings – Harpole Parish Council</a> <a href="#">Meetings – Harpole Parish Council</a>	Harpole PC has 2 committees. Planning, Highways and Infrastructure look at regular planning applications, whereas Strategy, Finance and Policy look at larger scale developments
20. Evidence of publicising elections and vacancies on the council	<a href="#">Stand for Election: Make a Difference – Harpole Parish Council</a> <a href="https://harpole.gov.uk/news/stand-for-election-make-a-difference/">https://harpole.gov.uk/news/stand-for-election-make-a-difference/</a> <a href="#">Facebook</a>	As well as advertising on the website and facebook, information was added to newsletters and published on noticeboards.
21. Risk management policy	<a href="#">HPC-Risk-Management-</a>	

## Local Council Award Scheme Application Form

	<a href="#">Scheme-2024.pdf</a>	
22. Register of assets	<a href="#">Asset Register – Harpole Parish Council</a>	
23. Up-to-date insurance policies that mitigate risks to public money		attached
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area		The clerk gets regular updates which are shared via facebook page as needed.
25. Disciplinary and Grievance procedures	<a href="#">Disciplinary-Policy-1.pdf</a> <a href="#">Grievance-Policy-1.pdf</a>	
26. A policy for training and development of staff and councillors	<a href="#">Training-and-Development-Policy.pdf</a>	
27. A record of all training undertaken by staff and councillors in the last year		attached
28. A current clerk who has achieved 12 CPD points in the last year		CPD on SLCC runs Sept – Sept. 2024-25 previously sent. 2025-26 attached but only 1 course so far in this year. I have signed up for Level 4 which will be starting February 2026
29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy	<a href="#">Harpole Parish Council Pledge Certificate.pdf</a>	



**Dimming Profile: to be pre-programmed.**  
**Dusk until 22:00 hrs: 100% lumen output**  
**22:00hrs until 06:00 hrs: 60% lumen output**  
**06:00 hrs until Dawn: 100% lumen output**

**Notes:**

- This lighting scheme is intended to be offered to Harpole Parish Council for adoption. All works and equipment to be in accordance with the Parish Council requirements.
- All columns to have DNO or IDNO electrical connection. This will require the use of the developer's own MPAN number to ensure allocation to the correct energy account to pay for the electricity used up to the time of formal adoption. The low voltage cable network may need to be extended. Columns to be sited as per description in schedule.
- Numbering system is indicative only. Final site numbering, if required, to be provided by the Parish Council at adoption stage at cost to the developer.
- The contractor must comply with CDM regulations.
- The designer has not been made aware of any environmental issues on site that may affect the street lighting installation.
- Contractors disposal must comply with WEEE directive and COSHH regulations
- COSHH assessments to be provided for all hazardous materials
- All electrical works to be in accordance with BS7671 (Current edition).
- Charles Endirect LDPFI 6 double pole isolator to be provided with 6mm<sup>2</sup> tails to DNO cut-out.
- Columns to be tubular steel galvanised with glass flake root protection to 250mm above planting depth. Minimum design life to be 40 years. Minimum door opening size 500mm x 100mm for columns up to 6 metres nominal height. For columns over 6 metres the minimum door opening size shall be 600mm x 115mm. Where no vehicle access is possible for maintenance, then a suitable hinged column must be provided.
- Columns are to be generally installed at the rear of the footway / cycleway, or if in verge with a minimum set-back of 1.8m from face of kerb. All columns and illuminated signs for adoption must be installed within highway land or land to be adopted as highway.
- 3-core flexible cable to be provided from isolator to luminaire. Cable size to be 1.5mm<sup>2</sup> for column height up to 6 metres and 2.5mm<sup>2</sup> for column heights above 6 metres.
- All works in the vicinity of underground and overground utilities including excavation, digging and erection etc. must be in accordance with HSE guidance notes HSG47, HSG6 and NJUG guidelines.
- The contractor must acquire statutory undertaker plans prior to commencement of any works on-site. Where there are services identified in the area of the works the contractor must comply with the statutory undertakers requirements, such as hand digging in the area.

**Key:**

- Column** - 6m Tubular Steel Galvanised with glass flake root protection
  - Lantern** - DW Windsor Kirium Pro Mini 16 x 3k LED with CLO enabled LED driver and 10kV surge protection, RAL 7046 Mid-Grey Polyester Powder Coat Finish & 7 pin NEMA socket.
  - Quantity** 4
  - Mounting** - Post top on 76mm spigot
  - Tilt:** 0 degrees
  - Array** - A1 CLO 300mA 2.04klm
  - UMSUG Code** - 42 0013 0000 100
  - Wattage** = 13W
  - Control** - One part photocell 35/18 lux switching
- Adjacent lighting column position for information only

**Revision C:** 11.09.2025 - Dimming profile requested by Parish Council added to drawing.

**Revision B:** 21.06.2024 - Updated base drawing applied with wider road. Design amended to suit this new road width and layout of accesses off the road.

**Revision A:** 21.03.2023 - Drawing amended to suit adoption by Harpole Parish Council.

**Notes:**

**Lighting designed to CIE 115 2010 - lighting class P6. The Parish Council will determine the extent of the lighting to be provided.**

2.33 lux Average  
 0.41 lux Minimum

0.4 Lux Min ISO contour  
 2.0 Lux ISO contour

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Designer <b>MM</b>	Date of issue <b>16/12/2022</b>
Checked <b>WS</b>	Authorised <b>RO</b>
Sheet Size <b>A2</b>	Scale <b>1:500 @ A2</b>
Issue <b>PRELIMINARY</b>	Revision <b>C</b>

Drawing no.  
**8400-2885-01**

Scheme Name and Ward:  
**Norwood Farm, Northampton**

Streets on drawing:  
**Section 38 Works Link Road Proposed Street Lighting Layout**

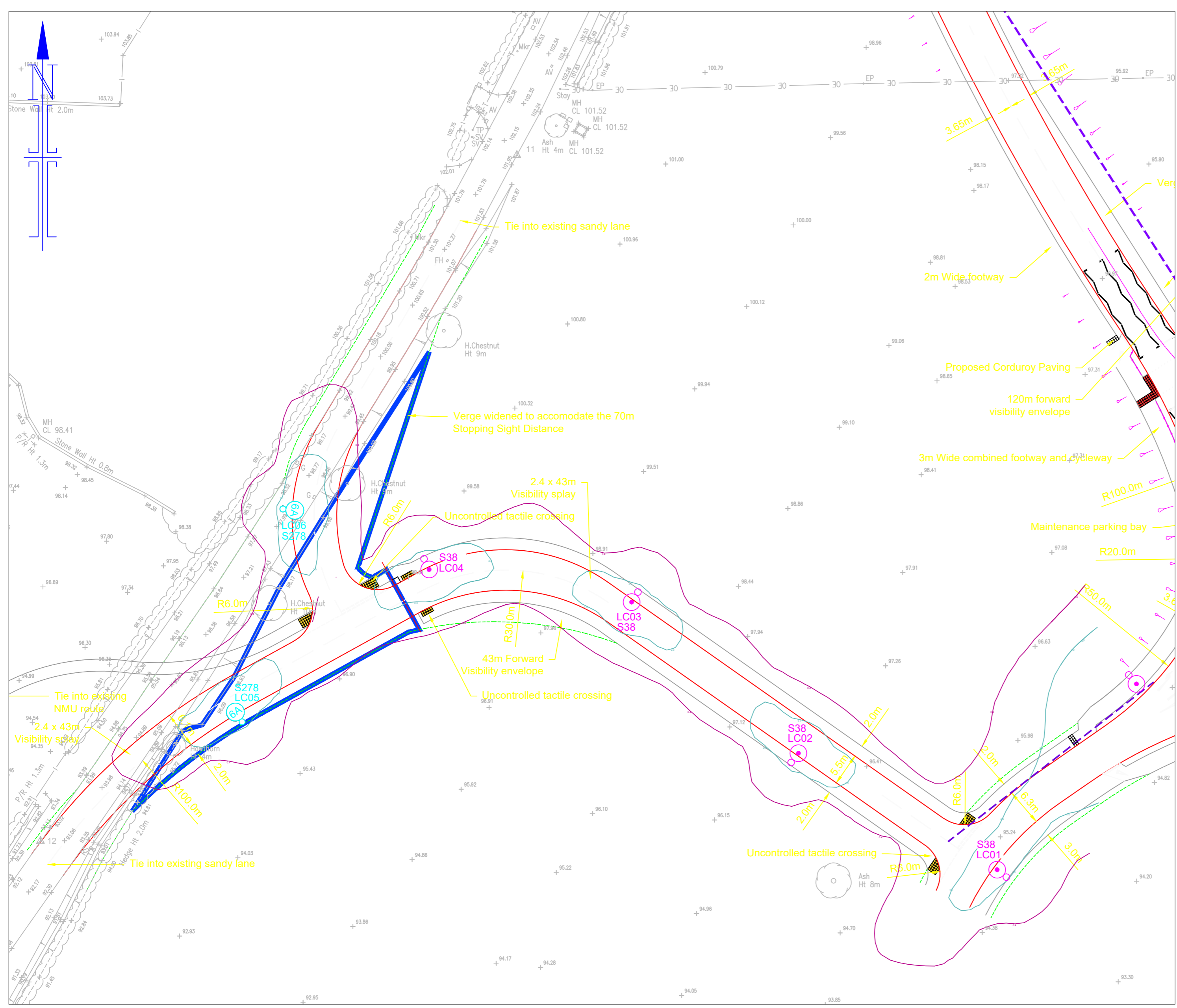
**DW Windsor Kirium Pro Mini**



**3000k Warm White LEDs**

**Schedule Of Proposed Apparatus - Norwood Farm, Northampton - Section 38 Link Road**

Section 38 Link Road	Column			Supply Point	Service Alteration Type	Luminaire	Notes
	Number	Height	Set back				
Lighting Columns	LC01	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 300mA 2.04klm 13W	6A
	LC02	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 300mA 2.04klm 13W	6A
	LC03	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 300mA 2.04klm 13W	6A
	LC04	6m	Back of Footway	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 300mA 2.04klm 13W	6A



**Notes:**

- This lighting scheme is intended to be offered to Harpole Parish Council for adoption. All works and equipment to be in accordance with the Parish Council requirements.
- All columns to have DNO or IDNO electrical connection. This will require the use of the developer's own MPAN number to ensure allocation to the correct energy account to pay for the electricity used up to the time of formal adoption. The low voltage cable network may need to be extended. Columns to be sited as per description in schedule.
- Numbering system is indicative. Final site numbering, if required, to be provided by the Parish Council at adoption stage at cost to the developer.
- The contractor must comply with CDM regulations.
- The designer has not been made aware of any environmental issues on site that may affect the street lighting installation.
- Contractors disposal must comply with WEEE directive and COSHH regulations
- COSHH assessments to be provided for all hazardous materials
- All electrical works to be in accordance with BS7671 (Current edition).
- Charles Endirect LDPFI 6 double pole isolator to be provided with 6mm<sup>2</sup> tails to DNO cut-out.
- Columns to be tubular steel galvanised with glass flake root protection to 250mm above planting depth. Minimum design life to be 40 years. Minimum door opening size 500mm x 100mm for columns up to 6 metres nominal height. For columns over 6 metres the minimum door opening size shall be 600mm x 115mm. Where no vehicle access is possible for maintenance, then a suitable hinged column must be provided.
- Columns are to be generally installed at the rear of the footway / cycleway, or if in verge with a minimum set-back of 1.8m from face of kerb. All columns and illuminated signs for adoption must be installed within highway land or land to be adopted as highway.
- 3-core flexible cable to be provided from isolator to luminaire. Cable size to be 1.5mm<sup>2</sup> for column height up to 6 metres and 2.5mm<sup>2</sup> for column heights above 6 metres.
- All works in the vicinity of underground and overground utilities including excavation, digging and erection etc. must be in accordance with HSE guidance notes HSG47, HSG6 and NJUG guidelines.
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**Key:**

- Column - 6m Tubular Steel Galvanised with glass flake root protection
- Lantern - DW Windsor Kirium Pro Mini 16 x 3k LED with CLO enabled LED driver and surge protection, RAL 7046 Mid-Grey Polyester Powder Coat Finish & 7 pin NEMA socket.
- Mounting** - Post top on 76mm spigot
- Tilt:** 0 degrees
- Array** - A1 CLO 200mA 1.36klm
- UMSUG Code** - 42 0010 0000 100
- Wattage** = 10W
- Control** - One part photocell 35/18 lux switching
- Adjacent lighting column position for information only

**Dimming Profile: to be pre-programmed.**  
**Dusk until 22:00 hrs: 100% lumen output**  
**22:00hrs until 06:00 hrs: 60% lumen output**  
**06:00 hrs until Dawn: 100% lumen output**

**Revision B:** 11.09.2025 - Dimming profile requested by Parish Council added to drawing.  
**Revision A:** 21.03.2023 - Drawing amended to suit adoption by Harpole Parish Council.

**Notes:**

**Lighting designed to CIE 115 2010 - lighting class P6. The Parish Council will determine the extent of the lighting to be provided.**

2.07 lux Average  
0.69 lux Minimum

0.4 Lux Min ISO contour  
 2.0 Lux ISO contour

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Schedule Of Proposed Apparatus - Norwood Farm, Northampton - Section 278 Link Road							
Section 278 Link Road	Column			Supply Point	Service Alteration Type	Luminaire	Notes
	Number	Height	Set back				
Lighting Columns	LC05	6m	1.8m in verge	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A
	LC06	6m	1.8m in verge	DNO / IDNO	New Connection	Kirium Pro Mini 16 x 3k A1 CLO 200mA 1.36klm 10W	6A



Designer <b>MM</b>	Date of issue <b>16/12/2022</b>
Checked <b>WS</b>	Authorised <b>RO</b>
Sheet Size <b>A2</b>	Scale <b>1:500 @ A2</b>
Issue <b>PRELIMINARY</b>	Revision <b>B</b>

Drawing no.  
**8400-2885-02**

Scheme Name and Ward:  
**Norwood Farm, Northampton**

Streets on drawing:  
**Section 278 Works Link Road Proposed Street Lighting Layout**