

# 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 10<sup>th</sup> November 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: 4<sup>th</sup> November 2025

## **AGENDA**

### **198/25 APOLOGIES FOR ABSENCE**

### **199/25 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.

### **200/25 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.

### **201/25 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.

### **202/25 COUNCIL MINUTES**

To receive and approve the minutes of Council Meeting dated Monday 13<sup>th</sup> October 2025

### **203/25 COMMITTEE MINUTES**

To receive the minutes of the Planning, Highways and Infrastructure Committee held on 27<sup>th</sup> October, Strategy, Finance and Policy Committee of 3<sup>rd</sup> November and Staffing Committee of 20<sup>th</sup> October

### **204/25 QUESTIONS FOR CHAIRMAN RELATING TO RECEIVED MINUTES**

### **205/25 STAFFING**

To consider and approve job description and person specification for parish administrator role and recruitment process

## **HARPOLE PARISH COUNCIL**

### **206/25 FINANCE**

- a) To receive budget to end of October
- b) To consider and approve recommendation from Planning, Highways and Infrastructure to increase allotment rents in 2027

### **207/25 BOWLS CLUB LEASE**

To consider and approve amendments requested by bowls club solicitor

### **208/25 PUBLIC SERVICE AWARD**

To consider and approve process and nomination for a public service award

### **209/25 ITEMS FOR NEXT AGENDA**

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

**Next meeting is scheduled for Monday 12<sup>th</sup> January 2026 at 7pm**



**Chairman** – Mr F Smethers

**Clerk** – Mrs S Willis

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Minutes of the Council meeting held on Monday 13<sup>th</sup> October 2025, in the Methodist Chapel at 7pm.

Present – Cllrs F Smethers (Chair), N Bess, K Gardner, J Gibbins, B Hancy, I Haynes, S Philips, D Starmer, G Taylor,

Also present – Clerk, WNC Cllr Bignell (part), and 2 members of public

Meeting start: 7pm

**153/25 APOLOGIES FOR ABSENCE.**

Apologies approved for Cllrs Callaghan, Roberts, Wallace and Madle.

**154/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

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

**155/25 REPORTS FROM UNITARY COUNCILLORS**

Cllr Bignell had enquired about a footpath on Larkhall Lane. There will be a path through the country park and crossing on Sandy Lane. which should be completed before 900 homes so should come about in the next couple of years. Parish Council believed that we were at a higher number of occupations than WNC had advised. There was also a query over where the country park is.

After comments about unsafe crossroads on Road to Nowhere and A4500 there is now extra signage.

There is a new Whatsapp function for Adult social care where you can get AI generated advice. Kislingbury Bridge recently had an investigation and has been given the OK for HGVs.

Cllr Bignell Leaves

**156/25 PUBLIC PARTICIPATION**

Member of the public had provided the clerk with information on dogs on the Playing fields by-law that could be passed to councillors.

**157/25 COUNCIL MINUTES**

Minutes of Full Council Meeting of 8<sup>th</sup> September 2025 was approved and signed.

**158/25 COMMITTEE MINUTES**

Minutes of Planning, Highways and Infrastructure Committee of 29<sup>th</sup> September 2025 were received.

**159/25 QUESTIONS FOR CHAIRMAN RELATED TO RECEIVED MINUTES**

Cllr Gibbins asked that the minutes of the 8<sup>th</sup> September are edited to show he voted against item 130/25.

**160/25 RECOMMENDATIONS FROM COMMITTEES**

a) Cllr Gardner wished to step down from Planning, Highways and Infrastructure. It was proposed that Cllr Haynes take this seat.

- b) Planning, Highways and Infrastructure requested spend from CIL funding for new dog bins on Western Gate. This was approved.
- c) Planning, Highways and Infrastructure requested that they could spend CIL funding on dog bins on new developments without having to refer back to Full Council. It was agreed to a budget of £2000 per year. It was suggested that there could be contact information on bins and more legislation notices regarding picking up after dogs is needed. Clerk also to add to the website that the Parish Council manage dog bins.

## 161/25 FINANCES

- a) Payments for October were approved

Supplier	Description	Net	VAT	Total
SLCC	Training	90.00	18.00	108.00
SLCC	Training	400.00		400.00
Unity Trust Bank	Bank Fees	9.00		9.00
SLCC	subscriptions	360.00		360.00
Scribe	IT Software	99.00	19.80	118.80
Harpole Scarecrow Committee	Grant	1,000.00		1,000.00
Shield Maintenance Ltd	Bin Emptying	130.00	26.00	156.00
R&G Groundworks	grass cutting	322.00	64.40	386.40
R&G Groundworks	grass cutting	528.00	105.60	633.60
Gigaclear	Broadband	30.00	6.00	36.00
Paul Thomas	Village Handyman	406.20		406.20
John Gibbins	Allotment Maintenance	9.49		9.49
R&G Groundworks	grass cutting	352.00	70.40	422.40
R&G Groundworks	grass cutting	133.00	26.60	159.60
West Northants Council	Bin Emptying	247.00		247.00
Sally Willis	Laptop	410.77	82.15	492.92
Sally Willis	Laptop	-6.50		-6.50
ID Mobile	Mobile Phone	5.00	1.00	6.00
Tomato Energy	Street Light Electric	249.98	12.50	262.48
Northants CALC	Training	63.00	12.60	75.60
Unity Trust Bank	Bank Fees	0.80		0.80
Sally Willis	staff costs	2,736.33		2,736.33
HMRC	PAYE	1,172.28		1,172.28
Nest	Pension	248.80		248.80
Zephyr	flag	64.95	12.99	77.94
Zephyr	flag pole	35.00	7.00	42.00
Shield Maintenance Ltd	Bin Emptying	130.00	26.00	156.00
Unity Trust Bank	Bank Fees	8.55		8.55
Scribe	IT Software	99.00	19.80	118.80
Paul Thomas	Village Handyman	376.55		376.55
Nickolls Landscaping	Flagpole Green	100.00		100.00

**9,810.20      510.84      10,321.04**

- b) Budget summary to end of September was approved. A couple of items were queried for the clerk to check.

Current Account	290,356.22
CCLA Savings	999,795.72
Metrobank savers	2,040.88
Credit card	5.74
Outstanding payments	
Total	1,292,198.56

Opening Balance	1,030,434.22
Expenditure to date	73,615.73
Income to Date	335,380.07
Cashbook balance	1,292,198.56

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

Bowls Club Solicitor had suggested some amendments to the lease. There were some clauses that the council wanted to get extra information on to understand. It was proposed to seek advice and bring back to council.

#### **163/25 PLAYING FIELDS**

Cllr Wallace has been investigating options and believes there are 3 potential ways the land can be transferred to the Parish Council. It was proposed that he make the application directly to the Charity commission stating all 3 options to see which the Charity Commission would prefer. If the application is in before the end of the year a reply should be received before the end of the financial year.

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

The clerk had completed the forms needed to apply for the Bronze level award and had forwarded information to the council. It was proposed that the information was correct and the application can be submitted.

#### **165/25 PLANNING**

- a) Vistry have asked the council about a fence that they will be installing. The council felt they did not have enough information to respond and a list of questions was compiled. It was proposed to get the information and to defer decision to the next meeting.
- b) The council approved the lighting scheme for Vistry Phase 2B
- c) Planning application 2024/0672/MAO had been considered at the strategic planning committee at WNC on 23<sup>rd</sup> September. Councillors had asked for the application to be deferred due to the recommendation being for a management company when the parish council had asked to take on open space to be consistent with the rest of the SUE area. Clerk, chair and a councillor had met with Davidsons and Planning officer today and discussed the viability and potential options. They are working on figures to take to November meeting. New legislation regarding Biodiversity Net Gain (BNG) means that the council (if they take on the land) would be subject to legal and financial penalties if they do not comply with the 30 year plan approved. There was a discussion about this and whether the council should maintain the stance that they wish to take on all open space. Cllr Gibbins leaves
- d) Due to the meeting running over it was proposed that the item on press release policy be deferred to the next meeting.
- e) The Parish council had been asked to suggest a name for part of the Sandy Lane Relief Road. Part is in Harpole and part in Upton. It was thought that a name had already been suggested early on in the development of Watterings Way, which is the name of the

watercourse that runs parallel to, and under the road. It was proposed that the council would propose this name again.

**166/25 PCSO**

It was proposed that the officers are invited to the public meeting in November to advise residents of the program and to answer any questions.

**167/25 ITEMS FOR NEXT AGENDA**

No items suggested.

Meeting closed 9.20pm

Signed

Date



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Minutes of the Planning, Highways and Infrastructure Committee meeting held on 27<sup>th</sup> October 2025, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs F Smethers (chair), N Bess, J Gibbins, I Haynes

Also present – Clerk, Clement Nnadozie,

Meeting Start: 7pm

**173/25 TO ELECT A CHAIR**

Due to Cllr Gardner resigning from the committee there was no chair, as Vice chair Cllr Bess opened the meeting. It was proposed and approved that Cllr Smethers is chair. Cllr Smethers took the chair.

**174/25 TO ELECT A VICE CHAIR**

It was proposed and approved that Cllr Bess is Vice Chair

**175/25 APOLOGIES FOR ABSENCE.**

Apologies were approved for Councillor Taylor. Cllr Phillips was not present. It was noted that Cllr Callaghan had resigned from the council and the process for filling the vacancy was explained.

**176/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Cllr Gibbins advised he has an allotment plot

**177/25 PUBLIC PARTICIPATION**

There were no members of public present.

**178/25 MINUTES**

Councillors **APPROVED** the minutes of Planning, Highways & Infrastructure Committee Meeting held on 29<sup>th</sup> September 2025.

**179/25 PLANNING**

Councillors were unable to view documents relating to application 2025/3919/ADV – Royal Mail Building and site signage as they were not online. Clerk to advise WNC.

**180/25 EMERGENCY PLANNING**

Update was given regarding a meeting with Emergency Planning Team at West Northants Council. They have a new program which the council can join to help with community resilience. This involves help with producing our emergency plan and training flood wardens. Clerk to advertise for flood wardens online and in the newsletter. Ideally there will be 2 to cover the parish. There are items in the S19 that need updating as residents that were flooded have advised that there are inaccuracies. There are also actions on WNC that need to be followed up.

**181/25 HIGHWAYS AND FOOTPATHS**

- a) There had been a request for double yellow lines on the corner of Carrs Way and Manor Close due to inconsiderate parking by parents using the nursery. Clerk to contact the nursery asking if they can remind parents to park responsibly. Clerk also to make application for double yellow lines, though this could take some time to be approved at Highways.
- b) 140 residents had responded to the pedestrian safety survey with a fairly even split across the village and Western Gate. Most questions had a fairly even split between people agreeing or disagreeing with statements so there was no stand out issue from the main questions. However, from the comments it was clear that the main concern is safe accessibility between the village and the newer areas. Part of planning for Norwood Farm SUE is that pedestrian access will be via open space off Larkhall Lane. This should be complete by 900 homes and as there are now approximately 600 the parish council are pushing for these works to start.  
There was also an issue about speeding cars and enforcement. It was proposed that the clerk look to more Vehicle Activated signs that can be used on Sandy Lane and other parts of the village.  
Crossing at the school also a consideration. As it stands Highways say that there is no suitable place due to driveways and access points, or there would be a crossing to a ditch. Council to consider employing a consultant to give an idea of whether it is possible to culvert and put path in between entrance and exit to playing fields and associated costing. This project to be added to CIL listing.

**182/25 ALLOTMENTS**

- a) New Tenancy Agreement was approved, this to be sent out with Invoices in December and to come into effect with new allotment year in January.
- b) There are 9 people who have given up plots and not returned keys. It was proposed that councillors could knock on doors to ask for keys back. There was a discussion about upping the deposit or asking for a general deposit which may or may not be returned depending on the quality of the plot when returned to the council. This to be added to the next agenda.
- c) Legislation states that increases need 12 months notice. Cost of plots was considered. Plots will be £35 each in 2026, it was proposed to recommend to council that this increases to £45 in 2027. Cllr Gibbins did not take part in the discussion or vote as a plot holder.

**183/25 STREET FURNITURE**

There is a light on Manor Close that is on all the time. The light maintenance contractor has gone into administration. Clerk is obtaining quotes from other companies so council can approve a preferred supplier.

**184/25 BUDGET**

The committee considered items they may wish to add to the 2026-27 budget. VAS, benches and consultants were discussed, though some of these could be taken from CIL.



**185/25 CHURCH**

There is no update on Burial Ground. However the church is investigating an area that could be cleared to allow more ash internments.

**186/25 ITEMS FOR THE NEXT AGENDA**

No other items to add at this time.

Meeting closed 9.05pm

**DATE OF NEXT MEETING.**

The next meeting is scheduled for Monday 24<sup>th</sup> November at 7pm

Signed

DRAFT



**Chairman** – Mr F Smethers

**Clerk** – Mrs S Willis

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Minutes of the Strategy, Finance and Policy Committee meeting held on 3<sup>rd</sup> November 2025, in the Methodist Chapel, School Lane at 7.00pm.

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

Also present – S Willis (Clerk), Cllr N Bess, Clement Nnadozie

Meeting Start: 7pm

**187/25 APOLOGIES FOR ABSENCE.**

Apologies received and accepted for Cllr K Gardner.

**188/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

None to declare.

**189/25 PUBLIC PARTICIPATION**

No members of the public

**190/25 MINUTES**

Councillors **APPROVED** the minutes of the Strategy, Finance and Policy Committee of 1<sup>st</sup> September 2025.

**191/25 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION**

- a) The application has been deferred to consider options. Cllr Smethers, Roberts and the clerk met with WNC Cllr Hastie (portfolio holder for Housing and Community) and Cllr Manning (Portfolio holder for Planning). It thought that there will not be a recommendation to committee but the original option and another that would offer commuted sum to the PC for the open space. The PC need to pull together proposal as to why we should take it on. Clerk has asked our ward councillors to ask if the meeting can be deferred to December or January to allow us time to pull together these figures. A meeting has also been arranged with the MP to discuss.
- b) There had been a request for street names for the Davidsons development. It was thought this was premature as it had not been approved yet. Clerk to contact school regarding name suggestions.
- c) No further updates from Bloor. However, it was noted that the land assigned for the local centre is up for sale. Land agent had suggested that community facility could be swapped for medical centre but was then advised of the terms of the s106.

**192/25 NORWOOD FARM SUSTAINABLE EXTENSION**

- a) Queries over fence had been answered and it was approved that the council would not allow gates to be added to the access points.
- b) Clerk advised of road closure on link road until into the new year. Clerk had also received a copy of a letter sent to a resident on Western Gate about a management company. Vistry have been asked to comment but no response as yet. Clerk to contact S106 team at West Northants Council and ask them to clarify the legal position and call

the company to account. It was also suggested that we may want to consult legal counsel. A brief would be needed.

### 193/25 SPORTS PROVISION

- a) Proposals had been circulated but this prompted questions. Clerk to invite Vistry to council office to discuss further.
- b) Cllr Wallace is preparing the application to the Charity Commission and will submit before Christmas. A valuation of the land has been undertaken.

### 194/25 CIL

Working group have yet to meet.

### 195/25 FINANCE

- a) Payments for November approved.

Supplier	Description	Amount	VAT	Net
Parish Online	Website	100.00	20.00	120.00
Tomato Energy	Street Light Electric	241.91	12.10	254.01
Gigaclear	Telephone and Broadband	30.00	6.00	36.00
Greener Grave Care	Maintenance	550.00		550.00
R&G Groundworks	Grass Cutting	1,202.00	240.40	1,442.40
Hand Drawn Maps	Noticeboards	750.00		750.00
Staff Salary	Staff Salary	2,736.33		2,736.33
HMRC	NI and Tax E's and EE's	1,172.28		1,172.28
Nest	Pension E's and EE's	248.80		248.80
Berrys	Playing Fields	2,250.00	450.00	2,700.00
Total		9,281.32	728.50	10,009.82

- b) Due to timing of meeting Reconciliation had not yet been completed. Budget to be tabled at Full Council Meeting
- c) Harpole Village Show were asking for £150 grant to cover hall hire costs for the show. This grant was approved.
- d) Various items were discussed including that the council tax will probably go down this year as the number of houses and the amount being requested. Councillors to ask clerk if there are any queries or if they have any items they feel need amending by end of November to be taken to January Meeting.

### 196/25 CONTRACTS

Due to the administration of Zeta Technologies who had installed the lights and were still repairing under warranty, the clerk requested that a preferred supplier is approved to allow repair requests to be made in a timely manner. 3 quotes were considered and it was agreed that Forde and McHugh are contacted for any repair needs. A new budget line with £1000 to be added to the budget.

### 197/25 ITEMS FOR THE NEXT AGENDA

Cllr Starmer gave his apologies for the next meeting.

Meeting closed 8.25pm

#### DATE OF NEXT MEETING.

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

Signed

Date

DRAFT



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Minutes of the Staffing Committee meeting held on 20<sup>th</sup> October 2025, in the Parish Council Office, Larkhall Lane at 7.00pm.

Present – Cllrs F Smethers (chair), N Bess, B Hancy, S Roberts

Also present – Clerk

Meeting Start: 7pm

**168/25 APOLOGIES FOR ABSENCE**

Cllr Gibbins was absent

**169/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

None to declare

**170/25 PUBLIC PARTICIPATION**

No members of the public present

**171/25 STAFFING NEEDS**

It was thought that a person is needed that can take on a lot of the business as usual items to allow the clerk to concentrate on more strategic direction of the council. Someone to manage allotments, newsletters, website, general administration etc. It was thought that someone with some experience would be preferred. This would be a full time position or could be offered as 2 part time positions on a job share.

Clerk to use clerks job description and person specification as a basis as many of the qualities would be the same. This proposal be put to full council in November with an aim for interviews in January.

Clerk to discuss with Maintenance contractor if hours need adjusting.

Meeting closed 7.55pm

**DATE OF NEXT MEETING.**

Next meeting to be held once applications have been received to short list for interview.

Signed

## Parish Administrator Job Description

### Details of the job

Post title: Parish Administrator

Salary: LC2 scp 18+ (£31,537 + pro rata) - with additional points for relevant qualifications.

Hours: 35 hours per week. This position could be 2 part time roles on job share.

Location: Harpole Parish office, Larkhall Lane, Harpole

Reports to: Harpole Parish Clerk

Service area: Harpole Parish

### Purpose of the Post

To give administrative assistance to the clerk and council and to manage tasks that are part of the day to day running of the Parish Council, including parish council communications and allotments.

### Principal responsibilities

1. To ensure that legal, statutory and other provisions, governing or affecting the running of the Council, are observed.
2. To proactively follow up on /ensure completion of decisions and actions from council and committee meetings.
3. To receive and deal with correspondence and documents on behalf of the Council and bring these to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
4. To help RFO (Responsible Financial Officer) with finance administration tasks such as data Inputting and reconciliation of bank statements, Issuing purchase orders and Invoices.
5. To gather and review data/reports on activities of the Council and to proactively work with key stakeholders and officers to make recommendations and proposals for consideration by the Council and to advise on the effective implementation of any recommendations.
6. To act as a representative of the Council as required, in particular with suppliers.
7. To manage all required official Council communications. This includes Parish Council content on the Parish website, noticeboards, newsletters, Social media and preparation of press releases about the activities or Decisions of the Council.
8. To manage allotments on behalf of the council, to include issuing of invoices, communications from ploholders, and enforcement of terms of use.
9. To work from the Parish office to work with other staff, councillors and any public
10. To ensure effective recording and archiving of all key documents (digital library)
11. To assist In the management of Council assets, including the Parish office.

12. To attend Conferences of the National Association of Local Councils, and other relevant bodies as required by the Council and any relevant training.
13. To provide both the Council as a whole, and individual Councillors with professional, up to date advice, as required
14. To seek advice from professional bodies to keep the Council compliant with the latest legislation and good practice, to proactively bring ideas to continually develop the effectiveness of the Council, and to bring to the attention of the clerk at the earliest opportunity any matter which might represent a concern or opportunity to the Council
15. To be responsible as an officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.
16. To be highly effective using all IT systems required to undertake the role.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

	<b>Essential</b>	<b>Desirable</b>	<b>Qualifications</b>
<b>Education</b>	<p>Good general education with a minimum of 5 GCSE's to include English and maths grade C and above or equivalent</p> <p>Introduction to Local Council Administration or willingness to obtain within six months of appointment</p>	<p>A Levels</p> <p>Sector specific training or qualifications</p>	<p><u>Desirable</u></p> <p>The Introduction to Local Council Administration or other relevant qualifications such as: Certificate in Local Council Administration</p>
<b>Previous work</b>	<p>Minimum of 3 years office management and administration,</p> <p>An understanding of website and social media administration</p> <p>Communications with customers, suppliers and other interested parties.</p>	<p>Public Relations post holder.</p> <p>Post holder in Local Government</p> <p>Role in Local Government communication, or similar</p> <p>Records management</p>	<p>Marketing / PR qualification</p> <p>Attendance on recognised administration training courses within the public sector.</p>
<b>Skills and knowledge</b>	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Good report writing and press release skills</p> <p>Advising, supporting and constructive communication with elected members</p> <p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners</p>	<p>Confident public speaker</p> <p>Good local government/small Council legal and planning knowledge with an ability to recognise the legal consequences of actions recommended by elected members</p> <p>Social Media / Website management</p>	<p>Local government qualification, as detailed above.</p>

	<p>Excellent analytical and organisational skills</p> <p>Proficient in standard office IT packages</p> <p>Confident social media user and website maintenance skills</p> <p>Ability to work effectively within a Local government framework</p> <p>Excellent communication skills both written and oral</p>		
<p><b>Personal Qualities</b></p>	<p>Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation's strategies and plans.</p> <p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working</p> <p>Ability to deal with a wide range of people with diplomacy and tact</p> <p>A commitment to equal opportunities, diversity and community engagement</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	<p>Ability to generate ideas and consider strategic issues</p>	<p>Assertiveness training.</p> <p>Communication skills training.</p> <p>Time management.</p>

<b>Other</b>	Ability to attend evening meetings and willingness to work at weekends if necessary  Ability to be flexible/increase working hours to cope with peaks in demand  Access to or use of a car		
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**Harpole Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

4 November 2025 (2025-2026)

**Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Allotment Rents	3,000.00	403.60	-2,596.40		187.00	-187.00	-2,783.40 (-92%)
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	2,254.00	-1,454.00	-1,454.00 (-181%)
<b>SUB TOTAL</b>		<b>4,000.00</b>	<b>403.60</b>	<b>-3,596.40</b>	<b>2,800.00</b>	<b>5,450.92</b>	<b>-2,650.92</b>	<b>-6,247.32 (-91%)</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	3,557.00	-1,557.00	-1,557.00 (-77%)
45	Parish Clock					2,470.80	-2,470.80	-2,470.80 (N/A)
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>6,027.80</b>	<b>-4,027.80</b>	<b>-4,027.80 (-201%)</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		20,074.69	20,074.69				20,074.69 (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)

**Harpole Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

4 November 2025 (2025-2026)

<b>SUB TOTAL</b>	<b>186,950.00</b>	<b>206,581.38</b>	<b>19,631.38</b>		<b>19,631.38 (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	3,705.33	3,294.67	3,294.67 (47%)
47	Benches							(N/A)
48	Sand Bins							(N/A)
49	Dog bins				1,000.00	714.98	285.02	285.02 (28%)
50	Noticeboards					750.00	-750.00	-750.00 (N/A)
51	Flagpole				800.00	1,819.90	-1,019.90	-1,019.90 (-127%)
52	Hghways							(N/A)
55	Grass Cutting				4,000.00	4,116.00	-116.00	-116.00 (-2%)
56	Trees				1,000.00		1,000.00	1,000.00 (100%)
58	Playing Fields				10,000.00	2,250.00	7,750.00	7,750.00 (77%)
<b>SUB TOTAL</b>					<b>23,800.00</b>	<b>13,356.21</b>	<b>10,443.79</b>	<b>10,443.79 (43%)</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	66.80	83.20	83.20 (55%)
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	2,096.23	-896.23	-896.23 (-74%)
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	430.00	-30.00	-30.00 (-7%)
30	IT				3,000.00	1,699.87	1,300.13	1,300.13 (43%)
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>18,869.19</b>	<b>10,750.81</b>	<b>10,750.81 (36%)</b>

**Parish Office Running Costs**

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

# Harpole Parish Council

## Summary of Receipts and Payments

4 November 2025 (2025-2026)

All Cost Centres and Codes

28 Telephone and Broadband	500.00	245.00	255.00	255.00 (51%)
32 Office Electric	1,000.00	402.19	597.81	597.81 (59%)
<b>SUB TOTAL</b>	<b>1,500.00</b>	<b>647.19</b>	<b>852.81</b>	<b>852.81 (56%)</b>

### Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Staff Salary				85,000.00	19,146.62	65,853.38	65,853.38 (77%)
15 NI and Tax E'rs and EE's				30,000.00	8,200.65	21,799.35	21,799.35 (72%)
16 Pension E'rs and EE's				7,500.00	1,740.76	5,759.24	5,759.24 (76%)
<b>SUB TOTAL</b>				<b>122,500.00</b>	<b>29,088.03</b>	<b>93,411.97</b>	<b>93,411.97 (76%)</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	2,039.29	960.71	960.71 (32%)
46 New Lights							(N/A)
<b>SUB TOTAL</b>				<b>3,000.00</b>	<b>2,039.29</b>	<b>960.71</b>	<b>960.71 (32%)</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

NET TOTAL	190,950.00	329,011.07	138,061.07	185,220.00	78,609.18	106,610.82	244,671.89 (65%)
V.A.T.		6,382.43			5,022.37		
<b>GROSS TOTAL</b>		<b>335,393.50</b>			<b>83,631.55</b>		