



Chairman – Mr F Smethers

Clerk – Mrs S Willis

www.harpole-pc.gov.uk

E-mail: clerk@harpole-pc.gov.uk

Minutes of the Council meeting held on Monday 8th 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 14th July 2025 was approved and signed.

128/25 COMMITTEE MINUTES

Minutes of Planning, Highways and Infrastructure Committee of 28th July and Strategy, Finance and Policy Committee of 1st 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 20th 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
Total		23,468.03	1,419.29	24,887.32

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