

HARPOLE PARISH COUNCIL



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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

E-mail: 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 9th March 2026 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: 3rd March 2026

AGENDA

295/25 APOLOGIES FOR ABSENCE

296/25 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.

297/25 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.

298/25 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.

299/25 COUNCIL MINUTES

To receive and approve the minutes of Council Meeting dated 9th February 2026

300/25 COMMITTEE MINUTES

To receive the minutes of the Planning, Highways and Infrastructure Committee held on 23rd February 2026 and Strategy, Finance and Policy Committee held on 2nd March 2026.

301/25 QUESTIONS FOR CHAIRMAN RELATING TO RECEIVED MINUTES

302/25 RECOMMENDATIONS

a) That works at the church to make more space for ash internments be paid for using CIL funding.

303/25 CONSULTATIONS

To consider and approve responses to the following consultations

a) West Northants Council Parish Recharges for Elections

HARPOLE PARISH COUNCIL

304/25 POLICE

- a) To consider and approve contract for sponsored PSCO scheme
- b) To consider and approve request from Police to mount an ANPR camera on a parish owned lamp post

305/25 POLICY

To consider and approve following policies and procedures:

- a) Risk assessment
- b) Asset register
- c) Data Protection Policy

306/25 ITEMS FOR NEXT AGENDA

DATE OF NEXT MEETING.

Next meeting is scheduled for Monday 13th April 2026 at 7pm



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Council meeting held on Monday 9th February 2026, in the Methodist Chapel at 7pm.

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

Also present – Clerk, Parish Administrator, WNC Cllr Bignell (part), WNC Cllr King (Part)

Meeting start: 7pm

258/25 APOLOGIES FOR ABSENCE.

Apologies approved for Cllr Garnder. Cllr Madle was not present.

259/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None

260/25 REPORTS FROM UNITARY COUNCILLORS

Cllr King reminded council of consultations open – local plan, school term dates, social housing policy.

There is a health and wellbeing grant for community groups.

There was a discussion about potholes. There is a priority for those considered dangerous. All should be logged with the WNC app. Cllr King to ask about who is monitoring the work of the contractor and if anything is being done following WNC being classed as red on the list of how well councils are performing on filling potholes.

Cllr Bignell congratulated the council for getting the public open space we were asking for as part of the new development.

Cllr Bignell Leaves

It was noted that roads are being closed with no notice to repair potholes, it was asked if this is proper policy. Cllr King to check and advise.

Cllr King leaves.

261/25 PUBLIC PARTICIPATION

There were no members of the public present

262/25 COUNCIL MINUTES

Minutes of Full Council Meeting of 12th January was approved and signed.

263/25 COMMITTEE MINUTES

Minutes of Planning, Highways and Infrastructure Committee of 26th January 2026

264/25 QUESTIONS FOR CHAIRMAN RELATED TO RECEIVED MINUTES

Contractor has been contacted about removal of tree on flagpole green and are looking at their schedule. They will advise the council when they will be in the village.

265/25 RECOMMENDATIONS

- a) It was approved that the clerk express an interest to get further details and costings for a footpath between the entrance and exit of the playing fields and a crossing to the school. There was a discussion about which contractor but this will probably be down to highways preferred list. This is to be added to the CIL list. Council to consider again once confirmation of costs has been received.
- b) It was approved that the clerk investigate and put in an expression of interest for taking on the country park element of Norwood Farm SUE, which will pass to West Northants.

266/25 MEETINGS

Dates of meetings for 2026/27 were approved, including the Parish Meeting in May

267/25 PCSO

- a) A copy of the existing contract had been forwarded to the council, but the contract we would sign with our details and amounts in has not yet been received. It was proposed that we could not approve to sign a contract we had not fully seen and this is to be brought back to the next meeting. It was approved that the clerk, as proper officer, will sign the contract once approved.
- b) Contract with PCSO allows for quarterly meetings for updates. It was approved that Cllrs Taylor, Gibbins and Phillips, and the clerk would be main contacts for these meetings and would attend as time would allow.

268/25 WEBSITE

Proposal for changes to the website had been forwarded. All changes were approved. It was proposed that presentation of agendas and minutes be a priority. It was also suggested that there be a policy on what businesses or community groups we have links for on the site.

269/25 PLANNING

- a) Street names had been suggested by children at the school. A map of field names had also been shared. It was proposed that the main road through the site be Stone Pit Road after a field in the area and the list be forwarded to WNC for them to pick others as appropriate for the Davidsons site.
- b) There are 2 current S106 documents and another being developed that we will need to monitor. Each developer should be handled differently for enforcement so that good relationships are kept. Priority to be given to those that chronologically have passed trigger points already.

270/25 FINANCE

- a) Cllr Gibbins wanted to query the R&G invoice. All other invoices were approved. R&G invoice could be paid once checked and approved.

| Description | Supplier | Amount | VAT | Total |
|-------------------------|------------------------|--------|--------|--------|
| Bank Charges | Unity Trust Bank | 10.50 | | 10.50 |
| IT | Scribe | 99.00 | 19.80 | 118.80 |
| Dog bins | Shield Maintenance Ltd | 143.00 | 28.60 | 171.60 |
| Telephone and Broadband | Gigaclear | 30.00 | 6.00 | 36.00 |
| Maintenance churchyard | R&G Groundworks | 750.00 | 150.00 | 900.00 |
| Maintenance churchyard | R&G Groundworks | 210.00 | 42.00 | 252.00 |
| Flagpole | Nickolls Landscaping | 100.00 | | 100.00 |
| Grass Cutting allotment | R&G Groundworks | 458.00 | 91.60 | 549.60 |
| Stationery | SLCC | 4.50 | 0.90 | 5.40 |

| | | | | |
|------------------------------|----------------|----------|--------|----------|
| Stationery | SLCC | 144.00 | | 144.00 |
| IT | Laptops Direct | 439.10 | 87.82 | 526.92 |
| Buildings | Viking | 88.93 | 17.79 | 106.72 |
| Telephone and Broadband | ID Mobile | 5.00 | 1.00 | 6.00 |
| Street Light Electric | Valda Energy | 580.15 | 116.03 | 696.18 |
| Street Light Electric | Valda Energy | 9.09 | 1.82 | 10.91 |
| Staff Salary | Sally Willis | 2,736.33 | | 2,736.33 |
| NI and Tax E'rs and EE's | HMRC | 1,172.28 | | 1,172.28 |
| Pension E'rs and EE's | Nest | 248.80 | | 248.80 |
| Buildings | Viking | 384.98 | 77.00 | 461.98 |
| Office Electric | British Gas | 60.12 | 3.01 | 63.13 |
| Subscription and Memberships | Northants ACRE | 35.00 | 7.00 | 42.00 |
| Maintenance | Paul Thomas | 346.60 | | 346.60 |
| Maintenance | Paul Thomas | 346.60 | | 346.60 |
| CIL Spend | Elan City | 4,678.98 | 935.80 | 5,614.78 |
| Stationery | Viking | 93.15 | 18.65 | 111.80 |
| IT | Scribe | 63.00 | 12.60 | 75.60 |
| IT | Scribe | 36.00 | 7.20 | 43.20 |
| Loan Repayment | Salix | 3,505.20 | | 3,505.20 |

1,624.62 18,402.93

b)

| | |
|----------------------|---------------------|
| Current Account | 263,923.17 |
| CCLA Savings | 1,009,808.13 |
| Metrobank savers | 2,046.69 |
| Credit card | 5.74 |
| Outstanding payments | -11,349.51 |
| Total | 1,264,434.22 |

| | |
|-------------------------|---------------------|
| Opening Balance | 1,030,434.22 |
| Expenditure to date | 116,822.37 |
| Income to Date | 350,822.37 |
| | |
| Cashbook balance | 1,264,434.22 |

c) It was approved that Jessica Dunk be added to the bank mandate.

271/25 ITEMS FOR NEXT AGENDA

Newsletter will be published in February.

Clerk to look at a public meeting in March – maybe an evening rather than Saturday morning.

Litterpick and highways issues noted to be added to Planning, Highways and Infrastructure meeting.

Meeting closed 9pm

Signed

Date



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Planning, Highways and Infrastructure Committee meeting held on 23rd February 2026, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs F Smethers (chair), J Gibbins, I Haynes, S Philips

Also present – Clerk, Clement Nnadozie, Sonja Roberts (part) and 1 member of public

Meeting Start: 7pm

272/25 APOLOGIES FOR ABSENCE.

Apologies accepted for Cllr Taylor. Cllr Bess was not present

273/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllr Gibbins advised he has an allotment plot

Cllr Smethers advised one of the planning applications backs onto his property.

274/25 PUBLIC PARTICIPATION

Member of the public asked if we had considered the impact of future development at the top of Road Hill, and if there will be any traffic calming measures put in place. This has not been discussed at Council as there has been no application submitted. We had objected to the application North of Nobottle Road on traffic grounds. It was noted that West Northants Council does not seem to have any joined up thinking when it comes to larger applications and look at them on a case-by-case basis.

Cllr Roberts wanted to express concerns over access to the planning application in item 276/25b. Neighbourhood plan allows for infill but she felt that the access to these plots was not sufficient.

275/25 MINUTES

Councillors **APPROVED** the minutes of Planning, Highways & Infrastructure Committee Meeting held on 26th January 2026.

276/25 PLANNING

- a) There were no objections to planning application 2026/0544/FULL – single storey rear extension – 5 School Lane. However it was noted that this is in the conservation area and the comments of Heritage team should be considered.
- b) There was a discussion regarding planning application 2026/0355/FULL – erection of two dwellings and associated access on land to the rear – 63 High Street. There is already permission for a bungalow here and applications for 2 houses have been rejected in the past. There is concern about access onto what has become a busy road with many parked cars on Sunday now the Baptist Chapel has reopened. It was proposed there were no objections but that we suggest Highways do another review of the area as traffic volumes are different to 2022.



277/25 HIGHWAYS AND FOOTPATHS

- a) An email had been received from a resident who lives on Upper High Street asking if it was possible to make Road Hill a one way street south bound to prevent the village becoming a rat run when Nobottle Road reopens and the new housing is built. The email had also been sent to West Northants Council and Highways had made several comments as to why this would not be a good idea. The parish council agreed with these comments and felt that the majority of the village would not be in favour of this suggestion.
- b) It was agreed that a Spring litterpick is needed, but this needs good turnout from councillors to organise on the day. It was proposed that equipment is hired for 21st March and is promoted accordingly.
- c) There is flytipping on Road Hill, which is currently closed, but maybe no more than normal. There is not much that can be done other than to report this when noticed.
- d) There had been a request that there is a No U Turn sign installed on the A4500 at the junction onto Northampton Road. This has been requested in the past and highways had rejected the request. It was proposed that the question is asked again.
- e) Highways will not install grit bins to areas that are not adopted. Vistry will not install bins as they do not want the liability. Clerk to ask Vistry if the parish council can install a bin.
- f) Clerk had met with Highways and a sharp bend sign will be installed coming into the village between the Strawberry field and the sharp bend on Upper High Street. It was noted that there is a long line of parked cars on High Street, some on the footpaths, on a Sunday morning near the Baptist Chapel. Clerk to contact the chapel and ask that they ask the congregation to park responsibly.

278/25 ALLOTMENTS

- a) A report had been tabled with ideas to encourage plot holders to get more involved in the running of the allotments. It was proposed that the parish council facilitate a first meeting to see if there are enough tenants that want to set up a committee. Lots of good ideas but not all are the responsibility of the council.
- b) Wood has been found to make markers for the plots. Quotes had been found for metal numbers. It was thought that other options should be considered. Plot holders should be advised before the posts are installed and advised that they must not move them.
- c) A resident on Carrs Way has complained that the contractor has damaged his garden house roof when cutting the hedge. This has been passed to the contractors insurance company. The contractor does not admit any fault. It was noted that the school have removed some of the conifer hedge on the corner. There will be wooden fencing installed here in time.

279/25 STREET FURNITURE

- a) Various options for benches had been circulated. It was thought that metal benches would be the best option for replacements. Some are on concrete slabs to reinstatement could be costly. It was proposed that those on Glassthorpe Lane are changed first. Options of metal benches to be brought to next meeting. Cllr Haynes offered to measure current benches so we can find something similar.



It was asked about benches on Western Gate. This is something the parish council will look into once the land has been transferred.

- b) Speed Monitors still need to be installed. Member of the public asked if there was a possibility of one on Upper High Street, or Road Hill when it reopens.

280/25 CHURCH

- a) Church had been asked for more information on the ashes internment area. They also asked the council to reconsider the 50/50 split of funding this project. It was proposed that it is recommended to Full Council that this project be fully funded by the Parish using CIL funding.
- b) No further updates on new burial ground. There was a discussion about whether the village wanted land that was not consecrated.

281/25 ITEMS FOR NEXT AGENDA

No items at this time

Meeting closed 9.15pm

DATE OF NEXT MEETING. The next meeting is scheduled for Monday 30th March 2026 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 5th January 2025, in the Methodist Chapel, School Lane at 7.00pm.

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

Also present – S Willis (Clerk), Cllr J Gibbins, Harlestone Manor Clerk and 2 Members of public

Meeting Start: 7pm

220/25 APOLOGIES FOR ABSENCE.

Apologies received and accepted for Cllrs D Starmer, G Madle. Apologies also accepted for C Nnadozie

221/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None to declare.

222/25 PUBLIC PARTICIPATION

Cllr Gibbins in support of PCSO

Members of the public present to give update on Scarecrow Festival. Numbers this year were down and expenditure was greater than revenue, as such donations to charities was lower. Meeting this week to start planning this years event.

2 members of the public leave.

223/25 MINUTES

Councillors **APPROVED** the minutes of the Strategy, Finance and Policy Committee of 3rd November 2025.

224/25 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION

- a) Clerk had asked school for street names but had not yet received a response. The application has not yet been approved. Clerk to advise we will give names when approval has been given.
- b) Clerk, chair and Cllr Wallace had a meeting with Planning officer and representatives of Davidsons following them withdrawing the application. Davidsons are happy to pass open space to the Parish Council with a commuted sum but affordable housing will reduce. There will be no contribution to a road or pavement down Road Hill.
There have been queries from Bloor development about opening of play area. It is hoped this will open around Easter time to allow grass to grow and for safety checks to be undertaken. There are approximately 20 occupations and sales on Harlestone Manor side. There are works to open spaces that needed to be done before sign off.

225/25 NORWOOD FARM SUSTAINABLE EXTENSION

- a) Council approved the plans for lighting on phases 2 and 1b as long as the specification matches that in other areas already approved.
- b) All open space has an option to be passed to the parish council except the Country Park. We are aware that West Northants Council are not looking to take on any new open space assets and

are looking to pass them to parishes to manage. There was a discussion about the safety concerns, but this would be subject to a procedural sign off to ensure it was up to spec first. It was proposed that it is recommended to Full Council that an expression of interest in taking on this area is made.

- c) Residents on Western Gate in particular are still confused about whether there is a management company. It was proposed that there is a short flyer added to the next newsletter for the new housing to explain the situation at the present time.
- d) Vistry first phase is almost complete but there is no sign of open space being ready to be passed to us. Whilst there is verbal communication that this will happen there is still nothing in writing. Clerk to arrange meeting with WNC planning to start enforcement of S106.

Due to recent cold weather there has been comment that there are no grit bins. Clerk to investigate.

Bridleway is not yet open, but there have been works.

With the closure of Nobottle Road there is concern that Harpole could be stranded if there is an accident or flooding on A4500. Clerk to ask Vistry if there would be a possibility to temporarily open the link road in these situations.

Harlestone Clerk Leaves.

226/25 SPORTS PROVISION

- a) Application to Charity Commission will be sent next week. Playing Fields Association are aware of the plan and are on board.
New pavilion plans are nearly in place with some details on materials being confirmed. Plans are that it will be ready for 2027 football season. We now need to work with Football Club on lease and management.

227/25 CONSULTATIONS

- a) Response to Supplementary Planning Document on Development Contributions was approved.
- b) Response to Active travel strategy, mobility hub and rail actions plans was approved.

228/25 CIL

- a) Meeting of working group needs to be arranged

229/25 PCSO

Police gave a presentation at the public meeting and it seems there was support from most present. Members were split on whether this was a good use of public funding or not. Council need to agree what we would like to achieve and see if this is the best solution. Clerk to ask clerks at Bugbrooke and Nether Heyford for experiences and to confirm details of contract regarding length of contract agreement and what happens if one of the others pull out. It was felt more information was needed and that this should be a vote at full council.

230/25 FINANCE

- a) Payments for December and January

| Supplier | Description | Amount |
|----------------|-------------|----------|
| Sally Willis | staff costs | 2,736.33 |
| HMRC | PAYE | 1,172.28 |
| Nest | Pension | 248.80 |
| Cloudy IT | Training | 40.00 |
| Northants CALC | Training | 46.00 |
| SLCC | Training | 99.00 |

| | | |
|--------------------------------|-----------------------|-----------|
| SLCC | Training | 51.00 |
| Harpole Methodist Chapel | Room Hire | 150.00 |
| West Northants Council | Election Costs | 101.00 |
| ID Mobile | Mobile Phone | 5.00 |
| Viking | Stationary | 38.88 |
| Viking | Stationary | 17.48 |
| Paul Thomas | Village Handyman | 358.57 |
| Paul Thomas | Village Handyman | 464.96 |
| Anglian Water (Wave) | water rates | 222.23 |
| Unity Trust Bank | Bank Fees | 8.55 |
| Unity Trust Bank | Bank Fees | 8.25 |
| Northants CALC | Training | 92.00 |
| Borneo Martell Turner Coulston | Legal Fees | 525.00 |
| Scribe | IT Software | 99.00 |
| Gigaclear | Broadband | 30.00 |
| R&G Groundworks | Grounds Maintenance | 213.00 |
| Shield Maintenance Ltd | Bin Emptying | 143.00 |
| ID Mobile | Mobile Phone | 5.00 |
| Autella Payroll Services | Payroll Services | 107.30 |
| Harpole Bowls Club | Room Hire | 50.00 |
| Sally Willis | staff costs | 2,736.33 |
| HMRC | PAYE | 1,172.28 |
| Nest | Pension | 248.79 |
| Northants CALC | Training | 35.00 |
| NALC | Training | 35.00 |
| Sarah Eason | Poppy Wreath | 29.50 |
| British Gas | Office Electric | 37.30 |
| Valda Energy | Street Light Electric | 358.44 |
| Glasdon | Bins | 704.68 |
| | | |
| | | 12,389.95 |

b)

| | |
|----------------------|--------------|
| Current Account | 267,045.23 |
| CCLA Savings | 1,006,515.94 |
| Metrobank savers | 2,045.21 |
| Credit card | 5.74 |
| Outstanding payments | |
| Total | 1,275,612.12 |

| | |
|---------------------|--------------|
| Opening Balance | 1,030,434.22 |
| Expenditure to date | 98,409.44 |
| Income to Date | 343,587.34 |
| | |
| | |
| Cashbook balance | 1,275,612.12 |

c) It was approved that the clerk can purchase new edition of Charles Arnold Baker

d) It was proposed that rather than increase hours, maintenance person to bill for any owed hours in March, so each April is started afresh.

e) There was a question over whether interest from CIL money needs to be classified as CIL or can be general reserves. Clerk to investigate for full council meeting. This will impact amount requested in precept. Draft budget was discussed and some lines amended. It was proposed that 2 budget versions are presented to council – 1 with and 1 without PCSO costing. Precept recommendation will depend on response to CIL interest.

231/25 STAFFING

2 people are being interviewed this week. Recommendation to full council next week.

232/25 ITEMS FOR THE NEXT AGENDA

No added items at this time.

Meeting closed 9.30pm

DATE OF NEXT MEETING.

The next meeting is scheduled for Monday 2nd March at 7pm

Signed

Date

DRAFT

Parish and Town Council Election Re-charges

Background

Following the May 2025 elections, we've been reviewing the way the cost of elections is recharged to town and parish councils. We are aware the cost of elections is a concern for parishes and we've taken steps to manage these costs, including:

- Reviewing the number and location of polling stations;
- Minimising the number of expensive mobile polling stations;
- Reviewing staffing ratios in polling stations; and
- Re-procuring printing and software contracts to ensure value for money.

Why are we consulting?

Unfortunately, some costs such as printing, postage and staffing are subject to inflation which means the financial pressure on councils continues to grow. After recharging parishes for the 2025 elections, the effective subsidy provided by West Northamptonshire Council was in excess of £100k. We have reviewed the system of recharging parishes to ensure it is fair and equitable and have developed proposals for consultation. We are keen to hear views from the sector on future options for recharging. We are consulting now so parishes have notice of any changes ahead of the next scheduled elections in 2029.

Contested elections

Firstly, we are not proposing to make any changes to the charges for contested elections. These will continue to be shared with parishes where contested elections take place for the following elements:

- Poll Cards (share);
- Postal votes and ballot papers (whole cost);
- Polling station hire (share);
- Polling station conversion pack for shared elections (whole cost);
- Polling station staff and Polling Station Inspectors (share);
- Count staff (actual hours, whole cost); and
- Returning Officer Fee (whole cost).

While these costs can add up to a relatively significant sum for each parish or town council that has a contested election, the Council will not recharge other elements of shared elections, including:

- Postal vote opening;
- Ballot box preparation;
- E-learning for staff training;
- Ballot box receipt;
- Transport;
- Count venue hire charge and count security;
- Count equipment (stationery, counting boards, furniture hire, count booklet);
- Verification of ballots; and
- Overheads including payroll, IT support, communications etc.

Parish and Town Council Election Re-charges

Parish by-elections that do not coincide with other elections will be charged at full cost, subject to consultation with the clerk.

Uncontested elections

An uncontested election is a scheduled election that does not proceed to a poll. This occurs when the number of candidates is the same or fewer than the number of seats to be elected. The Council has historically recharged a nominal sum for uncontested elections; currently the Returning Officer fee of £28 plus £16 per parish ward. Provision to include a share of poll cards costs has been included in the calculation but these costs were not passed on following the 2025 elections.

The current model does not reflect the actual cost of uncontested elections, which require significant time and/or financial overheads relating to processing nominations, the preparation and proofing of notices, printer setup fees (proofs must be checked and signed off before it is known if an election will be contested), officer time monitoring parishes that remain inquorate towards the end of the nomination period, as well as the Returning Officer fee.

We have drafted a range of options for recharging parishes for uncontested elections. A brief summary of each option is included below. All of the options achieve the same outcome in terms of the total amount recharged to parishes, but this is arrived at through a different calculation in each case.

Option A

Option A is an administrative fee of £225 per parish, with an additional £50 per parish ward. There would be no share of the poll card cost in this scenario. This level of fee is broadly in line with the practice at many other authorities. Under this model each parish is treated the same regardless of size, which means the model does not account for the differences between parish electorate or precept.

Option B

Option B sets the administrative fee at £90 per parish, with an additional £30 per parish ward. To make up the difference in the total amount recharged, it proposes parishes pay 10% of the poll card cost. It is noted that many authorities recharge ~50% of poll card costs by default. It is understood poll cards are not strictly mandatory for parishes and parishes will have a view about this. However, this is arguably more equitable as it means the smaller parishes incur a lower cost than under option A.

Option C

Option C retains the fee at the current level of the Returning Officer fee for uncontested parishes (currently £28 with the additional fee of £16 per parish ward). It proposes that parishes are recharged 15% of the cost of poll cards. The charge to each parish is

Parish and Town Council Election Re-charges

proportional to the electorate and so smaller parishes will continue to pay a relatively small fee (as fewer poll cards are issued) with larger parishes paying a larger fee.

An example of the uncontested fee for each scenario for three different sizes of parish/town councils is set out below:

| | Option A | Option B | Option C |
|--|-----------------|-----------------|-----------------|
| Parish A (electorate 240, no wards) | £225 | £104.71 | £50.06 |
| Parish B (electorate 9,799, 2 wards) | £275 | £720.58 | £944.87 |
| Parish C (electorate 20,225, 4 wards) | £375 | £1419.59 | £1939.59 |

A full estimate for each parish and town council in West Northamptonshire is set out at the end of this document (note the estimate is based on current poll card costs).

Next Steps

We are asking councils to consider the options set out above and respond to us via a feedback form. In order to ensure sufficient time for parishes to consider the consultation, it will run until 10 April 2026.

[Link to submit feedback](#)

Parish and Town Council Election Re-charges

| Parish Council | Electorate (as at 1 Dec 2025) | UNCONTESTED ELECTION COSTS OPTION A | | | | UNCONTESTED ELECTION COSTS OPTION B | | | | UNCONTESTED ELECTION COSTS OPTION C | | | |
|--------------------------------|-------------------------------------|-------------------------------------|--|---|----------------------|-------------------------------------|---|---|-------------------|-------------------------------------|--|---|-------------------|
| | | Poll Cards (£) (0%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (10%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (15%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) |
| Abthorpe PC | 259 | 0 | 225 | 0 | 225 | 15.87411 | 90 | 0 | 105.87 | 23.811165 | 28 | 0 | 51.81 |
| Arthingworth PC | 207 | 0 | 225 | 0 | 225 | 12.68703 | 90 | 0 | 102.69 | 19.030545 | 28 | 0 | 47.03 |
| Ashton PC | 318 | 0 | 225 | 0 | 225 | 19.49022 | 90 | 0 | 109.49 | 29.23533 | 28 | 0 | 57.24 |
| Aston le Walls PC | 240 | 0 | 225 | 0 | 225 | 14.7096 | 90 | 0 | 104.71 | 22.0644 | 28 | 0 | 50.06 |
| Aynho PC | 492 | 0 | 225 | 0 | 225 | 30.15468 | 90 | 0 | 120.15 | 45.23202 | 28 | 0 | 73.23 |
| Badby PC | 555 | 0 | 225 | 0 | 225 | 34.01595 | 90 | 0 | 124.02 | 51.023925 | 28 | 0 | 79.02 |
| Barby and Onley PC | 1026 | 0 | 225 | 50 | 275 | 62.88354 | 90 | 30 | 182.88 | 94.32531 | 28 | 16 | 138.33 |
| Billing PC | 6690 | 0 | 225 | 150 | 375 | 410.0301 | 90 | 90 | 590.03 | 615.04515 | 28 | 48 | 691.05 |
| Blakesley PC | 406 | 0 | 225 | 0 | 225 | 24.88374 | 90 | 0 | 114.88 | 37.32561 | 28 | 0 | 65.33 |
| Blisworth PC | 1432 | 0 | 225 | 0 | 225 | 87.76728 | 90 | 0 | 177.77 | 131.65092 | 28 | 0 | 159.65 |
| Boddington PC | 559 | 0 | 225 | 50 | 275 | 34.26111 | 90 | 30 | 154.26 | 51.391665 | 28 | 16 | 95.39 |
| Boughton PC | 2006 | 0 | 225 | 0 | 225 | 122.94774 | 90 | 0 | 212.95 | 184.42161 | 28 | 0 | 212.42 |
| Brackley Town Council | 12174 | 0 | 225 | 150 | 375 | 746.14446 | 90 | 90 | 926.14 | 1119.21669 | 28 | 48 | 1195.22 |
| Brafield-on-the-Green PC | 501 | 0 | 225 | 0 | 225 | 30.70629 | 90 | 0 | 120.71 | 46.059435 | 28 | 0 | 74.06 |
| Braunston PC | 1427 | 0 | 225 | 0 | 225 | 87.46083 | 90 | 0 | 177.46 | 131.191245 | 28 | 0 | 159.19 |
| Brington PC | 379 | 0 | 225 | 50 | 275 | 23.22891 | 90 | 30 | 143.23 | 34.843365 | 28 | 16 | 78.84 |
| Brixworth PC | 4234 | 0 | 225 | 0 | 225 | 259.50186 | 90 | 0 | 349.50 | 389.25279 | 28 | 0 | 417.25 |
| Bugbrooke PC | 2221 | 0 | 225 | 0 | 225 | 136.12509 | 90 | 0 | 226.13 | 204.187635 | 28 | 0 | 232.19 |
| Byfield PC | 1017 | 0 | 225 | 0 | 225 | 62.33193 | 90 | 0 | 152.33 | 93.497895 | 28 | 0 | 121.50 |
| Castle Ashby PC | 78 | 0 | 225 | 0 | 225 | 4.78062 | 90 | 0 | 94.78 | 7.17093 | 28 | 0 | 35.17 |
| Chacombe PC | 518 | 0 | 225 | 0 | 225 | 31.74822 | 90 | 0 | 121.75 | 47.62233 | 28 | 0 | 75.62 |
| Chipping Warden and Edgcote PC | 476 | 0 | 225 | 0 | 225 | 29.17404 | 90 | 0 | 119.17 | 43.76106 | 28 | 0 | 71.76 |
| Church and Chapel Brampton PC | 631 | 0 | 225 | 50 | 275 | 38.67399 | 90 | 30 | 158.67 | 58.010985 | 28 | 16 | 102.01 |

Parish and Town Council Election Re-charges

| Parish Council | Electorate (as at 1 Dec 2025) | UNCONTESTED ELECTION COSTS OPTION A | | | | UNCONTESTED ELECTION COSTS OPTION B | | | | UNCONTESTED ELECTION COSTS OPTION C | | | |
|---------------------------|-------------------------------------|-------------------------------------|--|---|----------------------|-------------------------------------|---|---|-------------------|-------------------------------------|--|---|-------------------|
| | | Poll Cards (£) (0%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (10%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (15%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) |
| Clipston PC | 547 | 0 | 225 | 0 | 225 | 33.52563 | 90 | 0 | 123.53 | 50.288445 | 28 | 0 | 78.29 |
| Cogenhoe and Whiston PC | 1142 | 0 | 225 | 50 | 275 | 69.99318 | 90 | 30 | 189.99 | 104.98977 | 28 | 16 | 148.99 |
| Cold Ashby PC | 234 | 0 | 225 | 0 | 225 | 14.34186 | 90 | 0 | 104.34 | 21.51279 | 28 | 0 | 49.51 |
| Cold Higham PC | 244 | 0 | 225 | 0 | 225 | 14.95476 | 90 | 0 | 104.95 | 22.43214 | 28 | 0 | 50.43 |
| Collingtree PC | 1333 | 0 | 225 | 50 | 275 | 81.69957 | 90 | 30 | 201.70 | 122.549355 | 28 | 16 | 166.55 |
| Cosgrove PC | 516 | 0 | 225 | 0 | 225 | 31.62564 | 90 | 0 | 121.63 | 47.43846 | 28 | 0 | 75.44 |
| Creaton PC | 396 | 0 | 225 | 0 | 225 | 24.27084 | 90 | 0 | 114.27 | 36.40626 | 28 | 0 | 64.41 |
| Crick PC | 1811 | 0 | 225 | 0 | 225 | 110.99619 | 90 | 0 | 201.00 | 166.494285 | 28 | 0 | 194.49 |
| Croughton PC | 581 | 0 | 225 | 0 | 225 | 35.60949 | 90 | 0 | 125.61 | 53.414235 | 28 | 0 | 81.41 |
| Culworth PC | 319 | 0 | 225 | 0 | 225 | 19.55151 | 90 | 0 | 109.55 | 29.327265 | 28 | 0 | 57.33 |
| Daventry Town Council | 20225 | 0 | 225 | 150 | 375 | 1239.5903 | 90 | 90 | 1419.59 | 1859.38538 | 28 | 48 | 1935.39 |
| Deanshanger PC | 2985 | 0 | 225 | 0 | 225 | 182.95065 | 90 | 0 | 272.95 | 274.425975 | 28 | 0 | 302.43 |
| Denton PC | 568 | 0 | 225 | 0 | 225 | 34.81272 | 90 | 0 | 124.81 | 52.21908 | 28 | 0 | 80.22 |
| Duston PC | 12662 | 0 | 225 | 100 | 325 | 776.05398 | 90 | 60 | 926.05 | 1164.08097 | 28 | 32 | 1224.08 |
| East Farndon PC | 254 | 0 | 225 | 0 | 225 | 15.56766 | 90 | 0 | 105.57 | 23.35149 | 28 | 0 | 51.35 |
| East Haddon PC | 582 | 0 | 225 | 0 | 225 | 35.67078 | 90 | 0 | 125.67 | 53.50617 | 28 | 0 | 81.51 |
| East Hunsbury PC | 7178 | 0 | 225 | 0 | 225 | 439.93962 | 90 | 0 | 529.94 | 659.90943 | 28 | 0 | 687.91 |
| Evenley PC | 467 | 0 | 225 | 0 | 225 | 28.62243 | 90 | 0 | 118.62 | 42.933645 | 28 | 0 | 70.93 |
| Everdon PC | 274 | 0 | 225 | 0 | 225 | 16.79346 | 90 | 0 | 106.79 | 25.19019 | 28 | 0 | 53.19 |
| Eydon PC | 358 | 0 | 225 | 0 | 225 | 21.94182 | 90 | 0 | 111.94 | 32.91273 | 28 | 0 | 60.91 |
| Far Cotton and Delapre CC | 7559 | 0 | 225 | 0 | 225 | 463.29111 | 90 | 0 | 553.29 | 694.936665 | 28 | 0 | 722.94 |
| Farthinghoe PC | 316 | 0 | 225 | 50 | 275 | 19.36764 | 90 | 30 | 139.37 | 29.05146 | 28 | 16 | 73.05 |
| Farthingstone PC | 155 | 0 | 225 | 0 | 225 | 9.49995 | 90 | 0 | 99.50 | 14.249925 | 28 | 0 | 42.25 |

Parish and Town Council Election Re-charges

| Parish Council | Electorate (as at 1 Dec 2025) | UNCONTESTED ELECTION COSTS OPTION A | | | | UNCONTESTED ELECTION COSTS OPTION B | | | | UNCONTESTED ELECTION COSTS OPTION C | | | |
|-------------------------|-------------------------------------|-------------------------------------|--|---|----------------------|-------------------------------------|---|---|-------------------|-------------------------------------|--|---|-------------------|
| | | Poll Cards (£) (0%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (10%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (15%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) |
| Flore PC | 1103 | 0 | 225 | 0 | 225 | 67.60287 | 90 | 0 | 157.60 | 101.404305 | 28 | 0 | 129.40 |
| Gayton PC | 396 | 0 | 225 | 0 | 225 | 24.27084 | 90 | 0 | 114.27 | 36.40626 | 28 | 0 | 64.41 |
| Grange Park PC | 3150 | 0 | 225 | 0 | 225 | 193.0635 | 90 | 0 | 283.06 | 289.59525 | 28 | 0 | 317.60 |
| Great Houghton PC | 534 | 0 | 225 | 0 | 225 | 32.72886 | 90 | 0 | 122.73 | 49.09329 | 28 | 0 | 77.09 |
| Great Oxendon PC | 267 | 0 | 225 | 0 | 225 | 16.36443 | 90 | 0 | 106.36 | 24.546645 | 28 | 0 | 52.55 |
| Greatworth and Halse PC | 689 | 0 | 225 | 50 | 275 | 42.22881 | 90 | 30 | 162.23 | 63.343215 | 28 | 16 | 107.34 |
| Greens Norton PC | 1237 | 0 | 225 | 0 | 225 | 75.81573 | 90 | 0 | 165.82 | 113.723595 | 28 | 0 | 141.72 |
| Guilsborough PC | 567 | 0 | 225 | 0 | 225 | 34.75143 | 90 | 0 | 124.75 | 52.127145 | 28 | 0 | 80.13 |
| Hackleton PC | 1553 | 0 | 225 | 50 | 275 | 95.18337 | 90 | 30 | 215.18 | 142.775055 | 28 | 16 | 186.78 |
| Hannington PC | 224 | 0 | 225 | 0 | 225 | 13.72896 | 90 | 0 | 103.73 | 20.59344 | 28 | 0 | 48.59 |
| Hardingstone PC | 2022 | 0 | 225 | 0 | 225 | 123.92838 | 90 | 0 | 213.93 | 185.89257 | 28 | 0 | 213.89 |
| Harlestone Manor PC | 443 | 0 | 225 | 0 | 225 | 27.15147 | 90 | 0 | 117.15 | 40.727205 | 28 | 0 | 68.73 |
| Harlestone PC | 355 | 0 | 225 | 0 | 225 | 21.75795 | 90 | 0 | 111.76 | 32.636925 | 28 | 0 | 60.64 |
| Harpole PC | 1804 | 0 | 225 | 0 | 225 | 110.56716 | 90 | 0 | 200.57 | 165.85074 | 28 | 0 | 193.85 |
| Hartwell PC | 1469 | 0 | 225 | 0 | 225 | 90.03501 | 90 | 0 | 180.04 | 135.052515 | 28 | 0 | 163.05 |
| Helmdon PC | 722 | 0 | 225 | 0 | 225 | 44.25138 | 90 | 0 | 134.25 | 66.37707 | 28 | 0 | 94.38 |
| Holcot PC | 323 | 0 | 225 | 0 | 225 | 19.79667 | 90 | 0 | 109.80 | 29.695005 | 28 | 0 | 57.70 |
| Hollowell & Teeton PC | 320 | 0 | 225 | 50 | 275 | 19.6128 | 90 | 30 | 139.61 | 29.4192 | 28 | 16 | 73.42 |
| Hunsbury Meadows PC | 1870 | 0 | 225 | 0 | 225 | 114.6123 | 90 | 0 | 204.61 | 171.91845 | 28 | 0 | 199.92 |
| Kilsby PC | 1080 | 0 | 225 | 0 | 225 | 66.1932 | 90 | 0 | 156.19 | 99.2898 | 28 | 0 | 127.29 |
| King's Sutton PC | 1778 | 0 | 225 | 0 | 225 | 108.97362 | 90 | 0 | 198.97 | 163.46043 | 28 | 0 | 191.46 |
| Kingsthorpe PC | 17463 | 0 | 225 | 250 | 475 | 1070.3073 | 90 | 150 | 1310.31 | 1605.46091 | 28 | 80 | 1713.46 |
| Kislingbury PC | 1060 | 0 | 225 | 150 | 375 | 64.9674 | 90 | 90 | 244.97 | 97.4511 | 28 | 48 | 173.45 |

Parish and Town Council Election Re-charges

| Parish Council | Electorate (as at 1 Dec 2025) | UNCONTESTED ELECTION COSTS OPTION A | | | | UNCONTESTED ELECTION COSTS OPTION B | | | | UNCONTESTED ELECTION COSTS OPTION C | | | |
|---------------------------------|-------------------------------------|-------------------------------------|--|---|----------------------|-------------------------------------|---|---|-------------------|-------------------------------------|--|---|-------------------|
| | | Poll Cards (£) (0%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (10%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (15%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) |
| Lampton and Hanging Houghton PC | 196 | 0 | 225 | 0 | 225 | 12.01284 | 90 | 0 | 102.01 | 18.01926 | 28 | 0 | 46.02 |
| Lilbourne PC | 338 | 0 | 225 | 0 | 225 | 20.71602 | 90 | 0 | 110.72 | 31.07403 | 28 | 0 | 59.07 |
| Litchborough PC | 277 | 0 | 225 | 0 | 225 | 16.97733 | 90 | 0 | 106.98 | 25.465995 | 28 | 0 | 53.47 |
| Little Houghton PC | 367 | 0 | 225 | 0 | 225 | 22.49343 | 90 | 0 | 112.49 | 33.740145 | 28 | 0 | 61.74 |
| Long Buckby PC | 3496 | 0 | 225 | 50 | 275 | 214.26984 | 90 | 30 | 334.27 | 321.40476 | 28 | 16 | 365.40 |
| Maidford PC | 155 | 0 | 225 | 0 | 225 | 9.49995 | 90 | 0 | 99.50 | 14.249925 | 28 | 0 | 42.25 |
| Maidwell with Draughton PC | 283 | 0 | 225 | 0 | 225 | 17.34507 | 90 | 0 | 107.35 | 26.017605 | 28 | 0 | 54.02 |
| Marston St Lawrence PC | 154 | 0 | 225 | 0 | 225 | 9.43866 | 90 | 0 | 99.44 | 14.15799 | 28 | 0 | 42.16 |
| Middleton Cheney PC | 3164 | 0 | 225 | 0 | 225 | 193.92156 | 90 | 0 | 283.92 | 290.88234 | 28 | 0 | 318.88 |
| Milton Malsor PC | 617 | 0 | 225 | 0 | 225 | 37.81593 | 90 | 0 | 127.82 | 56.723895 | 28 | 0 | 84.72 |
| Moreton Pinkney PC | 341 | 0 | 225 | 0 | 225 | 20.89989 | 90 | 0 | 110.90 | 31.349835 | 28 | 0 | 59.35 |
| Moulton PC | 4173 | 0 | 225 | 0 | 225 | 255.76317 | 90 | 0 | 345.76 | 383.644755 | 28 | 0 | 411.64 |
| Naseby PC | 613 | 0 | 225 | 0 | 225 | 37.57077 | 90 | 0 | 127.57 | 56.356155 | 28 | 0 | 84.36 |
| Nether Heyford PC | 1284 | 0 | 225 | 0 | 225 | 78.69636 | 90 | 0 | 168.70 | 118.04454 | 28 | 0 | 146.04 |
| Newbottle and Charlton PC | 396 | 0 | 225 | 0 | 225 | 24.27084 | 90 | 0 | 114.27 | 36.40626 | 28 | 0 | 64.41 |
| Newnham PC | 479 | 0 | 225 | 0 | 225 | 29.35791 | 90 | 0 | 119.36 | 44.036865 | 28 | 0 | 72.04 |
| Northampton Town Council | 91,033 | 0 | 225 | 1000 | 1225 | 5579.4126 | 90 | 600 | 6269.41 | 8369.11886 | 28 | 320 | 8717.12 |
| Norton PC | 314 | 0 | 225 | 0 | 225 | 19.24506 | 90 | 0 | 109.25 | 28.86759 | 28 | 0 | 56.87 |
| Old PC | 386 | 0 | 225 | 0 | 225 | 23.65794 | 90 | 0 | 113.66 | 35.48691 | 28 | 0 | 63.49 |
| Old Stratford PC | 1811 | 0 | 225 | 0 | 225 | 110.99619 | 90 | 0 | 201.00 | 166.494285 | 28 | 0 | 194.49 |
| Overstone PC | 2020 | 0 | 225 | 0 | 225 | 123.8058 | 90 | 0 | 213.81 | 185.7087 | 28 | 0 | 213.71 |
| Overthorpe PC | 150 | 0 | 225 | 0 | 225 | 9.1935 | 90 | 0 | 99.19 | 13.79025 | 28 | 0 | 41.79 |
| Pattishall PC | 1179 | 0 | 225 | 0 | 225 | 72.26091 | 90 | 0 | 162.26 | 108.391365 | 28 | 0 | 136.39 |

Parish and Town Council Election Re-charges

| Parish Council | Electorate (as at 1 Dec 2025) | UNCONTESTED ELECTION COSTS OPTION A | | | | UNCONTESTED ELECTION COSTS OPTION B | | | | UNCONTESTED ELECTION COSTS OPTION C | | | |
|------------------------|-------------------------------------|-------------------------------------|--|---|----------------------|-------------------------------------|---|---|-------------------|-------------------------------------|--|---|-------------------|
| | | Poll Cards (£) (0%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (10%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (15%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) |
| Paulerspury PC | 901 | 0 | 225 | 0 | 225 | 55.22229 | 90 | 0 | 145.22 | 82.833435 | 28 | 0 | 110.83 |
| Pitsford PC | 581 | 0 | 225 | 0 | 225 | 35.60949 | 90 | 0 | 125.61 | 53.414235 | 28 | 0 | 81.41 |
| Potterspury PC | 1234 | 0 | 225 | 0 | 225 | 75.63186 | 90 | 0 | 165.63 | 113.44779 | 28 | 0 | 141.45 |
| Preston Capes PC | 170 | 0 | 225 | 0 | 225 | 10.4193 | 90 | 0 | 100.42 | 15.62895 | 28 | 0 | 43.63 |
| Quinton PC | 169 | 0 | 225 | 0 | 225 | 10.35801 | 90 | 0 | 100.36 | 15.537015 | 28 | 0 | 43.54 |
| Ravensthorpe PC | 546 | 0 | 225 | 50 | 275 | 33.46434 | 90 | 30 | 153.46 | 50.19651 | 28 | 16 | 94.20 |
| Roade PC | 2610 | 0 | 225 | 0 | 225 | 159.9669 | 90 | 0 | 249.97 | 239.95035 | 28 | 0 | 267.95 |
| Rothersthorpe PC | 360 | 0 | 225 | 0 | 225 | 22.0644 | 90 | 0 | 112.06 | 33.0966 | 28 | 0 | 61.10 |
| Scaldwell PC | 232 | 0 | 225 | 0 | 225 | 14.21928 | 90 | 0 | 104.22 | 21.32892 | 28 | 0 | 49.33 |
| Shutlanger PC | 248 | 0 | 225 | 0 | 225 | 15.19992 | 90 | 0 | 105.20 | 22.79988 | 28 | 0 | 50.80 |
| Sibbertoft PC | 284 | 0 | 225 | 0 | 225 | 17.40636 | 90 | 0 | 107.41 | 26.10954 | 28 | 0 | 54.11 |
| Silverstone PC | 2211 | 0 | 225 | 0 | 225 | 135.51219 | 90 | 0 | 225.51 | 203.268285 | 28 | 0 | 231.27 |
| Spratton PC | 928 | 0 | 225 | 0 | 225 | 56.87712 | 90 | 0 | 146.88 | 85.31568 | 28 | 0 | 113.32 |
| Staverton PC | 439 | 0 | 225 | 0 | 225 | 26.90631 | 90 | 0 | 116.91 | 40.359465 | 28 | 0 | 68.36 |
| Stoke Bruerne PC | 308 | 0 | 225 | 0 | 225 | 18.87732 | 90 | 0 | 108.88 | 28.31598 | 28 | 0 | 56.32 |
| Stowe Nine Churches PC | 211 | 0 | 225 | 0 | 225 | 12.93219 | 90 | 0 | 102.93 | 19.398285 | 28 | 0 | 47.40 |
| Sulgrave PC | 343 | 0 | 225 | 0 | 225 | 21.02247 | 90 | 0 | 111.02 | 31.533705 | 28 | 0 | 59.53 |
| Syresham PC | 706 | 0 | 225 | 0 | 225 | 43.27074 | 90 | 0 | 133.27 | 64.90611 | 28 | 0 | 92.91 |
| Thorpe Mandeville PC | 142 | 0 | 225 | 0 | 225 | 8.70318 | 90 | 0 | 98.70 | 13.05477 | 28 | 0 | 41.05 |
| Tiffield PC | 312 | 0 | 225 | 0 | 225 | 19.12248 | 90 | 0 | 109.12 | 28.68372 | 28 | 0 | 56.68 |
| Towcester Town Council | 9799 | 0 | 225 | 50 | 275 | 600.58071 | 90 | 30 | 720.58 | 900.871065 | 28 | 16 | 944.87 |
| Upton PC | 6219 | 0 | 225 | 50 | 275 | 381.16251 | 90 | 30 | 501.16 | 571.743765 | 28 | 16 | 615.74 |
| Walgrave PC | 733 | 0 | 225 | 0 | 225 | 44.92557 | 90 | 0 | 134.93 | 67.388355 | 28 | 0 | 95.39 |

Parish and Town Council Election Re-charges

| Parish Council | Electorate (as at 1 Dec 2025) | UNCONTESTED ELECTION COSTS OPTION A | | | | UNCONTESTED ELECTION COSTS OPTION B | | | | UNCONTESTED ELECTION COSTS OPTION C | | | | | |
|---------------------------|-------------------------------------|-------------------------------------|--|---|----------------------|-------------------------------------|---|---|-------------------|-------------------------------------|--|---|-------------------|-----------------------|-----------------|
| | | Poll Cards (£) (0%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (10%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | Poll Cards (£) (15%) | Admin fee (covers nomination checking & processing, notices etc..)(£) | Additional fee for each parish ward (£) | Total Cost (£) | | |
| Wappenham PC | 241 | 0 | 225 | 0 | 225 | 14.77089 | 90 | 0 | 104.77 | 22.156335 | 28 | 0 | 50.16 | | |
| Watford PC | 240 | 0 | 225 | 0 | 225 | 14.7096 | 90 | 0 | 104.71 | 22.0644 | 28 | 0 | 50.06 | | |
| Weedon Bec PC | 2231 | 0 | 225 | 0 | 225 | 136.73799 | 90 | 0 | 226.74 | 205.106985 | 28 | 0 | 233.11 | | |
| Welford PC | 925 | 0 | 225 | 0 | 225 | 56.69325 | 90 | 0 | 146.69 | 85.039875 | 28 | 0 | 113.04 | | |
| Welton PC | 485 | 0 | 225 | 0 | 225 | 29.72565 | 90 | 0 | 119.73 | 44.588475 | 28 | 0 | 72.59 | | |
| West Haddon PC | 1467 | 0 | 225 | 0 | 225 | 89.91243 | 90 | 0 | 179.91 | 134.868645 | 28 | 0 | 162.87 | | |
| West Hunsbury PC | 3375 | 0 | 225 | 0 | 225 | 206.85375 | 90 | 0 | 296.85 | 310.280625 | 28 | 0 | 338.28 | | |
| Weston and Weedon Lois PC | 280 | 0 | 225 | 0 | 225 | 17.1612 | 90 | 0 | 107.16 | 25.7418 | 28 | 0 | 53.74 | | |
| Whilton PC | 237 | 0 | 225 | 50 | 275 | 14.52573 | 90 | 30 | 134.53 | 21.788595 | 28 | 16 | 65.79 | | |
| Whittlebury PC | 445 | 0 | 225 | 0 | 225 | 27.27405 | 90 | 0 | 117.27 | 40.911075 | 28 | 0 | 68.91 | | |
| Wicken PC | 258 | 0 | 225 | 0 | 225 | 15.81282 | 90 | 0 | 105.81 | 23.71923 | 28 | 0 | 51.72 | | |
| Woodford-cum-Membris PC | 3017 | 0 | 225 | 0 | 225 | 184.91193 | 90 | 0 | 274.91 | 277.367895 | 28 | 0 | 305.37 | | |
| Wootton PC | 6798 | 0 | 225 | 0 | 225 | 416.64942 | 90 | 0 | 506.65 | 624.97413 | 28 | 0 | 652.97 | | |
| Yardley Gobion PC | 985 | 0 | 225 | 0 | 225 | 60.37065 | 90 | 0 | 150.37 | 90.555975 | 28 | 0 | 118.56 | | |
| Yardley Hastings PC | 607 | 0 | 225 | 0 | 225 | 37.20303 | 90 | 0 | 127.20 | 55.804545 | 28 | 0 | 83.80 | | |
| Yelvertoft PC | 640 | 0 | 225 | 0 | 225 | 39.2256 | 90 | 0 | 129.23 | 58.8384 | 28 | 0 | 86.84 | | |
| | | | | Total Option A | 32175 | | | | | Total Option 2 | 32049.76 | | | Total Option 3 | 32491.64 |

**Assets as per annual
return for the purposes of
Audit**

Date last approved by council: 09/03/2026
date last amended by clerk: 10/03/2026

| Asset | Number | Value each | total value |
|--|----------------|------------|----------------|
| Allotments, Larkhall Lane (Land on South side of Larkhall Lane NN395401) | | | 1 |
| Land at Carrs Way | | | 1 |
| Flagpole Green (Land North side of Larkhall Lane NN211384) | | | 1 |
| Land North Side of Garners Way (NN287110) | | | 1 |
| <i>Street Lights</i> | | | |
| Hall Close | 4 | 1500 | 6,000 |
| Steel Columns | 89 | 750 | 66,750 |
| pole or wall mounted | 30 | 350 | 10,500 |
| New light Larkhall Lane | 1 | 1219 | 1,219 |
| <i>Bus shelters</i> | | | |
| Turnpike, South View | 2 | 2500 | 5,000 |
| Upper High Street - concrete | 1 | 2000 | 2,000 |
| High Street - Stone | 1 | 5000 | 5,000 |
| <i>Seats</i> | | | |
| Flagpole Area | | | 1,000 |
| opp Turnpike, Green, High St, Carrs Way, Sandy Lane, Garners Way, Glassthorpe Lane | 6 | 250 | 1,500 |
| Noticeboards High Street and School Lane | 2 | 1100 | 2,200 |
| Noticeboard Larkhall Lane | 1 | 915 | 915 |
| Noticeboard High Street | 1 | 760 | 760 |
| Noticeboards (Upper High Street, South View) | 2 | 1100 | 2,200 |
| Dog bins _ Village | 7 | 110 | 770 |
| Dog bins - Village | 4 | 169 | 677 |
| Dog Bin - Western Gate | 4 | 176 | 704 |
| waste bin - A4500 | 1 | 126 | 126 |
| Salt bins (Garners Way, Glassthorpe Lane, School Lane) | 3 | 1 | 1 |
| Flagpole and Flag | 1 | 1584 | 1,584 |
| Maps | 1 | | |
| Allotment fence and gates | 1 | 10661 | 10,661 |
| Computer (6yrs old) | | | 250 |
| Portakabin | | | 19,973 |
| Printer/copier/scanner | | | 300 |
| Desk, table & Chairs | | | 823 |
| Storage Cupboards x5 | | | 1,366 |
| Laptop, projector & Screen (from SNC) | | | 800 |
| Westcotec Speed sign & spare Battery | | | 3,475 |
| Clerk Laptop | 1 | 411 | 411 |
| Admin Laptop | 1 | 439 | 439 |
| Admin desk / chair | 1 | 462 | 462 |
| Speed Monitor and solar panels | 2 | 2250 | 4,500 |
| Defibrillator | 1 | 1360 | 1,360 |
| TOTAL | | | 153,730 |
| Disposals | Noticeboard x2 | 350 | 700 |
| | Noticeboard x2 | 350 | 700 |

HARPOLE PARISH COUNCIL

Chairman – Mr D Lowrence

E-mail: harpoleparishcouncil@gmail.com
Tel: 07935 931787



Clerk- Guy Ravine
Old Dairy Farm, Upper Stowe
Weedon, Northamptonshire. NN74SH
<http://www.harpole.org.uk>

Data Protection Policy

The Data Protection Policy

Harpole Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper Harpole Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Harpole Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**

This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

This means that data is collected for specific, explicit and legitimate purposes only.

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Harpole Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Harpole Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Harpole Parish Council Office and are not available for public access. All data stored on the Harpole Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Harpole Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Harpole Parish Council intend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Harpole Parish Council must not disclose the personal information of the other individual. That individuals personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Harpole Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

| Version number | Purpose/change | Author | Date |
|----------------|----------------|--------|----------|
| 0.1 | Initial draft | LSS | 05/03/18 |
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Review July 2020

Adopted. 8/7/19

HARPOLE PARISH COUNCIL

Risk Management Scheme

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Harpole Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The list is not exhaustive and the Parish Council may wish to consider other risks not identified.

| FINANCIAL & MANAGEMENT | | | | |
|-----------------------------------|--|---|---|----------------------|
| Area | Risk | Control Measures | Recommendation | Residual Risk |
| Precept | Adequacy of precept in order for the Parish Council to carry out its Statutory Duties. | To determine the precept amount required, the Parish Council regularly receives budget reviews throughout the year, and at the time the precept amount is considered, the Parish Council receives a budget report, including actual position and projected position, with indicative figures/costings obtained by the Clerk. With this information, and from consideration of any future projects, the Parish Council determines the amount of precept required for the following financial year. The Clerk requests the precept in writing. The Clerk advises the Parish Council when the precept monies are received. | Existing procedure adequate. | LOW |
| Financial Records | Inadequate Records. Financial Irregularities. | The Parish Council has Finance Regulations which sets out the requirements. | Existing procedure adequate. Review the Finance Regulations annually. | LOW |
| Bank & Banking | Inadequate Checks. Banks Mistakes. Loss of Signatories. | The Parish Council has Financial Regulations which set out the banking requirements. The Clerk reconciles the bank account(s) once a month when the statement arrives. Any problems/irregularities are dealt with immediately. The Parish Council will choose replacement signatories from time to time, but the process can be slow. | Existing procedure adequate. Review the Finance Regulations annually. | LOW |

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| Reporting and Auditing | Information Communication. Compliance. | The Balance of Accounts is produced monthly and presented to the Strategy, Finance and Policy Committee. The monthly report to the Parish Council includes a list of payments for approval at the meeting. | Existing procedure adequate. | LOW |
| Grants Payable | Power to pay. Authorisation of Parish Council to pay. | All such expenditure goes through the required Parish Council's process of approval, minuted and listed accordingly if a payment is made using S137 powers of expenditure. | Existing procedure adequate. | LOW |
| Grants Received | Receipt of grant. | The Parish Council does not presently receive any regular grants. One-off grants would come with terms and conditions to be satisfied. | Procedure would be created, if required. | LOW |
| Best Value Accountability | Work awarded incorrectly. Overspend on services. | Normal Parish Council procedure is to seek, if possible, three quotations for any substantial work to be undertaken. For major contract services, formal competitive tenders are sought. If a problem is encountered with a contract, the Clerk would investigate the situation, check the quotation/tender, research the problem and report to the Parish Council. This is covered in the Finance Regulations. | Existing procedure adequate. Review Financial Regulations annually. | LOW MED |
| Salaries and associated costs | Salary paid incorrectly. Unpaid Tax to Inland Revenue. | The Council uses an external payroll provider who advises of salary to be paid and contributions to be transferred to HMRC and NEST | Existing procedures adequate | LOW |
| Employees | Loss of Clerk. Fraud by Staff. Health & Safety. | Measures have been implemented so all records are held on a parish laptop, held by the Clerk. Details of all passwords and pins are held securely, accessible only to the Chairman, Clerk and Planning Officer. The requirements of the Insurance are to be adhered to with regards to Fraud. All employees to be provided with adequate direction and the safety equipment needed to undertake their roles. | Existing procedures adequate. Monitor H&S Policy. Review Insurance Policy annually. | LOW |
| Councillor Allowances | Councillors overpaid. Income tax deduction. | No allowances are allocated to Parish Councillors. | No procedure required. | N/A |
| Election Costs | Risk of an election cost. | Risk is higher in an election year. When a scheduled election is due, the Clerk will obtain an estimate of costs from the Unitary Council. There are no measures which can be adopted to minimise the risk of having elections, as this is a democratic process. | Council hold reserves to cover costs. | MED |

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| VAT | Reclaiming. | The Clerk analyses any VAT charged on purchases within the expenditure of the Parish Council and maintains all VAT receipts within the Parish Council's records. The Clerk produces a VAT refund analysis and makes a claim to HM Revenue & Customs for recovery of the amounts. The refund is received via BACS transfer and the Clerk notifies the Parish Council at the next meeting. All documentation in relation to the process is maintained in the Parish Council's records. | Existing Procedures Adequate. | LOW |
| Training | Lack of training can lead to incorrect decisions being taken. | The Clerk should be provided with relevant training, reference books and access to assistance and legal advice required to carry out the role. Parish Councillors should also be provided with training wherever applicable (whether new or refresher). The Parish Council is a member of NCALC which is a source of information/training for many aspects. | Clerk and Councillors to consider training periodically. | LOW |
| Audit – Internal | Completion within time limits | The Internal Auditor is appointed by the Council. Internal Auditor is supplied with documents requested to carry out the audit and the required form to complete and sign. | Existing Procedures Adequate. | LOW |
| Annual Return | Completion and Submission within time limits. | The Annual Return is completed and signed by the Parish Council, submitted to the Internal Auditor for checking, completing and signing then checked and sent to the External Auditor within the time limit. | Existing Procedures Adequate. | LOW |
| Legal Powers | Illegal activity or payments | All activity and payments within the powers of the Parish Council to be resolved and minuted at a Strategy, Finance and Policy Committee Council meetings. The annual budget should reference the powers used for regular payments made. | Existing Procedures Adequate. | LOW |
| Minutes/ Agendas/ Notices/ Statutory Documents | Accuracy and legality. Business conduct. | Minutes and agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following meeting. Minutes and agendas are displayed according to the legal requirements. Business conducted at Parish Council meetings is managed by the Chair. | Existing Procedures Adequate. Training/guidance given to the Chair (if required). Members to adhere to the Code of Conduct. | LOW |
| Members Interests | Conflict of Interest. Register of Members Interests. | Declarations of interest by members at Parish Council meetings is a regular agenda item to remind members of their duty. Register of Members Interests forms should be reviewed regularly by Councillors. | Existing Procedures Adequate. Members take responsibility to update their Register. | LOW-MED |
| Insurance | Adequacy and Cost | An annual review is undertaken of all insurance arrangements to ensure best value and that adequate cover is being achieved. The Council has included Cybercrime cover in its insurance. | Existing procedure adequate. | LOW |

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| Data Protection | Noncompliance. | The Parish Council is registered for Data Protection with the Information Commissioner, and NCALC is appointed as the Data Officer.. | Ensure annual renewal of registration. | LOW |
| Freedom of Information | Non Compliance with the Act. Publication Scheme. | The Parish Council has a Model Publication Scheme in place. To date there has been no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours. | Monitor any requests made under FOI. | LOW |
| Transparency and accountability | Policy provision | The Council has adopted the Transparency Code for Smaller Authorities in accordance with the Local Audit and Accountability Act 2014 | Existing procedures adequate | LOW |
| Councillors | Losing Councillors or having more than 7 vacancies at any one time | When a vacancy arises there is a legal process to follow. This either leads to an election or into the co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applications and a co-option vote held at a meeting. Appointment and formal co-option then takes place. If there are more than 7 vacancies at any one time, the Parish Council would become inquorate. The legal process of West Northamptonshire Council appointing members would take place. | Existing procedures adequate. Procedures of another body are adequate. | LOW |
| Litigation | Potential risk of legal action being taken against the Parish Council | Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against. To date the Parish Council hasn't had any claims made against it. | Insurance is adequate for requirements but there is still a risk of other claims. | MED |
| PHYSICAL EQUIPMENT OR AREAS | | | | |
| Assets | Loss or damage Risk/damage to third party(ies) property | An annual review of assets is undertaken for insurance provision, storage and maintenance provisions. | Existing procedures adequate. Asset | LOW |
| Maintenance | Poor performance of assets or amenities Loss of Income Risk/damage to third parties | All assets owned by the Parish Council are regularly reviewed, inspected and maintained as required. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the current procedures of the Parish Council. Assets are insured. | Existing procedures adequate. | LOW |

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| Notice Boards | Risk of damage | The Parish Council currently has six notice boards. No formal inspection procedures are in place, but any reports of damage or faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Parish Council. | Existing procedures adequate. | LOW |
| Meeting Location | Adequacy. Health & Safety. | The Parish Council's meetings are held in the Old School Hall and are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety, Disability Discrimination and comfort aspects. | Existing location adequate. | LOW |
| Electronic Records of the Parish Council | Loss through theft, fire, damage or corruption of computer | The Parish Council's records are accessed on the parish laptop. The files are backed up using cloud storage. | Existing Procedures Adequate. | LOW |
| Paper Records of the Parish Council | Loss through theft, fire, damage or corruption of computer | The Parish Council's paper records are stored in the Parish office. The records include historical correspondence, minutes, agendas, insurance details, bank records etc. | Existing Procedures Adequate. | LOW |

Last Adopted by Harpole Parish

Council

3rd March 2025

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Chairman

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Parish Clerk