

# HARPOLE PARISH COUNCIL



Chairman – Mr F Smethers

Clerk – S Willis

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

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

Members of the committee (Cllrs Smethers, Roberts, Gardner, Hancy, Madle, Starmer, Wallace) are summoned to attend a Meeting of the Strategy, Finance and Policy Committee to be held at the Methodist Chapel, School Lane Harpole on **Monday 2<sup>nd</sup> March 2026 at 7.00 pm** for the purpose of transacting the following business.

Signed: *S Willis*

Clerk & Proper Officer to Harpole Parish Council

Date: 24<sup>th</sup> February 2026

Members of the press and public are welcome to attend.

## AGENDA

### **282/25 APOLOGIES FOR ABSENCE**

To receive apologies and approve reasons for absence.

### **283/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

To receive Declarations of Interest from Councillors

### **284/25 PUBLIC PARTICIPATION**

Members of the public are invited to address the Committee.

### **285/25 MINUTES**

To receive and approve the minutes of the Strategy, Finance and Policy Committee 5<sup>th</sup> January 2026

### **286/25 NORTHAMPTON WEST SUSTAINABLE EXTENSION**

a) To receive updates for information only

### **287/25 NORWOOD FARM SUSTAINABLE EXTENSION**

a) To receive updates for information only

### **288/25 SPORTS PROVISION**

a) To consider starting of playing fields strategy

b) To receive updates for information only

### **289/25 CONSULTATIONS**

To consider and approve response to following consultations:

a) West Northamptonshire Local Plan consultation

b) West Northamptonshire Local Nature Recovery Strategy Consultation

c) Government consultation on Reducing the Prevalence of Private Estate Management Arrangements

### **290/25 CIL**

a) To receive update from working party and to approve any recommendations

### **291/25 FINANCE**

a) To consider and approve payments for March (see appendix)

b) To receive budget to end of February

c) To consider and approve purchase of ID badges

d) To consider and approve purchase of Hi-Vis jackets

**292/25 SOCIAL MEDIA**

- a) To consider and approve setting up of new facebook page to allow full admin access
- b) To consider and approve setting up of Instagram account

**293/25 POLICIES**

To consider and approve Dignity at Work Policy

**294/25 ITEMS FOR NEXT AGENDA**

To consider items to be added to the next agenda

**DATE OF NEXT MEETING.** - The next meeting is scheduled for Monday Tuesday 5<sup>th</sup> May 2026.



**Chairman** – Mr F Smethers

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Minutes of the Strategy, Finance and Policy Committee meeting held on 5<sup>th</sup> 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 3<sup>rd</sup> 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 2<sup>nd</sup> March at 7pm

Signed

Date

DRAFT

Harpole is a distinct rural village with a strong local identity. However, the scale of development already approved or proposed around the village—particularly connected to the Northampton West Sustainable Urban Extension (SUE)—risks eroding the physical and visual separation between Harpole and the western edge of Northampton.

Traffic impacts remain one of the most pressing issues for Harpole. Residents have experienced rat-running through the village during earlier phases of nearby development, a concern acknowledged by developers themselves.

While the Sandy Lane Relief Road is now open and expected to mitigate some traffic, further large-scale development will inevitably add pressure to the local road network.

The Parish Council requests that the Local Plan:

- Strengthen requirements for **robust traffic assessments** for all major housing proposals affecting Harpole.
- Support improvements to **pedestrian and cycle safety**, particularly linking new and existing developments

The Parish Council asks that the Local Plan adopt a clear **infrastructure-first** approach by:

- Requiring developers to deliver necessary infrastructure **at early stages** of phased development.
- Establishing binding commitments for **healthcare and school capacity** expansion.
- Ensuring new active travel and open space provision is completed before the occupation of later phases.

The current consultation is accompanied by a call for **Local Green Space nominations**, offering communities the chance to protect important open spaces. Anywhere to add?

The draft Local Plan identifies housing needs for rural areas. However, the scale of development immediately adjacent to Harpole already exceeds what might reasonably be considered proportionate for a rural village

Harpole Parish Council therefore requests:

- A clearer definition of **“proportionate growth”** for rural villages.
- Recognition of the cumulative impact of Northampton West SUE on Harpole’s character, services, and transport network.

- Stronger policies preventing additional speculative development beyond allocated sites.

Harpole Parish Council supports the aims of creating a sustainable, future-focused planning framework for West Northamptonshire. However, the scale and pace of development around Harpole require **stronger protections, firmer infrastructure requirements**, and **greater emphasis on village identity and environmental quality**.

Are we happy with proposed village boundary

Settlement hierarchy

110 houses

## Summary of the West Northamptonshire LNRS Consultation

West Northamptonshire Council is consulting on its first **Local Nature Recovery Strategy (LNRS)**, a statutory requirement under the **Environment Act 2021**.

The LNRS sets out how nature in West Northants can be **restored, enhanced, and connected**, guiding where investment and action should be prioritised.

### Local Habitat Map

- Shows existing important habitats and highlights opportunity areas for habitat creation, enhancement and improved connectivity.
- Includes both “Areas of Particular Importance for Biodiversity (APIB)” and potential “Areas that Could Become Important (ACB)”. It seems there are lots of areas in Harpole Parish that fall under this category, including most of Norwood Farm SUE area.

### Statement of Biodiversity Priorities

- Identifies priority habitats across the district including lowland mixed deciduous woodland, hedgerows, meadows, acid grassland, ponds, rivers, floodplain grazing marsh, and more.
- Highlights at-risk species, e.g., skylark, barn owl, hedgehog, dormouse, great crested newt, brown hairstreak.

### Purpose of the LNRS

- Reverse decline in species and habitats.
- Inform planning decisions, including where Biodiversity Net Gain (BNG) should be delivered.
- Guide land managers on nature-friendly opportunities (hedgerow creation, woodland planting, natural flood management, etc.).
- Support climate resilience, flood mitigation and landscape-scale ecological projects.

Although the LNRS documents do not single out Harpole by name, the mapping tools and district-wide priorities highlight several relevant themes.

### 1. Hedgerows, Field Margins & Farmland Habitat Connectivity

Harpole is surrounded by arable land and hedgerow networks. The LNRS identifies hedgerows and arable field margins as priority habitats supporting species such as brown hairstreak, harvest mouse, grey partridge, barn owl, yellowhammer.

Strengthening these corridors around Harpole would support connectivity between Northampton’s western fringe and open countryside.

## **2. Floodplain & Watercourse-Related Opportunities**

The LNRS emphasises floodplain grazing marsh, river corridors, ponds and eutrophic standing water as significant habitats. Harpole sits near watercourses feeding into the Nene Valley. This could support natural flood management, riparian buffers, and pond/wetland restoration.

## **3. Pressure from Development and BNG Delivery**

Given recent and ongoing development impacts around Harpole the LNRS will directly influence:

- how Biodiversity Net Gain (BNG) is delivered locally;
- where developers should prioritise habitat creation;
- opportunities to direct off-site BNG units to benefit Harpole.

## **4. Potential for Local Projects to Be Added to the LNRS Map**

WNC explicitly invites parishes to submit local opportunities, wildlife sites, known species records, or proposals for inclusion on the Habitat Map.

Is there anything we would like to add?

## **5. Opportunities for Community Engagement**

The LNRS encourages parish-level involvement in:

- the Nature Map IT tool for recording local wildlife activity;
- identification of local biodiversity challenges (hedgehog decline, loss of wildflower verges, water quality concerns).

## **Response to Consultation**

You may wish to comment on:

### **Local priorities**

- Protection and enhancement of hedgerows and farmland margins surrounding Harpole.
- Creation of green corridors linking the village neighbouring parishes.

### **Development pressures**

- Ensuring the LNRS strongly influences planning decisions affecting Harpole.
- Requesting clear guidance on how BNG should be applied to major developments affecting the parish.

### **Flood and water management**

- The need for habitat-based flood mitigation projects along local watercourses.

### **Mapping accuracy**

- Suggest areas of wildlife value not currently shown on the Local Habitat Map.
- Highlight local species sightings (e.g., barn owls, hedgehogs) to improve data completeness.

### **Community-led projects**

- Propose parish initiatives such as community orchards, wildflower verges, or nature trails.

## **Government consultation on Reducing the Prevalence of Private Estate Management Arrangements**

There is a current consultation on the gov.uk website regarding the use of Management companies. Full Details can be found [here](#). The consultation closes 12<sup>th</sup> March.

The aim of the consultation is to reduce the reliance on private estate management companies and increase adoption of amenities by public authorities. They also wish to implement common standards across the country and explore the idea of mandatory adoption of certain amenities.

With our recent history in this area, I thought it would be worthwhile responding to the consultation with our views.

Following a survey run by CMA (Competition and Markets Authority) it was found that 80% of new homes sold by the 11 largest builders in 2021-22 were subject to estate management charges. It highlighted significant consumer detriment in either high or opaque charges, poor quality, disproportionate sanctions and considerable effort to resolve disputes. It warned without intervention this would only get worse. The report felt that the root cause was reduced adoption by public authorities and that many management companies often hold significant market power with limited competition constraints.

There are several recommendations to move away from management companies but also to put better guidelines in place for when a management company is in place.

It notes that historically public authorities took these areas of responsibility on but with financial constraints on them, more are moving away from “optional” services to concentrate on statutory obligations.

### **Remove barriers to adoption and improve the process**

Public amenities are shared infrastructures and facilities intended for public use and maintenance, not just for those within the development. Historically highways, sewers, pumping stations, SUDs, Public open space, car parks, playgrounds were built by developers and transferred to public authorities to manage and maintain long term. In England adoption is discretionary, some authorities refuse and others impose rigid regulations making it unviable.

There should be common adoptable standards so there is a level playing field across the country making it clearer to all what is expected and to reduce differences between authorities. There are recommendations for set standards for highways, sewers, pumping stations, drains and SUDs. Public open space should be more flexible to allow local needs to be met. Currently in these areas there is guidance, but nothing is mandatory and there is a recommendation to move towards mandatory standards.

## **Suggestion of Mandatory Adoption**

The paper does recognise that this would have significant implications to local authorities and has suggested this to see what the feedback may be.

Adoption is costly and complex but non adoption allows developers to avoid obligations and reduce risk, as well as avoiding commuted sums and inspection costs, which makes it a more attractive option. Currently commuted sums and processes for adoption are inconsistent across the country, and the aim would be to improve this to make it clearer for all what is expected.

## **Improve data and transparency**

38% of council websites do not have clear policies on adoption and this leads to uncertainty. Consistent standards nationwide would make it clearer for all. Should there be an option of management companies, there should be a financial sustainability test introduced at the planning stage and potentially at point of sale to ensure charges are reasonable and sustainable.

There is also a suggestion that there is a move towards resident controlled companies to give them greater control and to ease dispute resolution.

## **Conclusion**

It looks like the government are aware of the issues surrounding management companies and understand how they have come about and are considering options to make this better for the end consumer – the residents.

It seems there are options to make it more attractive for authorities to take the amenities on again as they have in the past, however they are looking at options to better regulate management companies where this is not possible.

## **Our Response**

There is a survey to we could complete but many questions we would not have the information to answer. I have taken some of the questions I think we can and should answer and put them into a response as follows:

Harpole Parish Council is a growing village within West Northamptonshire Unitary Authority. Within this authority we believe that there are common standards for Highways, which are generally adopted by the authority. There are no common standards for public open space or other amenities, and these seem to be agreed on a case by case basis. We believe that nationally common standards would make the process easier to understand both from a developer and a public standpoint.

Common standards would provide:

- Consistency and predictability

- Efficiency in planning and approval
- Provides better consistency for adoption
- Enhance consumer confidence
- Reduce disputes
- Reduce maintenance costs – easier to upscale

Within West Northamptonshire there does appear to be a reduction in adoption of open spaces and public amenities. Occasionally these are offered to the parish or town council, but often they are passed to management companies, with varying success.

We believe that as part of the planning process, principal authorities and town and parish councils should consider adoption of these areas. Towns and parishes are ideally situated to adopt these areas and facilities for the benefit of all in their communities and should be given the opportunity to do so if they want to.

It is right and correct that principal authorities adopt highways as part of the wider network, and that water companies adopt sewers, pumping stations etc. However public open space, playgrounds, sport facilities and community buildings should be offered to parish and town councils if the principal authority is not interested, as a matter of course, and management companies only be an option if any tier of local government is unable or unwilling to do so.

In our opinion home builders should build to an agreed standard regardless of whether that amenity is to be adopted by the local authority or passed to a management company. Private estate management companies should not be used to reduce building standards.

At present in West Northamptonshire any amenity to be adopted by a local authority attracts a commuted sum from the developer. This commuted sum is not paid if passing to a management company. It is our experience that this makes management companies more attractive to the developer. There needs to be some mechanism that makes adoption by the local authorities more financially attractive.

In conclusion, Harpole Parish Council, believe that there needs to be a move whereby adoption by local authorities becomes the norm again. This does not necessarily need to be principal authorities, town and parish councils are more than able in most cases and are often already providing these services in some form. Currently the system is loaded so that financially it is beneficial to the developer that a management company is put in place, and this needs to change.

## Harpole Parish Council

### PAYMENTS (AWAITING AUTHORISATION) LIST

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Staff Costs	18/02/2026 - 18/02/2026				Confidential			5,641.75		5,641.75
228 Telephone and Broadband	30/01/2026		Metrobank Credit Ca		Mobile Phone	ID Mobile	S	74.17	14.83	89.00
226 IT	05/02/2026		Unity Trust		IT Software	Scribe	S	63.00	12.60	75.60
226 IT	05/02/2026		Unity Trust		IT Software	Scribe	S	36.00	7.20	43.20
227 Loan Repayment	05/02/2026		Unity Trust		Loan	Salix	X	3,505.20		3,505.20
234 Training	11/02/2026		Unity Trust		Training	Northants CALC	S	46.00	9.20	55.20
234 Training	11/02/2026		Unity Trust		Training	Northants CALC	S	53.00	10.60	63.60
231 Training	11/02/2026		Unity Trust		Training	SLCC	S	51.00	10.20	61.20
231 Training	11/02/2026		Unity Trust		Training	SLCC	X	99.00		99.00
232 Training	11/02/2026		Unity Trust		Training	SLCC	X	99.00		99.00
232 Training	11/02/2026		Unity Trust		Training	SLCC	S	51.00	10.20	61.20
236 Bank Charges	11/02/2026		Unity Trust		Bank Fees	Unity Trust Bank	X	12.90		12.90
230 IT	11/02/2026		Metrobank Credit Ca		IT Software	Canva	S	83.33	16.66	99.99
235 Telephone and Broadband	11/02/2026		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
233 Telephone and Broadband	11/02/2026		Unity Trust		Mobile Phone	ID Mobile	S	6.02	1.20	7.22
229 Dog bins	11/03/2026		Unity Trust		Bins	Shield Maintenance Ltd	S	143.00	28.60	171.60
<b>Total</b>								<b>9,994.37</b>	<b>127.29</b>	<b>10,121.66</b>

# Harpole Parish Council

## Summary of Receipts and Payments

24 February 2026 (2025-2026)

All Cost Centres and Codes

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail*

### Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Allotment Rents	3,000.00	3,562.10	562.10		197.00	-197.00	365.10 (12%)
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		948.87	948.87	1,000.00	2,349.50	-1,349.50	-400.63 (-40%)
54	Grass Cutting allotment				800.00	3,034.00	-2,234.00	-2,234.00 (-279%)
<b>SUB TOTAL</b>		<b>4,000.00</b>	<b>4,510.97</b>	<b>510.97</b>	<b>2,800.00</b>	<b>6,463.15</b>	<b>-3,663.15</b>	<b>-3,152.18 (-46%)</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	5,082.00	-3,082.00	-3,082.00 (-154%)
45	Parish Clock					2,470.80	-2,470.80	-2,470.80 (N/A)
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>7,552.80</b>	<b>-5,552.80</b>	<b>-5,552.80 (-277%)</b>

### CIL Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	CIL Income		125,333.22	125,333.22				125,333.22 (N/A)
61	CIL Interest		30,120.51	30,120.51				30,120.51 (N/A)
<b>SUB TOTAL</b>			<b>155,453.73</b>	<b>155,453.73</b>				<b>155,453.73 (N/A)</b>

### CIL Spend

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	CIL Spend					8,514.21	-8,514.21	-8,514.21 (N/A)
<b>SUB TOTAL</b>						<b>8,514.21</b>	<b>-8,514.21</b>	<b>-8,514.21 (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		14.54	14.54				14.54 (N/A)
5	Grant and Donations Received		336.00	336.00				336.00 (N/A)
7	Bowls Club Rent	800.00	800.00					(0%)
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

24 February 2026 (2025-2026)

All Cost Centres and Codes

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail*

<b>SUB TOTAL</b>	<b>186,950.00</b>	<b>187,386.23</b>	<b>436.23</b>		<b>436.23 (0%)</b>
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### Outside Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Maintenance				7,000.00	5,222.06	1,777.94	1,777.94 (25%)
47	Benches							(N/A)
48	Sand Bins							(N/A)
49	Dog bins				1,000.00	1,286.98	-286.98	-286.98 (-28%)
50	Noticeboards					750.00	-750.00	-750.00 (N/A)
51	Flagpole				800.00	1,919.90	-1,119.90	-1,119.90 (-139%)
52	Hlghways							(N/A)
55	Grass Cutting				4,000.00	4,644.00	-644.00	-644.00 (-16%)
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>16,072.94</b>	<b>7,727.06</b>	<b>7,727.06 (32%)</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	237.50	262.50	262.50 (52%)
18	Staff Mileage and Benefits				300.00		300.00	300.00 (100%)
19	Staff Other expenses							(N/A)
20	Training		75.60	75.60	1,200.00	2,069.00	-869.00	-793.40 (-66%)
21	Bank Charges				150.00	107.00	43.00	43.00 (28%)
22	Audit Fees				1,800.00	1,806.00	-6.00	-6.00 (-0%)
23	Professional Fees				5,000.00	2,079.58	2,920.42	2,920.42 (58%)
24	Subscription and Memberships				1,200.00	2,131.23	-931.23	-931.23 (-77%)
25	Insurance				1,000.00	963.13	36.87	36.87 (3%)
26	Stationery				200.00	390.46	-190.46	-190.46 (-95%)
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	2,631.56	368.44	368.44 (12%)
31	Buildings					516.91	-516.91	-516.91 (N/A)
34	Newsletter				1,200.00	583.11	616.89	616.89 (51%)
35	Meetings / Room Hire				1,200.00	614.98	585.02	585.02 (48%)
36	grants paid				5,000.00	4,000.00	1,000.00	1,000.00 (20%)
37	section 137 Expenditure					159.49	-159.49	-159.49 (N/A)
38	Election Costs				400.00	101.00	299.00	299.00 (74%)
39	Rates							(N/A)
40	Loan Repayment				7,020.00	7,010.40	9.60	9.60 (0%)
57	Sundries					258.00	-258.00	-258.00 (N/A)
<b>SUB TOTAL</b>			<b>75.60</b>	<b>75.60</b>	<b>29,620.00</b>	<b>26,089.35</b>	<b>3,530.65</b>	<b>3,606.25 (12%)</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

24 February 2026 (2025-2026)

All Cost Centres and Codes

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail*

28 Telephone and Broadband	500.00	460.19	39.81	39.81 (7%)
32 Office Electric	1,000.00	627.10	372.90	372.90 (37%)
<b>SUB TOTAL</b>	<b>1,500.00</b>	<b>1,087.29</b>	<b>412.71</b>	<b>412.71 (27%)</b>

### Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
<b>SUB TOTAL</b>				<b>122,500.00</b>	<b>47,202.00</b>	<b>75,298.00</b>	<b>75,298.00 (61%)</b>

### Street Lighting Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 Street Light Electric		694.19	694.19	3,000.00	2,986.97	13.03	707.22 (23%)
46 New Lights							(N/A)
<b>SUB TOTAL</b>		<b>694.19</b>	<b>694.19</b>	<b>3,000.00</b>	<b>2,986.97</b>	<b>13.03</b>	<b>707.22 (23%)</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	348,120.72	157,170.72	185,220.00	115,968.71	69,251.29	226,422.01
V.A.T.		6,382.43			7,591.97		
<b>GROSS TOTAL</b>		<b>354,503.15</b>			<b>123,560.68</b>		

## High Vis Jackets

The Parish Council has been wanting to increase community engagement, one way is to organised a litter-picking session. Personalised hi-vis vests would:

- Improve visibility and safety during community litter picks
- Help identify council volunteers during events
- Promote the Parish Council through consistent branding
- Encourage a sense of community and pride among participants

**Earn 60 points** (Worth £2.99)

Item	SKU	Price	Quantity	Total
 <b>Personalised Hi Vis Vest Yellow/Orange (Logo / Text Print)(Adults/Kids)</b> Color: Yellow Hi Vis Vest <b>STEP 1: Print Location:</b> Upper Rear & Left Chest <b>Logo Upload (optional):</b> <a href="#">logo.png</a> <b>Text Required? (optional):</b> Harpole Parish Council <b>Request A Free Digital Mockup &amp; Design Service? (2 working hours):</b> Yes Size: Large	JXHV1Y	£3.99	15	£59.85

**Total Items:** 15

**Subtotal:** £59.85

**Shipping:** [Add Info](#)



**VAT:** £11.97

**Coupon Code:** [Add Coupon](#)

**Grand total:** **£71.82**

[Check out](#)

-- or use --

Product	Unit price	Qty	Total price
 <b>Custom Printed Hi Vis Vest</b> × CODE: HVW03-newJB <b>Options:</b> SZ: Xlge 46" COL: Yellow Any comments about your order ?: <a href="#">Click to view design</a>  <b>Logo this in as little as SAME DAY ?...just choose at checkout.</b>	<b>£4.66</b>	<input type="text" value="15"/>	<b>£69.90</b>

## **Social Media for Harpole Parish Council**

### **Facebook**

We have a Facebook page which was set up before I joined the council. I managed to get access to post, however, I have now found I don't have full access, so I cannot add Jessica to allow her to post on the page too. I have tried to change this but it seems impossible without the permission of whomever originally set the page up.

I am proposing that a new page is set up with myself and Jessica having admin access. We would need to signpost users to this from the existing page and then try to shut down the old page in some way. Are council happy for me to do this.

### **Instagram**

We could make better use of social media to help communicate with the village, and Instagram is used more than facebook by the younger generation. We ask council to approve the set up and use of an Instagram page which we can link to facebook so they send out the same messages.

## DIGNITY AT WORK POLICY

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**Harpole Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

### **Purpose**

Harpole Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Harpole Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues, and this policy sets out how concerns will be managed, however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### **Scope**

This policy covers bullying and harassment of and by the Clerk and all employees engaged to work at Harpole Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Harpole Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair or staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

**The position on bullying and harassment**

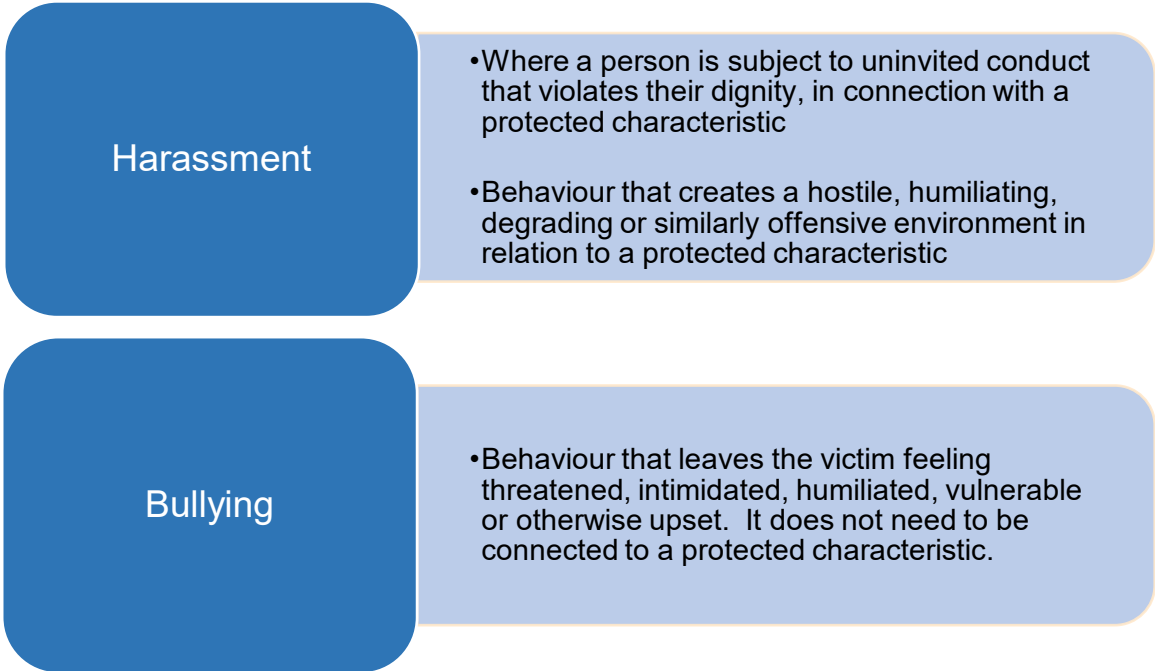
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Harpole Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.



## **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic ( such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

#### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

**What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

**What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

**What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

#### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

## **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

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### **Notes:**

#### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.

- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.