

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 8th June 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: 2nd June 2026

AGENDA

37/26 APOLOGIES FOR ABSENCE

38/26 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.

39/26 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.

40/26 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.

41/26 COUNCIL MINUTES

To receive and approve the minutes of Annual Council Meeting dated 11th May 2026

42/26 COMMITTEE MINUTES

To receive the minutes of the Planning, Highways and Infrastructure Committee held on 26th May 2026 and Strategy, Finance and Policy Committee on 5th May 2026

43/26 QUESTIONS FOR CHAIRMAN RELATING TO RECEIVED MINUTES

44/26 FINANCE

- a) To consider and approve Section 1 of External Audit – Governance Statement
- b) To consider and approve Section 2 of External Audit – Financial Statement
- c) To receive Internal Audit report and approve actions required
- d) To consider and approve payments for June
- e) To receive budget to end of May

HARPOLE PARISH COUNCIL

45/26 CIL RECOMMENDATIONS

To consider and approve recommendations:

- a) Play equipment Brief to update play area on playing fields
- b) New footpath and Crossing on Larkhall Lane by Playing Fields detailed design fee

46/26 COUNCIL ENGAGEMENT

To consider and approve if council would like to have a stall at village events such as Scarecrow weekend

47/26 PLANNING

- a) To receive updates on land transfer from Bloors
- b) To receive updates on new pavilion on Norwood Farm and agree further actions

48/26 TO EXCLUDE PUBLIC AND PRESS

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted

49/26 CLAIMS AND LITIGATION

To receive update on litigation

50/26 ITEMS FOR NEXT AGENDA

DATE OF NEXT MEETING.

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



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Annual Council meeting held on Monday 11th May 2026, in the Methodist Chapel at 7pm.

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

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

Meeting start: 7pm

1/26 TO ELECT CHAIRMAN FOR 2026-7

It was proposed and seconded that Cllr Smethers remains chair. Approved

2/26 TO ELECT VICE CHAIRMAN FOR 2026-7

Cllrs Starmer and Wallace were proposed and seconded. After a vote it was approved that Cllr Wallace is Vice Chairman

3/26 APOLOGIES FOR ABSENCE.

Apologies approved for Cllrs Madle and Gardner.
Cllr Phillips was not present

4/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllrs Roberts and Smethers declared as trustees of The Combined Harpole Charitable Trust

5/26 REPORTS FROM UNITARY COUNCILLORS

Cllr Bignell advised he was aware there was talk on Facebook about the length of time that Nobottle Road is closed. This was always due to be closed until September for a footpath to be installed and sewerage under the road. He had pushed for traffic-light controlled traffic management but had been advised that this was not possible for the safety of the workers. There was a discussion about the lateness of the pavilion and playing fields from Norwood SUE. He was asked how parish councils could be more involved in the writing of the S106. Moving forward the local plan should make this possible. He was asked if he knew when CIL payments would be made, he would chase.

Cllr Bignell Leaves

6/26 PUBLIC PARTICIPATION

No members of the public present

7/26 COUNCIL MINUTES

Minutes of Full Council Meeting of 13th April 2026 were approved and signed.

8/26 COMMITTEE MINUTES

Minutes of Planning, Highways and Infrastructure Committee of 27th April 2026 were received.

9/26 QUESTIONS FOR CHAIRMAN RELATED TO RECEIVED MINUTES

There were no questions

10/26 MEMBERSHIP TO COMMITTEES

- a) Terms of reference for committees was tabled and approved with no amendments
- b) It was proposed that membership for committees continues unchanged. Clerk noted that the Staffing committee has chair and vice chair as members and advised with change of vice chair the membership would change slightly.

It was proposed that a new committee is set up to manage new facilities that the council will be taking on. This will start with the playing fields and include any other buildings and open space we acquire from the development. Councillors approved to committee were Cllrs Gibbins, Roberts, Hancy, Smethers, Starmer, Bess and Taylor. There will also be other non-council members from users of the facilities such as football club, tennis club, school etc. Clerk to set up first meeting and draft terms of reference for approval.

11/26 MEMBERSHIP OF OUTSIDE BODIES

It was approved the following councillors be representatives on the following bodies:

Old School House – Cllrs Gibbins and Smethers

Playing Fields – Cllrs Starmer, Smethers and Haynes

Youth Club – Cllrs Gardner and Nnadozie

Scarecrow Committee – Cllr Hancy

It was agreed that there should be regular updates to council from these members after meetings or quarterly at meetings.

12/26 INTERNAL CONTROLLER

It was approved that Cllr Gibbins remains internal controller

13/26 POLICY

- a) Standing Orders were approved unchanged
- b) Financial regulations were approved unchanged
- c) Code of conduct was approved unchanged
- d) Training and Development policy was approved unchanged.

There was a discussion about councillors taking courses available. Chairman advised he thought all on Finance committee should take Finance training. It would also be preferred that as many councillors as possible held the foundation level of Northants CALC Councillor Development framework.

14/26 DEFIBRILLATOR

Pricing and locations for 4 new defibrillators, boxes and bleed kits were approved. 2 extra bleed kits approved for existing boxes. New box for defibrillator outside the Shoe Shop was approved as the lock mechanism is broken. All to be purchased with CIL funding.

Administrator advised that once the school one has been repaired and a box purchased this will be attached to the gate on the outside so it will be available to anyone in need.

There will need to be a new budget line in future for ongoing maintenance and replacement of batteries and pads.

15/26 PLANNING

3 Councillors and the clerk attended a meeting last week with Vistry and the planning officer for Norwood SUE. Vistry advised that they would not be able to build the pavilion as the costs were too high and the S106 has a £550k cap. West Northants are looking into the legal

implications and what options are possible. The Parish Council need to be ready to push West Northants to enforce the S106 and ensure that the building is built.

There is an offer that Vistry will pass the obligation to the Parish Council for the £550k but they have admitted this is not enough to complete the project to the current approved specification.

16/26 CIL RECOMMENDATIONS

A report from a consultant on a land feasibility study was received and considered. It was proposed to engage with ONH consultants to get a better understanding of the councils options on land in the parish. Cllrs Smethers and Gibbins expressed an interest in attending the start up meeting.

17/26 SPEED MONITOR

The council purchased 2 new speed monitors. There are a number of approved locations but some are not suitable at the moment due to road closures. As such one was placed on a pole on the green on High Street. There has been some concern that this is not a good location as a protected green space. It was agreed that this is only temporary until a post is installed on Sandy Lane, or Road Hill is reopened. There needs to be a further discussion about whether the post can be removed. Chairman to raise at Parish Meeting and in the newsletter to gain views of residents.

18/26 BOWLS CLUB

Bowls Club had sent in a proposal for water connection to their building on its own meter. The proposal was approved.

19/26 ITEMS FOR NEXT AGENDA

No further items to add at this time.

Meeting closed 9.20pm

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 26th May 2026, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs F Smethers (chair), J Gibbins, C Nnadozie, G Taylor

Also present – Clerk

Meeting Start: 7pm

20/26 APOLOGIES FOR ABSENCE.

Apologies accepted for Cllrs Bess and Phillips

21/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllr Gibbins advised he has an allotment plot

22/26 PUBLIC PARTICIPATION

No members of the public present

23/26 MINUTES

Councillors **APPROVED** the minutes of Planning, Highways & Infrastructure Committee Meeting held on 27th April 2026.

24/26 PLANNING

Planning application 2026/1876/S73 - Variation of condition 2 [Material, Finishes and Design] to further extend the existing driveway by approx 2.5 metres and the lowered curb by approx 2 metres to application 2024/5483/FULL [Widening of existing driveway and replacement of loose gravel with a resin bound gravel. Replacement of front door, removal of railings on right side of drive and left side of house. Removal of double garage central pillar and installation of new supporting steel lintel. Removal of existing two garage up-and-over doors and replacement with one full width sectional garage door]. - Jubilee House 55 Garners Way was considered. There was a discussion about an extended drop kerb but council had no objections if Highways are happy to approve.

25/26 HIGHWAYS AND FOOTPATHS

- a) There was consideration whether Harpole should join the Community Speed Watch initiative. At least 6 volunteers would be needed. It was proposed that there is a request for volunteers via the website and Facebook.
- b) Those present were all keen to try to see if an application for a 20mph zone in the village was possible. Exact areas in the village would need to be agreed. Data from the speed monitors would be useful. Clerk to contact Highways to ascertain the process and what information is needed. Poll to be put on Facebook to see if the residents are in favour of the idea.



- c) Council had been advised that Sandy Lane would be closed for a week in June for Anglian Water to do works. This would leave only Northampton Road as a way in and out of the village. Clerk has escalated to director level at WNC via the ward councillors and they are reassessing. It was asked if Vistry could open Underborough way if needed.

Meeting is to be had with Davidsons about the closure of Nobottle Road and how this is likely to be extended.

Cllr Gibbins is current footpath warden and is happy to continue. He will walk the routes and give brief update to council.

26/26 ALLOTMENTS

- a) There was a plotholder meeting last Thursday that was well attended. It seems that there is interest in re-establishing the Allotment Association. An AGM is to be called to elect new committee members.

There are not many plots left and there was a discussion about the potential of a waiting list. To be discussed in Autumn as notice may need to be given to paddock tenant.

27/26 STREET FURNITURE

- a) It appears that the dog bin on South Way has been knocked over. On inspection the post may snap if brought upright again and the base of the bin is rotting. It was proposed to replace the bin and post with new.
- b) A resident of the village has been looking after the defib for about 20 years. It was agreed a small token of appreciation could be purchased.
- c) Benches are on order and we are awaiting first delivery date. The bench on Carrs Way has been removed in preparation.
- It was suggested that the tree on Carrs Way should be looked at. Clerk to check if this is on the survey list.

28/26 CHURCH

No further updates on a burial Ground, though this is being considered as part of a land feasibility study.

29/26 ITEMS FOR NEXT AGENDA

Election of Chair and Vice Chair.
Update on Benches

Meeting closed 8.30pm

DATE OF NEXT MEETING. The next meeting is scheduled for Monday 29th June 2026 at 7pm

Signed:



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Strategy, Finance and Policy Committee meeting held on 5th May 2026, in the Methodist Chapel, School Lane at 7.00pm.

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

Also present – S Willis (Clerk)

Meeting Start: 7pm

344/25 APOLOGIES FOR ABSENCE.

Cllr Wallace advised he would be late. There were no apologies received from Cllr Madle

345/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllr Gardner declared an interest in item 35/26 c as school governor

346/25 PUBLIC PARTICIPATION

No members of the public were present

347/25 MINUTES

Councillors **APPROVED** the minutes of the Strategy, Finance and Policy Committee of 2nd March 2026

348/25 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION

Play park on Harlestone Park opened on 1st May with grand opening. Clerk attended. There was a good turnout from residents. This is in Harlestone Manor, but just over the boundary. It is thought that Bloor are looking for open space sign off in June. Clerk to chase.

Davidsons have been chased regarding the status of the closed road and if they are on track. They have been invited to the June meeting to give an update. Council would like to know if there will be provisions made for the Strawberry Fields and Scarecrow weekend.

It is thought that the primary school on Bloor's site has started the process of handing the land to WNC. Works taking place are archeological.

349/25 NORWOOD FARM SUSTAINABLE EXTENSION

- a) WNC have asked for Street names for Phases 2a and 2c. It was suggested names to mark the Anglo Saxon finds would be appropriate. Cllr Gardner to research and make suggestions.
- b) It was agreed to defer this item until Cllr Wallace had joined the meeting.

350/25 SPORTS PROVISION

- a) The new pavilion will not be built this year. Vestry have financial viability issues with the current model. The Clerk and Chair are meeting with them and WNC planning on Friday to discuss options. 2 other councillors may attend also. The issues of this already breaching the S106 were discussed
- b) Council need to have a plan for managing of the playing fields when they are transferred to us. Clerk to draft. It was proposed that a Community Facilities Committee will be needed and membership approved. Council will also need to look at existing leases and agreements.

351/25 CIL

The working party had proposed the following:

- Play equipment specification to be drafted for approval at next meeting
- Spend to be approved for noticeboards as needed
- Clerk to chase on costings for crossing by school
- Land feasibility study to be investigated – on next full council agenda
- Do we need to contract a S106 specialist?
- Look for upgrading bus shelter opposite church on High Street

352/25 FINANCE

a) Payments for May

| Supplier | Description | Amount |
|--------------------|--------------------------|-----------|
| Staff Costs | staff costs | 5352.35 |
| Northants CALC | Training | 92.00 |
| Unity trust | Bank Fees | 10.90 |
| Scribe | IT software | 99.00 |
| Northants CALC | Subscriptions | 937.92 |
| Microsoft | IT Software | 558.00 |
| Parish Online | Website | 385.00 |
| Amazon | Office Equipment | 11.59 |
| Gigaclear | Broadband | 30.00 |
| British Gas | Office Electric | 49.15 |
| R&G Groundworks | Grass cutting | 1,282.00 |
| Shield Maintenance | Dog bins | 143.00 |
| Valda Energy | Street lighting electric | 1,179.34 |
| Forde and McHugh | Street light repair | 250.00 |
| SLCC | Training | 3,000 |
| | | 14,013.81 |

b)

| | |
|----------------------|--|
| Current Account | |
| CCLA Savings | |
| Metrobank savers | |
| Credit card | |
| Outstanding payments | |
| Total | |

| | |
|---------------------|--|
| Opening Balance | |
| Expenditure to date | |
| Income to Date | |
| | |
| | |
| Cashbook balance | |

c) It was agreed that a grant of £980 was granted to the school to allow them to repair the defibrillator and replace pads and battery

d) First Responders offer a service to check defibrillators on our behalf for a donation. It was proposed that we ask them to do this at a donation of £250 for the year. This can be reviewed when more defibs are added.

CLlr Wallace joined the meeting.

231/25 POLICIES

- a) Fire Risk Assessment, Fire Safety Management Plan and Fire Emergency Plan were received and approved.

232/25 VILLAGE

There had been a request for a clothes bank to be installed in the village. The council were supportive in principle, but an appropriate site needed to be found. There was concern that there are regular collections at the school and this may impact that. Cllr Gardner to see if this initiative could be opened up to the village and not just school community.

233/25 ITEMS FOR THE NEXT AGENDA

No added items at this time.

- 349/25 b)** As Cllr Wallace had now joined this item was discussed. There was a discussion about the enforcement of S106, particularly on Norwood Farm SUE. This may put a strain on the relationship between the Parish Council and Vistry, but WNC need to know that we are aware of the breaches and that we want to ensure that these do not slip to much further. WNC have written to Millers and Barwoods but we are not aware of any response. There is an issue if these developers are not engaging with the planning authority. Parish Council needs to get WNC on side and see what enforcement they are willing to take. There was a discussion about the parish council getting legal advise to push this. At the moment we are information gathering and this may be an option but it is WNC responsibility. It was suggested a regular list of know breaches is sent to WNC for comment.

Meeting closed 9.10pm

DATE OF NEXT MEETING.

The next meeting is scheduled for Monday 6th July at 7pm

Signed

Date

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | | | |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for. | | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i> | | | |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | | | |
| N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> . | | | |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | | | |
| P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

| | Agreed | | 'Yes' means that this authority: |
|--|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |
| | | | |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | | | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i> |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2025 £ | 31 March 2026 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | | | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | | | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | | | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | | | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | | | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | | | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | | | <i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | | | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | | | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | | | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| For Local Councils Only | Yes | No | |
|--|-----|----|--|
| 11 Do the figures in the accounting statements above exclude any trust transactions? | | | <i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i> |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

| | | | |
|---------------------------|------------------------|-------------------------|------------|
| Name of council: | Harpole Parish Council | | |
| Name of Internal Auditor: | Julia Tufnail | Date of report: | 21.04.2026 |
| Year ending: | 31 March 2026 | Date audit carried out: | 20.04.2026 |

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

Firstly, I would like to thank your Clerk for their help in conducting the Internal Audit for 2025-2026. I have conducted the Internal Audit following the NCALC IA sheets and the internal control objectives of the AGAR. I have done an audit test on 3 random payments which follow through.

Following the internal control objectives, I have the following comments:

Unfortunately, the completion of the work for Assertion 10 of the AGAR was completed in April 2026, and so I have had to answer "no" to Internal Control Objective O with a note that it was completed in April 2026.

It is also noted that there is some work to do with anomalies in the Scribe financial package, which I understand are in hand.

Yours sincerely

Julia Tufnail

Internal Auditor to the Council

juliatufnail.internalaudit@gmail.com

07309 719764

The figures submitted in the Annual Governance and Accountability Return are:

| | Year ending 31 March 2025 | Year ending 31 March 2026 |
|--|--------------------------------------|--------------------------------------|
| 1. Balances brought forward | 660043 | 1031722 |
| 2. Annual precept | 112200 | 185200 |
| 3. Total other receipts | 516160 | 169435 |
| 4. Staff costs | 49661 | 52844 |
| 5. Loan interest/capital repayments | 9157 | 7010 |
| 6. Total other payments | 203863 | 63109 |
| 7. Balances carried forward | 1031722 | 1263394 |
| 8. Total Value of Cash & Short Term Inv | 1030434 | 1257640 |
| 9. Total fixed assets and long-term assets | 132806 | 153730 |
| 10. Total borrowings | 14021 | 7011 |

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2024)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://northantscalc.gov.uk/practitioners-guide>.

Annual Internal Audit Report 2025/26

Harepole Parish Council

www.harpole-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|-------------------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for. | | | ✓ |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered") | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | | ✓ | Approved at April '26 Meeting |
| P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

20/04/2026

JULIA TUFOAIL

Signature of person who carried out the internal audit

MA Subair

Date

21/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Harpole Parish Council

02 June 2026 (2026-2027)

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 | 20/05/2026 - 20/05/2026 | | | | Confidential | | | 5,352.35 | | 5,352.35 |
| 21 | Stationery | 30/04/2026 | | Unity Trust | | ID Badges | Gorilla Promo | S | 112.50 | 22.50 | 135.00 |
| 22 | CIL Spend | 30/04/2026 | | Unity Trust | | Street Furniture | Broxap Street Furniture | S | 6,424.08 | 1,284.82 | 7,708.90 |
| 45 | Training | 13/05/2026 | | Unity Trust | | Training | Northants CALC | S | 35.00 | 7.00 | 42.00 |
| 45 | Training | 13/05/2026 | | Unity Trust | | Training | Northants CALC | S | 46.00 | 9.20 | 55.20 |
| 45 | Training | 13/05/2026 | | Unity Trust | | Training | Northants CALC | S | 35.00 | 7.00 | 42.00 |
| 45 | Training | 13/05/2026 | | Unity Trust | | Training | Northants CALC | S | 35.00 | 7.00 | 42.00 |
| 45 | Training | 13/05/2026 | | Unity Trust | | Training | Northants CALC | S | 35.00 | 7.00 | 42.00 |
| 42 | Bank Charges | 13/05/2026 | | Unity Trust | | Bank Fees | Unity Trust Bank | X | 10.75 | | 10.75 |
| 43 | Subscription and Memberships | 13/05/2026 | | Unity Trust | | subscriptions | Scribe | S | 63.00 | 12.60 | 75.60 |
| 43 | Subscription and Memberships | 13/05/2026 | | Unity Trust | | subscriptions | Scribe | S | 36.00 | 7.20 | 43.20 |
| 53 | Maintenance | 13/05/2026 | | Unity Trust | | Defib Maintenance Donation | South Northants Communit | X | 250.00 | | 250.00 |
| 44 | PCSO | 13/05/2026 | | Unity Trust | | PCSO | Police, Fire and Crime Com | X | 8,020.84 | | 8,020.84 |
| 46 | Street Light Electric | 13/05/2026 | | Unity Trust | | Street Light Electric | Valda Energy | L | 118.40 | 12.51 | 130.91 |
| 47 | Maintenance allotments | 13/05/2026 | | Unity Trust | | Allotment Keys | Benn Security | S | 260.42 | 52.08 | 312.50 |
| 47 | Maintenance allotments | 13/05/2026 | | Unity Trust | | Allotment Keys | Benn Security | S | 8.29 | 1.66 | 9.95 |
| 48 | Telephone and Broadband | 13/05/2026 | | Unity Trust | | Broadband | Gigaclear | S | 30.00 | 6.00 | 36.00 |
| 49 | Maintenance churchyard | 13/05/2026 | | Unity Trust | | grass cutting | R&G Groundworks | S | 352.00 | 70.40 | 422.40 |
| 49 | Maintenance churchyard | 13/05/2026 | | Unity Trust | | grass cutting | R&G Groundworks | S | 133.00 | 26.60 | 159.60 |
| 49 | Maintenance allotments | 13/05/2026 | | Unity Trust | | grass cutting | R&G Groundworks | S | 328.78 | 65.76 | 394.54 |
| 49 | Grass Cutting | 13/05/2026 | | Unity Trust | | grass cutting | R&G Groundworks | S | 528.00 | 105.60 | 633.60 |
| 49 | Grass Cutting allotment | 13/05/2026 | | Unity Trust | | grass cutting | R&G Groundworks | S | 161.00 | 32.20 | 193.20 |
| 49 | Grass Cutting allotment | 13/05/2026 | | Unity Trust | | grass cutting | R&G Groundworks | S | 458.00 | 91.60 | 549.60 |
| 50 | Telephone and Broadband | 13/05/2026 | | Unity Trust | | Mobile Phone | ID Mobile | S | 5.00 | 1.00 | 6.00 |
| 51 | Telephone and Broadband | 13/05/2026 | | Unity Trust | | Mobile Phone | ID Mobile | S | 5.00 | 1.00 | 6.00 |
| 52 | CIL Spend | 13/05/2026 | | Unity Trust | | Defib Purchase | South Northants Communit | X | 660.00 | | 660.00 |
| 52 | CIL Spend | 13/05/2026 | | Unity Trust | | Defib Purchase | South Northants Communit | X | 2,025.00 | | 2,025.00 |
| 52 | CIL Spend | 13/05/2026 | | Unity Trust | | Defib Purchase | South Northants Communit | X | 300.00 | | 300.00 |
| 52 | CIL Spend | 13/05/2026 | | Unity Trust | | Defib Purchase | South Northants Communit | X | 3,320.00 | | 3,320.00 |
| 61 | Newsletter | 21/05/2026 | | Metrobank Credit Ca | | newsletter | Vistaprint | S | 149.99 | 30.00 | 179.99 |
| 58 | Flagpole | 21/05/2026 | | Unity Trust | | Flagpole Green | Nickolls Landscaping | E | 105.00 | | 105.00 |
| 59 | Maintenance allotments | 21/05/2026 | | Unity Trust | | Allotment Maintenance | Saraco Engineered Solutior | S | 197.11 | 39.42 | 236.53 |
| 60 | CIL Spend | 21/05/2026 | | Unity Trust | | SID Post | West Northants Council | S | 1,439.71 | 287.94 | 1,727.65 |
| 62 | Maintenance allotments | 21/05/2026 | | Unity Trust | | Allotment Key refund | Jessica Dunk | E | 12.00 | | 12.00 |
| 63 | Office Electric | 21/05/2026 | | Unity Trust | | Office Electric | British Gas | L | 44.84 | 2.24 | 47.08 |

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 |
|--------------|----------------------|------------|--------|-------------|--------------|--------------|-------------------------|----------|------------------|-----------------|------------------|
| 64 | Maintenance | 27/05/2026 | | Unity Trust | | Correx Board | Big Art and Big Banners | S | 36.21 | 7.24 | 43.45 |
| 64 | Maintenance | 27/05/2026 | | Unity Trust | | Correx Board | Big Art and Big Banners | S | 25.50 | 5.10 | 30.60 |
| 64 | Maintenance | 27/05/2026 | | Unity Trust | | Correx Board | Big Art and Big Banners | S | 8.95 | 1.79 | 10.74 |
| 64 | Maintenance | 27/05/2026 | | Unity Trust | | Correx Board | Big Art and Big Banners | S | 24.76 | 4.95 | 29.71 |
| 66 | Stationery | 02/06/2026 | | Unity Trust | | Stationery | Viking | S | 35.99 | 7.20 | 43.19 |
| 66 | Stationery | 02/06/2026 | | Unity Trust | | Stationery | Viking | S | 9.19 | 1.84 | 11.03 |
| 66 | Stationery | 02/06/2026 | | Unity Trust | | Stationery | Viking | S | 5.95 | 1.19 | 7.14 |
| 66 | Stationery | 02/06/2026 | | Unity Trust | | Stationery | Viking | S | 0.95 | 0.19 | 1.14 |
| 67 | Meetings / Room Hire | 02/06/2026 | | Unity Trust | | Room Hire | Harpole Bowls Club | E | 60.00 | | 60.00 |
| 67 | Meetings / Room Hire | 02/06/2026 | | Unity Trust | | Room Hire | Harpole Bowls Club | E | 60.00 | | 60.00 |
| 65 | Water Charges | 02/06/2026 | | Unity Trust | | water rates | Anglian Water (Wave) | E | 835.00 | | 835.00 |
| Total | | | | | | | | | 32,199.56 | 2,219.83 | 34,419.39 |

Project Brief

Play Equipment Design, Supply and Installation

Harpole Playing Fields – area shown in yellow on back page

Budget: £100,000 – £125,000 (inclusive of design, supply, installation, surfacing, and associated works)

1. Introduction

Harpole Parish Council seeks proposals from suitably qualified and experienced suppliers for the design, supply, and installation of new play equipment at Harpole Playing Fields. The project aims to enhance and modernise the existing play area while retaining and integrating current equipment where appropriate.

2. Project Objectives

The key objectives of this project are to:

- Provide an inclusive, engaging, and safe play environment for children aged 0–16 years
 - Cater for a wide range of abilities and developmental stages
 - Integrate new equipment with existing play features where feasible
 - Create a welcoming space for parents, carers, and guardians
 - Encourage physical activity, social interaction, and imaginative play
 - Ensure durability, low maintenance, and long-term value for money
-

3. Scope of Works

The successful contractor will be responsible for:

- Site assessment and design development
 - Retention, refurbishment (if applicable), and integration of existing equipment
 - Supply and installation of new play equipment
 - Installation of appropriate safety surfacing
 - Landscaping and associated groundworks (if required)
 - Provision of seating and informal social areas for parents/carers
 - Installation of bins, signage, and accessibility features
 - Compliance with all relevant safety standards and regulations
-

4. Design Requirements

4.1 Age Range Provision

The design must include distinct but connected zones suitable for:

- Toddlers (0–5 years)
- Children (5–11 years)
- Teenagers (11–16 years)

4.2 Inclusive Play

Proposals must demonstrate:

- Accessibility for children with disabilities or limited mobility
- Sensory play elements (e.g., tactile, auditory, visual features)
- Equipment that promotes inclusive and cooperative play

4.3 Equipment Types (Indicative)

Bidders should consider including a mix of:

- Multi-play units
- Swings (including inclusive options)
- Slides and climbing structures
- Balance and agility equipment
- Teen-focused items (e.g., parkour elements, outdoor gym equipment, hangout spaces)
- Natural play features (e.g., timber elements, boulders, mounds)

4.4 Parent/Carer Facilities

- Seating areas with clear sightlines to play zones
- Sheltered or shaded areas where possible
- Social/meeting space to encourage community use

4.5 Aesthetic and Environment

- Designs should be sympathetic to the surrounding environment
 - Use of durable, sustainable materials is encouraged
 - Consideration of biodiversity and natural landscaping
-

5. Budget

The total available budget is £100,000 to £125,000. Proposals must include:

- Full cost breakdown (equipment, installation, surfacing, design, etc.)
 - Optional elements or phased delivery options (if applicable)
 - Ongoing maintenance considerations
-

6. Compliance and Standards

All equipment and installation must comply with:

- BS EN 1176 (Playground Equipment Standards)
 - BS EN 1177 (Impact Attenuating Surfacing)
 - Relevant health and safety legislation
-

7. Submission Requirements

Tender submissions must include:

- Concept design(s) with layout plans
- Visualisations or illustrations

- Detailed specification of equipment
 - Project timeline
 - Cost breakdown
 - Maintenance and warranty details
 - Evidence of relevant experience and references
-

8. Evaluation Criteria

Proposals will be evaluated based on:

- Quality and creativity of design
 - Inclusivity and accessibility
 - Value for money
 - Durability and maintenance requirements
 - Experience and track record
 - Ability to integrate with existing equipment
-



Hi Sally

Apologies for the delay.

The cost for a detailed design will be approx. £18,275 exc VAT. This fee includes the following elements that are required to undertake a detailed design.

- Topographical Survey of the area.
- Ground Penetration Radar Survey to identify underground utility apparatus.
- Speed & volume Traffic Survey
- Core samples to be taken from the carriageway and verge for laboratory testing (required for the correct disposal of waste produced).
- Road Safety Audit
- Traffic Regulation Notice

The above will assist with the design but also what constructions methods will be required affecting the construction costs.

This will be for a detailed design of a Zebra Crossing as shown on the attached plan. This will provide the following:

- Detailed design drawings.
- A cost for construction.
- Consultation with local stakeholders

If you would like to proceed with the above I can arrange for an invoice to be sent.

I hope the above is clear but if you have any questions please ask.

Kind regards

Matt

Follow us on:

[LinkedIn](#)

[Twitter](#)

Matthew Barratt

Traffic Engineering Team Leader










Kier Transportation | Highways

T: 01604 529700

M: 07500 579313

E: Matthew.barratt2@kier.co.uk

DRAWING KEY

-  CARRIAGEWAY EXTENT TO BE PLANED AND RESURFACED
-  CARRIAGEWAY EXTENT TO BE PLANED AND RESURFACED. HFS TO BE OVERLAID ON THE CARRIAGEWAY APPROACH
-  NEW FOOTWAY CONSTRUCTION
-  NEW RED TACTILE PAVING AND BLOCK PAVING
-  EXISTING DITCH TO BE BACKFILLED AND PIPED. NEW LEVELS TO TIE INTO NEW FOOTWAY
-  NEW HB2 KERB
-  NEW PCC EDGING
-  NEW TRANSITION KERB
-  NEW BULL-NOSED KERB

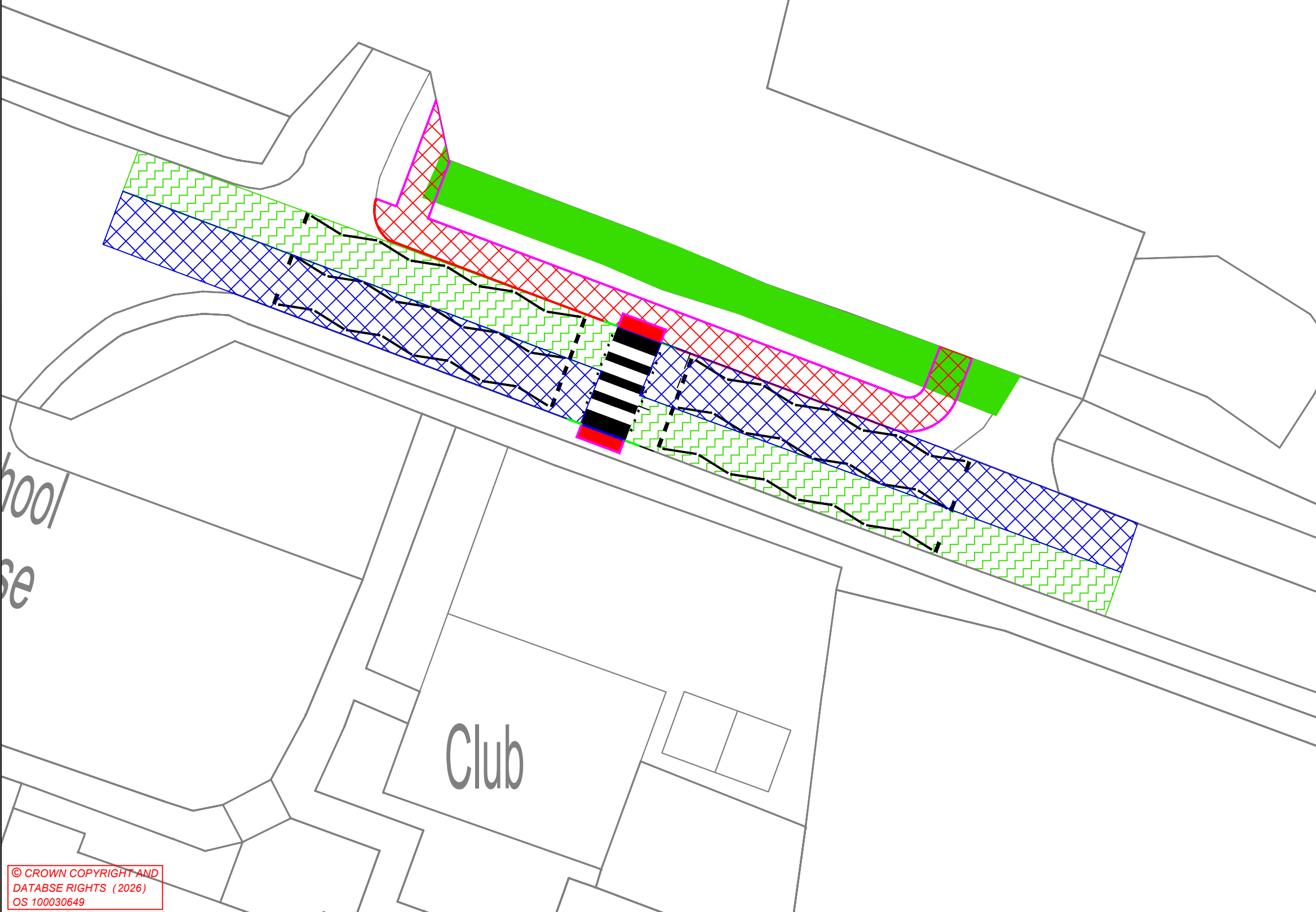


GENERAL NOTES

- ALL DIMENSIONS SHOWN ARE IN METRES UNLESS OTHERWISE STATED
- PRINCIPAL CONTRACTOR SHOULD SATISFY THEMSELVES ON THE ACCURACY OF THIS DRAWING, ANY DISCREPANCIES SHOULD BE RAISED IMMEDIATELY TO THE DESIGNER.
- THE CONTRACTOR SHALL PRIOR TO CONSTRUCTION CHECK AND VERIFY THAT THE DETAILS SHOWN ON THIS DRAWING ARE FULLY COMPATIBLE WITH ANY FINISHED CONSTRUCTED LEVELS. ANY DISCREPANCIES TO BE REPORTED IMMEDIATELY TO THE DESIGNER.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER WORKING DRAWINGS SUPPLIED WITHIN THE PRE CONSTRUCTION WORKS INFORMATION.
- TRAFFIC MANAGEMENT TO BE IN ACCORDANCE WITH CHAPTER 8 OF THE TRAFFIC SIGNS MANUAL AND RELEVANT CODES OF PRACTICE.
- ALL LINING AND SIGNING DIAGRAMS REFER TO THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016

NOTES FOR EXCAVATION

UTILITIES MARKED ON THIS DRAWING OR SUPPLIED WITHIN THE PRE CONSTRUCTION INFORMATION HAVE BEEN PROVIDED BY A THIRD PARTY. THE CONTRACTOR MUST UNDERTAKE THEIR OWN SITE SURVEYS AND CARRY OUT TRIAL HOLES USING SAFE DIGGING PRACTICES ON ALL EXCAVATIONS TO LOCATE ALL SERVICES PRIOR TO WORKS. IF ANY UNFORESEEN SERVICES ARE LOCATED WITHIN THE TRIAL HOLES/WORKS, ALL WORKS SHOULD HALT AND THE CONSTRUCTION MANAGER CONTACTED TO AGREE A NEW SITE SPECIFIC RISK ASSESSMENT BEFORE CONTINUING WITH THE EXCAVATION.



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| - | Original | MN | MN | MB | MB | 01/04/26 |
| REV | DETAILS | DRWN | DES | CHKD | APPD | DATE |

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| SCALE : | 1:250 | DRAWING STATUS | |
| DIMENSIONS : | m | WORK IN PROGRESS | |
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| SUITABILITY: S2 | FOR INFORMATION | | |

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| CLIENT | AGENT |
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PROJECT NAME
 WEST NORTHAMPTONSHIRE COUNCIL
 LARKHALL ROAD, HARPOLE

DRAWING TITLE
 CONCEPT PLAN

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|-----------------------|------------|--------|--------|--|
| DRAWING NUMBER | | | | KIER PROJECT REFERENCE TBC |
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