

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 13th July 2026 at 7pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Signed:

Sally Willis

Clerk & Proper Officer to Harpole Parish Council

Date: 3rd July 2026

AGENDA

86/26 APOLOGIES FOR ABSENCE

87/26 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.

88/26 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.

89/26 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.

90/26 COUNCIL MINUTES

To receive and approve the minutes of Annual Council Meeting dated 8th June 2026

91/26 COMMITTEE MINUTES

To receive the minutes of the Planning, Highways and Infrastructure Committee held on 29th June 2026, Staffing Committee 1st June and Community Facilities Committee on 15th June 2026

92/26 QUESTIONS FOR CHAIRMAN RELATING TO RECEIVED MINUTES

93/26 COMMITTEE RECOMENDATIONS

- a) To approve Terms of Reference for Community Facilities Committee
- b) To approve recommendation from Strategy, Finance and Policy Committee regarding offer from Vistry for Pavilion building

94/26 CIL RECOMMENDATIONS

- a) To consider costings for crossing on Larkhall Lane after receiving more information from Highways

HARPOLE PARISH COUNCIL

95/26 COUNCIL ENGAGEMENT

To consider and approve costings for gazebo and other related items to enable Parish Council to have a “stall” at village events.

96/26 SPORTS PROVISION

To consider if the council would like to write a letter of support for the Football Club as a precursor to a lease to allow them to apply for grants

97/26 STAFFING

To receive update on clerks appraisal and approve pay scale increase

98/26 ITEMS FOR NEXT AGENDA

DATE OF NEXT MEETING.

Next meeting is scheduled for Monday 14th September 2026 at 7pm



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Annual Council meeting held on Monday 8th June 2026, in the Methodist Chapel at 7pm.

Present – Cllrs F Smethers (Chair), N Bess (part), J Gibbins, B Hancy, C Nnadozie, S Philips, S Roberts,

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

Meeting start: 7pm

37/26 APOLOGIES FOR ABSENCE.

Apologies approved for Cllrs Starmer, Haynes, Taylor, Wallace and Gardner.

Cllr Madle was not present. Cllr Bess was not present at the beginning of the meeting.

38/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None to declare

39/26 REPORTS FROM UNITARY COUNCILLORS

Highways had been due to close Sandy Lane but this would have left 1 entrance and exit to the village due to other road closures. After pointing this out the roadworks have been delayed until September. They are aware of Scarecrow weekend.

The Bridge to Bugbrooke has been closed for a long time and there has been a petition with over 600 signatures to get this reopened. Bugbrooke PC are putting in an application to the Dept of Transport who have funding.

Bin collections will move to the 123 system that Daventry is currently using next year.

Cllr Bignell Leaves

40/26 PUBLIC PARTICIPATION

No members of the public present

41/26 COUNCIL MINUTES

Under 11/26 Old School Hall was called Old School House. This was amended.

Minutes of Annual Council Meeting of 11th May 2026 were approved and signed.

42/26 COMMITTEE MINUTES

Minutes of Planning, Highways and Infrastructure Committee of 26th May 2026 and Strategy, Finance and Policy of 5th May were received.

43/26 QUESTIONS FOR CHAIRMAN RELATED TO RECEIVED MINUTES

There were no questions

Cllr Bess joined the meeting

44/26 FINANCE

- a) Section 1 – Governance Statement – of external audit was read and it was proposed council could say yes to all comments except number 10 as per the internal audit report.

- b) Section 2 – Financial Statement – of External Audit was received and it was proposed to accept.
- c) Internal Audit report was received. There was one note that the GDPR policy had not been approved in the 2025-6 year period as amendments had been proposed. This was approved in the April meeting but meant that the council had to say no to assertion 10 on the governance statement. Otherwise, there were no further comments from the internal auditor.
- d) Payments for June were approved.

Supplier	Description	Amount	VAT
Staff Costs	Wages / PAYE / Pension	5,352.45	0
Northants Police	PCSO April – Sept	8,020.84	0
Northants CALC	Training	223.20	37.20
R&G	Grass cutting	2,352.94	392.16
South Northants Community Responders	Defibs / Cabinets / Bleed kits	6,305	0
Nickolls Landscaping	Flagpole Green	105	0
Saraco	Numbers for allotments	236.53	39.42
West Northants Council	Installation of post for VAS	1,727.65	287.94
Vistaprint	Newsletter printing	179.99	30
British Gas	Office Electric	47.08	2.24
Big Art and Banners	Village maps and bin stickers	114.50	19.08
Wave	Water allotments	835	0
Viking	Stationery	62.50	10.42
Bowls Club	Room Hire	120	0
Harpole Primary School	Grant for Defib	980	0
Shield Maintenance	Bin emptying	252.20	42.03
R&G	Grass Cutting	1,249.20	208.20
ID Mobile	Mobile Phones	12.00	2.00
Gigaclear	Broadband	36.00	6.00
Benn Security	Allotment keys	322.45	53.74

e)

Current Account	564,315.62
CCLA Savings	1,025,759.06
Metrobank savers	2,053.90
Credit card	-13.91
Outstanding payments	19324.73
Unpresented receipts	13.91
Total	1,572,803.85

Opening Balance	1,260,370.70
Expenditure to date	50,913.84
Income to Date	363,346.99
Cashbook balance	1,572,803.85

45/26 CIL RECOMMENDATIONS

- a) A brief for new play equipment on the playing field was tabled. It was thought that there needed to be some amendments regarding equipment to be kept (due to being memorial),

and to include the BMX track. The brief was approved with these amendments and the project was delegated to Community facilities Committee once the land has been transferred.

PCSO Joins the meeting.

b) A quote had been received from Highways for surveys and drawings for new footpath and crossing near the school. Clerk to query the cost. There needs to be consultation to see if this is something that the parish wants or needs.

Before continuing with the meeting, the Chairman invited the PCSO to speak. There were no specific updates from her, but she was willing to hear questions. She was thanked for moving the caravan in the layby so quickly. She advised she has regular interactions with a group of young teens who ask lots of questions. There have been reports of nuisance quadbikes, but she needs more information and evidence.

PCSO Leaves the meeting.

46/26 COUNCIL ENGAGEMENT

A neighbouring parish council had a stall at their local fete and it was well attended. It was proposed that the council should consider doing the same. It was proposed that costs for gazebo, banners, storage etc be investigated and brought back for consideration.

47/26 PLANNING

- a) Clerk advised she had spoken to Bloor regarding handover of open space. They believe that they are ready for inspection and will contact WNC to arrange a date. The parish council will be invited. In the meantime clerk to forward map and details so councillors can take a look in their own time. A calculation of sqm being transferred is needed for budgeting of S106 contributions.
- b) Vistry are still saying that they will not build the new pavilion as doing so will breach the price cap in the s106. Vistry are offering the amount in the S106 to the parish council to take the obligation. WNC are looking at options to move the project on. Council agreed that enforcement by WNC is what is needed. It was proposed that a meeting is arranged with the leader of WNC and relevant portfolio holders to take this issue further.

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. Approved

49/26 CLAIMS AND LITIGATION

An update on a litigation claim was given by the clerk. A letter of response was approved.

50/26 ITEMS FOR NEXT AGENDA

No further items to add at this time.

Meeting closed 9pm

Signed

Date

DRAFT



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Planning, Highways and Infrastructure Committee meeting held on 29th June 2026, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs F Smethers (chair), N Bess, J Gibbins, I Haynes, C Nnadozie, G Taylor

Also present – Clerk, Administrator and 3 members of public

Meeting Start: 7pm

61/26 TO ELECT COMMITTEE CHAIRMAN

There were proposals for Cllr Smethers and Cllr Gibbins. After a vote Cllr Smethers was elected chairman

62/26 TO ELECT COMMITTEE VICE CHAIRMAN

Cllr Gibbins was elected Vice Chairman.

63/26 APOLOGIES FOR ABSENCE.

Apologies accepted for Cllr Phillips

64/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllr Gibbins advised he has an allotment plot

65/26 PUBLIC PARTICIPATION

Members of the public were interested in the item on Highways and Footpaths. It was agreed that they could contribute to the discussion at the time at the chair's discretion.

66/26 MINUTES

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

67/26 PLANNING

- a) There were no objections to the planning application 2026/2328/HH – 9 South View
- b) There was an objection to the planning application 2026/1359/ADV – Land South of Midway Park on M1 motorway. All felt there should not be any advertising on the motorway as this causes a distraction.

68/26 HIGHWAYS AND FOOTPATHS

- a) There had been a facebook poll to see if there was interest in a 20mph zone in the village. It was accepted that there would be people who would not have seen and engaged but was a good indicator of the feeling of the parish to see if it was worth pursuing. There was a 69/31 split in favour of a reduction in speed limit

There was a discussion about where may be appropriate for a 20mph zone and if this would be just some streets or everything in the current 30mph zone. There was also a discussion about enforcement and if there are other options to try to slow drivers. Members of the public gave their thoughts and were in favour. It was proposed that a consultation is put into the next newsletter so all have an opportunity to respond. At the same time the clerk will continue a dialogue with Highways to understand what they need for an application.

1 member of the public leaves.

- b) The hedge on Larkhall Lane on the Barwoods land has not been cut for a couple of years. It was agreed that the clerk contact them asking that this is cut back.
- c) The footpath between Garners Way and Larkhall Lane is overgrown and is blocked in various places. Clerk to contact Amplius.
The footpath at the top of the Playing Field needs cutting, should this be the maintenance contract? Clerk to check and add if needed.
The post for the speed monitor on Sandy Lane has been installed and the speed monitor will be moved there shortly.
A van parks on South View behind the bus stop making it hard to see the noticeboard or the Defibrillator. There had been a request for double yellow lines here. Clerk to chase.
There are yellow signs pointing to new houses on Sandy Lane, but there is no through road at the moment. Clerk to see if these can be removed until the road is open.
Clerk to see if there is an update on when the link road at the top of Sandy Lane will be opened. Or to ask if Underborough Way could be opened to allow local access.
An email had been received regarding the footpath to the Bridleway behind Church's Farm being overgrown. Cllr Haynes offered to speak to the farmer.
An Ash tree on Flagpole green looks like it may be dying. Clerk advised that there will be a tree survey in the autumn and this will be looked at then. It was also agreed that consideration of a new tree to replace the one removed will be added to the next agenda.
30mph sign on Sandy Lane out of the village is covered by overgrowing trees. Clerk will log with highways.

2 members of the public leave

69/26

ALLOTMENTS

- a) There are only 6 plots available on the allotments, but all of these have not been maintained for a long time and need a lot of work. Cllr Gibbins offered to cut back the plots to make it easier for them to be covered for anyone who may be interested in taking them on.
- b) Clerk has budget of £200 to order Type 1 gravel to fill in holes on road through the allotments.
- c) Clerk is chasing on a new lock and will continue to do so.
Rubbish will be taken away soon, we are waiting for plots to be cleared.
An inspection is being arranged.
The Allotment Association have their AGM this week.

70/26 STREET FURNITURE

- a) The village sign on Northampton Road needs some attention. It was proposed that this is taken down and quotes obtained to repair / replace.
- b) Village Maps have been printed and have been replaced.
New defibrillators have been installed on Northampton Road, South View, Lime Avenue. One has been purchased for Harlestone Park and will be fitted soon.
Clerk to investigate how brown signs are applied for.
3 Benches have been delivered and are ready for installation.
There was a short discussion about complaint to the council and the councils response following on from the last full council meeting.

71/26 CHURCH

It was asked what criteria land needs to be suitable for burial land. There is a meeting with ONH tomorrow who may be able to answer this question.
It was noted that maintenance at the church may not be as good as expected. Contract needs to be checked and then contact with maintenance company.

72/26 ITEMS FOR NEXT AGENDA

No further items at this time

Meeting closed 8.45pm

DATE OF NEXT MEETING. The next meeting is scheduled for Monday 27th July 2026 at 7pm

Signed:



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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Minutes of the Community Facilities Committee meeting held on Monday 15th June 2026, in the Methodist Chapel at 7pm.

Present – Cllrs D Starmer (Chair), N Bess, B Hancy, S Roberts, F Smethers, G Taylor

Also present – Clerk

Meeting start: 7pm

51/26 TO ELECT COMMITTEE CHAIRMAN

It was proposed that Cllr Starmer is chairman.

52/26 TO ELECT COMMITTEE VICE-CHAIRMAN

It was proposed that Cllr Roberts is vice chairman

53/26 APOLOGIES FOR ABSENCE.

No apologies received. Cllr Gibbins was not present.

54/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Cllrs Starmer and Smethers declared interests as trustees of playing field charity.

55/26 PUBLIC PARTICIPATION

No members of the public present

56/26 TERMS OF REFERENCE

Draft terms of reference were tabled and it was proposed they are recommended for approval by full council.

57/26 WORK PLAN

Information from the playing fields charity and how they are currently working was circulated, including items that the council will need to consider moving forward. All agreed formal agreements will be needed with all regular users, and some sort of booking form for ad hoc users. Costs associated with running the facility need to be understood. Plan is to be cost neutral, not profit making.

Clerk to contact users to understand better how they currently work and any improvements they might like. Council would not like to make unnecessary changes but would need to formalise procedures.

For next meeting clerk to have discussions with regular users and obtain costings. Draft Heads of Terms for contracts to be considered.

58/26 MEETINGS

It was agreed that the committee would meet every other month, in between Strategy, Finance and Policy Committee on 3rd Monday of the month. Next meetings 21st September, 19th October, and every other month thereafter.

59/26 MEMBERSHIP

There was a discussion about non council membership. It was agreed that current main users (school, football club, Tennis club) should be invited to attend, they will not have voting rights.

60/26 ITEMS FOR NEXT AGENDA

None to add at this time.

Meeting closed 8.10pm

Signed

Date

DRAFT



Chairman – Mr F Smethers

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Minutes of the Staffing Committee meeting held on 1st June 2026, in the Parish Council Office, Larkhall Lane at 7.00pm.

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

Also present – Clerk

Meeting Start: 7pm

30/26 APOLOGIES FOR ABSENCE

All present

31/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None to declare

32/26 PUBLIC PARTICIPATION

No members of the public present

33/26 MINUTES

Minutes of Staffing Committee of 20th October 2025 were approved and signed

34/26 APPRAISALS

Chair proposed that progress reviews take place monthly, and this is reported to Full Council Quarterly. Full Appraisal review will be annual. It was proposed that this is reviewed in a year.

35/26 POLICY

Compassionate, Bereavement and Special Leave Policy was approved

36/26 CHANGING HOURS

Under Section 1(2) of Public Bodies (Admissions to Meetings) Act 1960, press and public will be excluded from this item due to the confidential nature of the item.

Potential changes in hours were discussed and approved.

Meeting closed 7.25pm

DATE OF NEXT MEETING.

To be called when required.

Signed

Community Facilities Committee Terms of Reference

- 1.1** Membership shall be up to 7 Councillors and representatives of groups using the facilities
- 1.2** Meetings must have 3 councillors to be quorate.
- 1.3** Non-Councillor members do not have a vote.
- 1.4** The committee has delegated authority for the day to day running of Parish Council owned facilities. Any major changes to the running of the facility or any major spend will need to be recommended to Full Council for approval.
- 1.5** Facilities covered by this committee are:
 - 1.5.1** Playing Fields and Pavilion
 - 1.5.2** Pavilion and pitches from Norwood Farm SUE
 - 1.5.3** Community Centre from Norwood Farm SUE
 - 1.5.4** Community Centre from Northampton West SUE
 - 1.5.5** LEAPs and MUGAs from either SUE
- 1.6** To oversee day to day running of the facilities
- 1.7** To develop business plan and strategy for the facilities and make recommendations to council
- 1.8** To advise on use of S106 contributions received against the facilities
- 1.9** To monitor budgets in relation to each facility
- 1.10** To manage tendering process for any suppliers required

Comments received on email regarding a crossing by the school

Highways Response to cost of works

I appreciate it can appear expensive but there are a number of legislative and operational steps we need to follow to be able to complete a detailed design and provide you with an accurate cost for construction. Below is the breakdown with a bit more info:

Staff	
time	£8,359
Topographical Survey & Ground Penetration Radar survey	£2,385
Coring/samples (Carriageway, footway and verge)	£3,392
Traffic Speed & Volume Survey	£239
Traffic Regulation Notice (legal)	£3,900
Total	£18,275

The above figures include an allowance for temporary traffic management where required. Below is further information of the above detailed some of the activities and the need to undertake them.

Staff time activities

- Design and preparation of drawings
- Obtaining utility apparatus drawings
- Fulfilling Construction & Design Management Regulation 2015 duties
- Consultation with affected stakeholders
- Undertaking a Road Safety Audit on the design (independent audit team) Required on all designs where driver/pedestrian behaviour is altered on the highway network.
- Commercial activities for pricing to be undertaken by a Quantity Surveyor
- Construction Manager input for construction activities/methods for pricing purposes
- Obtaining consent from the local authority for changes to highway drainage/ditch (independent from Highways)

Surveys

Topographical Survey – Used as the base for designs and mapping result of the Ground Penetration Radar survey

Ground Penetration Radar survey - To identify location & depths of underground services to ensure construction is achievable. Will also dictate methods for excavation works.

Coring samples – Will support the carriageway surfacing design but more importantly are required for laboratory testing due to legislation surrounding waste disposal (Soils, carriageway and footways)

Traffic Speed & Volume Survey – To assess the suitability of crossing type and affects certain elements within the design stage

Other

Traffic Regulation Notice – A legal requirement for all controlled crossings inc Zebras

I hope this is Ok but if you would like to discuss this further please let me know.

Resident 1 – first email

I am writing as a local resident and parent to request that West Northamptonshire Council carries out a road safety assessment outside and around Harpole Primary School, with a view to installing a pedestrian crossing.

At school drop-off and pick-up times, there are significant numbers of children and families crossing the road. Many parents are very concerned about the safety of pupils due to traffic volumes, vehicle speeds, and the difficulty of finding a safe place to cross.

We would like the Council to consider:

1. A zebra crossing or signal controlled crossing.
2. Additional road safety measures if appropriate.

The Council's Safer Routes to School programme specifically includes measures such as zebra crossings, signal controlled crossings, traffic calming and 20mph zones where road safety concerns are identified.

As a community, we believe that improving pedestrian safety around the school would encourage more families to walk to school and help reduce the risk of accidents involving children..

I would be grateful if you could advise on the process for requesting an assessment and whether this location can be considered for road safety improvements.

Thank you kindly for coming back to me and letting me know.

Resident 1 – 2nd Email

I have had several conversations with the school Mr Nicoll in particular. So they are aware as well and welcome the conversations in order to protect children attending the school.

He mentioned the kids safety is their priority. As it should be.

Hope the council act swiftly, before there's an incident.

Feel free to reach out to me if you need anything else.

Resident 2

I am writing as a local resident and parent to request that West Northamptonshire Council carries out a road safety assessment outside and around Harpole Primary School, with a view to installing a pedestrian crossing.

At school drop-off and pick-up times, there are significant numbers of children and families crossing the road. Many parents are very concerned about the safety of pupils due to traffic volumes, vehicle speeds, and the difficulty of finding a safe place to cross.

We would like the Council to consider:

1. A zebra crossing or signal controlled crossing.
2. Additional road safety measures if appropriate.

The Council's Safer Routes to School programme specifically includes measures such as zebra crossings, signal controlled crossings, traffic calming and 20mph zones where road safety concerns are identified.

As a community, we believe that improving pedestrian safety around the school would encourage more families to walk to school and help reduce the risk of accidents involving children.

I would be grateful if you could advise on the process for requesting an assessment and whether this location can be considered for road safety improvements.

Thank you for your time and consideration.

School Head Response

I spoke with Frank about this and I do not think that this is a necessary expense for the council. The issues occur when children are not supervised when crossing the road and I believe that a crossing would make children just run across more freely, without checking for cars first. The parked cars on the road are the bigger problem with children running out from between them. I suggested it might be worth trying some of the school traffic calming signs and/or maybe some traffic cones first. Our caretaker could put them out in the morning. This might encourage more people to park in the car park and make the road clearer and safer to cross.