

HARPOLE PARISH COUNCIL



Chairman – Mr F Smethers

Clerk – S Willis

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

E-mail: 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 **Tuesday 5th May 2026 at 7.00 pm** for the purpose of transacting the following business.

Signed: *S Willis*

Clerk & Proper Officer to Harpole Parish Council

Date: 28th April 2026

Members of the press and public are welcome to attend.

AGENDA

344/25 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

345/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

To receive Declarations of Interest from Councillors

346/25 PUBLIC PARTICIPATION

Members of the public are invited to address the Committee.

347/25 MINUTES

To receive and approve the minutes of the Strategy, Finance and Policy Committee 2nd March 2026

348/25 NORTHAMPTON WEST SUSTAINABLE EXTENSION

a) To receive updates for information only

349/25 NORWOOD FARM SUSTAINABLE EXTENSION

a) To consider names for Phases 2a and 2c

b) To receive updates for information only

350/25 SPORTS PROVISION

a) Update on new Pavillion

b) To receive updates for information only

351/25 CIL

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

352/25 FINANCE

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

b) To receive budget to end of April

c) To consider and approve grant request from the school for repairs to defibrillator

d) To consider and approve use of first responders for defibrillator maintenance checks and associated donation

353/25 POLICIES

To consider and approve Fire Risk Assessment, Fire Safety Management Plan and Fire Emergency Plan

354/25 VILLAGE

To consider if the council would support installation of clothes bin for first responders and proposed location

355/25 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 6th July 2026.



Chairman – Mr F Smethers

Clerk – Mrs S Willis

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

Minutes of the Strategy, Finance and Policy Committee meeting held on 2nd March 2025, in the Methodist Chapel, School Lane at 7.00pm.

Present – Cllrs S Roberts (Chair), B Hancy, G Madle, F Smethers, D Starmer, C Wallace

Also present – S Willis (Clerk), Parish Administrator, Cllr N Bess, Harlestone Manor Clerk and 1 Member of public

Meeting Start: 7pm

282/25 APOLOGIES FOR ABSENCE.

Apologies received and accepted for Cllrs K Gardner.

283/25 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

None to declare.

284/25 PUBLIC PARTICIPATION

Member of the public had concerns about the Local plan and was interested in the council's view. Concern over contents, but also about scale of the document for regular people to understand and engage with.

285/25 MINUTES

Councillors **APPROVED** the minutes of the Strategy, Finance and Policy Committee of 5th January 2026

286/25 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION

Meeting is arranged for next week with Bloor to discuss properties in Harlestone Manor side and open space transfer. Port Road had been closed for works to roundabout that is to be installed. This has now reopened and will close again once Nobottle Road is reopened.

Sports facilities includes 4 pitches and a pavilion in Harlestone Manor, to be constructed before 850 houses. Bloor currently only have land for 430 and expect it will be 5 – 7 years before this is completed. It was asked if this area is prone to waterlogging. It was thought that nearby wetland has probably been designed to prevent this from occurring.

S106 for Davidsons is being negotiated and it is thought that this will be signed soon. We have been sent the schedule on Open Spaces and questions of confirmation have been asked.

287/25 NORWOOD FARM SUSTAINABLE EXTENSION

- a) Cllrs Smethers and Wallace and the clerk had met with planning heads to discuss breaches in the S106, in particular regarding open spaces, the school and the local centre. Whilst behind Vistry are engaging and have proposed dates for open space completion. Millers and Barwoods have not responded to West Northants. They are now aware and will follow up with enforcements. Whilst the S106 is legal and binding, they generally do not give hard enforcement if the developers are engaging. The question they ask is "what is the harm" that a trigger has been breached. It was thought that we need to be clearer with our message of what the harm is – especially on the country park on Larkhall Lane.

It was also asked what general monitoring is happening with regards to the build. Clerk to ask.

288/25 SPORTS PROVISION

- a) Need to have policy on how and who is going to run the facilities we will be taking on. This should be standard across all facilities. Clerk to look at models used by other councils and see what we would want to delegate and what we would want to keep control of. There may be an extra Committee meeting to consider this.
- b) Vistry have given an update on the pavilion plans and are suggesting that rather than plumbing into the local sewage system they want to install a septic tank. Council felt this was not acceptable. Clerk to check what the plans and S106 say about installation of utilities.

With regards to existing playing fields we are waiting to hear from the Charities Commission.

289/25 CONSULTATIONS

- a) Clerk had circulated summary of items from The Local Plan that would impact Harpole as a starter for conversation. Cllrs Smethers and Roberts had attended a meeting where there was a presentation by a WNC councillor. This will be circulated once received. Location of Employment, potential changing of boundaries, additional housing, infrastructure, green space nominations were all discussed. It was proposed that an EGM is scheduled for 16th March to allow councillors more time to look at the information and to give council time to discuss a full response.
Clerk to advertise consultation to all via website / facebook / noticeboards highlighting the areas we would like to query. Once council has agreed a response this can be circulated asking everyone to comment in a similar way. Information could be left with local businesses to promote.
- b) Cllr Bess gave an update on the Local Nature Recovery Strategy consultation. It is thought this is the “green” part of the Local Plan and is something that councils have been told they need to have by government. It was thought that this has little impact on the planning system. Clerk to ask if there is the possibility of an extension.
- c) Government are holding a consultation on Reducing the prevalence of Private Estate Management Arrangements (Management companies on new estates). It was proposed that the clerk respond saying we agree that these should be last resort options and there should be processes to make it easier for councils to take on the open space.

290/25 CIL

- a) Meeting of working group needs to be arranged. It was noted that WNC are looking to publish a list of historical CIL funding once a project to pull this together has been completed.

Harlestone Manor Clerk Leaves

291/25 FINANCE

- a) Payments for December and January

Supplier	Description	Amount
Staff Costs	staff costs	5,641.75
ID Mobile	New Mobile	89.00
Scribe	IT software	118.20
Salix	Loan repayment	3,505.20
Northants CALC	Training	55.20
Northants CALC	Training	63.60

SLCC	Training	160.20
SLCC	Training	160.20
Unity	Bank fees	12.90
Canva	IT Software	99.99
Gigaclear	Broadband	36.00
ID	Mobile	7.22
Shield Maintenance	Dog bins	171.60
		10,121.66

b)

Current Account	246,307.16
CCLA Savings	1,013,157.35
Metrobank savers	2,048.17
Credit card	-99.99
Outstanding payments	
Total	1,261,412.69

Opening Balance	1,030,434.22
Expenditure to date	123,566.68
Income to Date	345,545.15
Cashbook balance	1,261,412.69

c) It was approved that Bamboo reusable name badges are purchased

d) It was proposed that 20 Harpole Parish Council Hi-Vis jackets are purchased.

231/25 SOCIAL MEDIA

- a) Clerk advised that a new facebook page needed to be set up to allow full admin access to both members of staff. This was approved.
- b) It was approved to open an Instagram account.

232/25 POLICIES

- a) Dignity at Work Policy was approved.

233/25 ITEMS FOR THE NEXT AGENDA

No added items at this time.

Meeting closed 8.50pm

DATE OF NEXT MEETING.

The next meeting is scheduled for Tuesday 5th May at 7pm

Signed

Date



**West
Northamptonshire
Council**

**Development Management
West Northamptonshire Council**

The Forum Moat Lane Towcester NN12 6AD

Email: streetnamingandnumbering@westnorthants.gov.uk

Web: www.westnorthants.gov.uk

Parish Clerk
Harpole Parish Council
Harpole Parish Office
Larkhall Lane
Harpole
West Northamptonshire
NN7 4DF
Clerk@Harpole-pc.gov.uk

Our Ref: SN/2025/0228
Please ask for: Street Naming and Numbering
Telephone: 01604 526045
Email: streetnamingandnumbering@westnorthants.gov.uk
Date: 17 March 2026

Dear Parish Clerk,

**Street Naming Consultation
10 Street Names for Phase 2A & 2C Development at Sandy Lane Harpole**

We have received a request to name 10 new streets located within your Parish Council's boundary. Enclosed is a site layout plan showing the proposed roads for both phases.

We kindly ask your Council to provide suitable name suggestions for these streets at your earliest convenience, and no later than 30 days from the date of this letter.

As part of the street naming process, your ward councillors will need to be consulted on the names proposed. To help avoid delays, we recommend that your Council seeks the views of your ward councillors prior to submitting the final name suggestions to us.

Additionally, it would be helpful if you could include a brief explanation of the origin or significance of each name proposed.

If you have any questions regarding this consultation, please do not hesitate to contact us using the above email address.

Yours faithfully

Stephanie Gibrat
Assistant Director of Planning

STREET NAMING AND NUMBERING

APPLICATION DETAILS

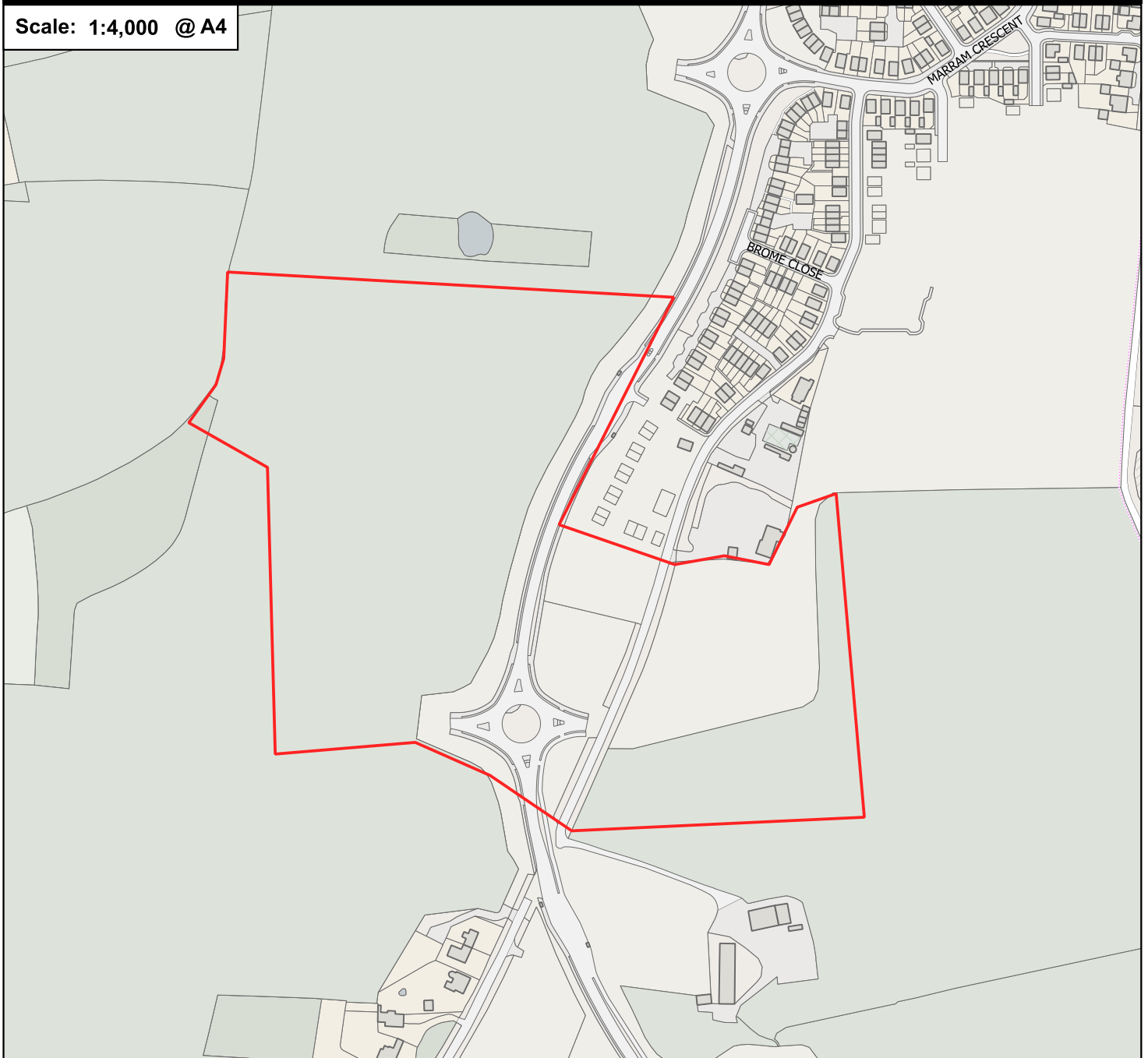
Our Reference: SN/2025/0228
Location: Phase 2A & 2C Development at Sandy Lane Harpole
Details: Street Name Consultation

DEVELOPMENT DETAILS

Development: Approval of reserved matters (appearance, landscaping, layout, and scale) for 233 residential dwellings, associated infrastructure and landscaping at Phase 2A, Land at Norwood Farm, Sandy Lane, Harpole, pursuant to Hybrid Planning Permission S/2016/1324/EIA
Planning Reference: 2025//2236/MAR

LOCATION PLAN

Scale: 1:4,000 @ A4







Harpole Parish Council

28 April 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
3	Staff Salary	24/04/2026		Unity Trust		staff costs	Jessica Dunk	X	1,018.23		1,018.23
4	Staff Salary	24/04/2026		Unity Trust		staff costs	Sally Willis	X	2,736.53		2,736.53
2	NI and Tax E'rs and EE's	24/04/2026		Unity Trust		PAYE	HMRC	X	1,274.19		1,274.19
1	Pension E'rs and EE's	24/04/2026		Unity Trust		Pension	Nest	X	323.40		323.40
20	Training	28/04/2026		Unity Trust		Training	Northants CALC	S	46.00	9.20	55.20
20	Training	28/04/2026		Unity Trust		Training	Northants CALC	S	46.00	9.20	55.20
18	Stationery	28/04/2026		Unity Trust		stationery	Viking	S	34.49	6.90	41.39
18	Stationery	28/04/2026		Unity Trust		stationery	Viking	S	15.49	3.10	18.59
18	Stationery	28/04/2026		Unity Trust		stationery	Viking	S	3.38	0.68	4.06
18	Stationery	28/04/2026		Unity Trust		stationery	Viking	S	5.95	1.19	7.14
18	Stationery	28/04/2026		Unity Trust		stationery	Viking	S	0.95	0.19	1.14
6	Bank Charges	28/04/2026		Unity Trust		Bank Fees	Unity Trust Bank	X	10.90		10.90
7	Audit Fees	28/04/2026		Unity Trust		subscriptions	Northants CALC	S	573.30	114.66	687.96
9	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Scribe	S	63.00	12.60	75.60
9	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Scribe	S	36.00	7.20	43.20
7	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Northants CALC	Z	207.39		207.39
7	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Northants CALC	Z	562.96		562.96
7	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Northants CALC	Z	155.57		155.57
7	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Northants CALC	S	12.00	2.40	14.40
16	Subscription and Memberships	28/04/2026		Unity Trust		subscriptions	Microsoft	S	558.00	111.60	669.60
13	Website	28/04/2026		Unity Trust		Website hosting	Parish Online	S	385.00	77.00	462.00
14	Buildings	28/04/2026		Metrobank Credit Ca		Office Safety Equipment	Amazon	S	11.59	2.32	13.91
12	Telephone and Broadband	28/04/2026		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
15	Office Electric	28/04/2026		Unity Trust		Office Electric	British Gas	X	49.15	6.17	55.32
11	Maintenance churchyard	28/04/2026		Unity Trust		Grounds Maintenance	R&G Groundworks	S	352.00	70.40	422.40
11	Maintenance churchyard	28/04/2026		Unity Trust		Grounds Maintenance	R&G Groundworks	S	80.00	16.00	96.00
17	Dog bins	28/04/2026		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	143.00	28.60	171.60
11	Grass Cutting allotment	28/04/2026		Unity Trust		Grounds Maintenance	R&G Groundworks	S	322.00	64.40	386.40
11	Grass Cutting	28/04/2026		Unity Trust		Grounds Maintenance	R&G Groundworks	S	528.00	105.60	633.60
8	Street Light Electric	28/04/2026		Unity Trust		Street Light Electric	Valda Energy	L	321.44	16.07	337.51
8	Street Light Electric	28/04/2026		Unity Trust		Street Light Electric	Valda Energy	S	857.90	171.58	1,029.48
19	Street Light Maintenance	28/04/2026		Unity Trust		Street Furniture	Forde and Mchugh Limited	S	250.00	50.00	300.00
10	Training	01/05/2026		Unity Trust		Training	SLCC	Z	3,000.00		3,000.00
Total									14,013.81	893.06	14,906.87

Harpole Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

28 April 2026 (2026-2027)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Allotment Rents	3,000.00		-3,000.00				-3,000.00 (-100%)
8	Water Contributions	1,000.00		-1,000.00				-1,000.00 (-100%)
42	Maintenance allotments				1,000.00		1,000.00	1,000.00 (100%)
53	Water Charges				1,000.00		1,000.00	1,000.00 (100%)
54	Grass Cutting allotment				800.00	322.00	478.00	478.00 (59%)
SUB TOTAL		4,000.00		-4,000.00	2,800.00	322.00	2,478.00	-1,522.00 (-22%)

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	432.00	1,568.00	1,568.00 (78%)
45	Parish Clock							(N/A)
SUB TOTAL					2,000.00	432.00	1,568.00	1,568.00 (78%)

CIL Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	CIL Income							(N/A)
SUB TOTAL								(N/A)

CIL Spend

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	CIL Spend							(N/A)
SUB TOTAL								(N/A)

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				-185,200.00 (-100%)
4	Interest Received							(N/A)
5	Grant and Donations Received							(N/A)
7	Bowls Club Rent	800.00		-800.00				-800.00 (-100%)
11	Grass Cutting Contribution	950.00		-950.00				-950.00 (-100%)
12	Other Income							(N/A)

Harpole Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

28 April 2026 (2026-2027)

SUB TOTAL	186,950.00	-186,950.00	-186,950.00 (-100%)
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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	7,000.00	7,000.00 (100%)	
47	Benches						(N/A)	
48	Sand Bins						(N/A)	
49	Dog bins				1,000.00	143.00	857.00 (85%)	
50	Noticeboards						(N/A)	
51	Flagpole				800.00	800.00	800.00 (100%)	
52	Highways						(N/A)	
55	Grass Cutting				4,000.00	528.00	3,472.00 (86%)	
56	Trees				1,000.00	1,000.00	1,000.00 (100%)	
58	Playing Fields				10,000.00	10,000.00	10,000.00 (100%)	
SUB TOTAL					23,800.00	671.00	23,129.00 (97%)	

Parish Council Admin Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Payroll Services				500.00	500.00	500.00 (100%)	
18	Staff Mileage and Benefits				300.00	300.00	300.00 (100%)	
19	Staff Other expenses						(N/A)	
20	Training				1,200.00	3,092.00	-1,892.00 (-157%)	
21	Bank Charges				150.00	10.90	139.10 (92%)	
22	Audit Fees				1,800.00	573.30	1,226.70 (68%)	
23	Professional Fees				5,000.00	5,000.00	5,000.00 (100%)	
24	Subscription and Memberships				1,200.00	1,594.92	-394.92 (-32%)	
25	Insurance				1,000.00	1,000.00	1,000.00 (100%)	
26	Stationery				200.00	60.26	139.74 (69%)	
27	Postage				50.00	50.00	50.00 (100%)	
29	Website				400.00	385.00	15.00 (3%)	
30	IT				3,000.00	3,000.00	3,000.00 (100%)	
31	Buildings					11.59	-11.59 (N/A)	
34	Newsletter				1,200.00	1,200.00	1,200.00 (100%)	
35	Meetings / Room Hire				1,200.00	1,200.00	1,200.00 (100%)	
36	grants paid				5,000.00	5,000.00	5,000.00 (100%)	
37	section 137 Expenditure						(N/A)	
38	Election Costs				400.00	400.00	400.00 (100%)	
39	Rates						(N/A)	
40	Loan Repayment				7,020.00	7,020.00	7,020.00 (100%)	
57	Sundries						(N/A)	
SUB TOTAL					29,620.00	5,727.97	23,892.03 (80%)	

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
All Cost Centres and Codes

28 April 2026 (2026-2027)

28 Telephone and Broadband	500.00	30.00	470.00	470.00 (94%)
32 Office Electric	1,000.00	49.15	950.85	950.85 (95%)
SUB TOTAL	1,500.00	79.15	1,420.85	1,420.85 (94%)

PCSO

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
62 PCSO				16,042.00		16,042.00	16,042.00 (100%)
SUB TOTAL				16,042.00		16,042.00	16,042.00 (100%)

Staff Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Staff Salary				85,000.00	3,754.76	81,245.24	81,245.24 (95%)
15 NI and Tax E'rs and EE's				30,000.00	1,274.19	28,725.81	28,725.81 (95%)
16 Pension E'rs and EE's				7,500.00	323.40	7,176.60	7,176.60 (95%)
SUB TOTAL				122,500.00	5,352.35	117,147.65	117,147.65 (95%)

Street Lighting Costs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 Street Light Electric				3,000.00	1,179.34	1,820.66	1,820.66 (60%)
46 New Lights							(N/A)
61 Street Light Maintenance					250.00	-250.00	-250.00 (N/A)
SUB TOTAL				3,000.00	1,429.34	1,570.66	1,570.66 (52%)

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)
SUB TOTAL							(N/A)

Summary

NET TOTAL	190,950.00	-190,950.00	201,262.00	14,013.81	187,248.19	-3,701.81
V.A.T.				893.06		
GROSS TOTAL				14,906.87		



Harpole Parish Council Grants Policy

Harpole Parish Council Application for Grant/Donation for Voluntary Organisations (Local Government Act 1972, Section 137)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

	Description	Details
1.	Name of Organisation	HARPOLE PRIMARY SCHOOL
2.	Name, Address and Status of Contact	LARKHALL LANE, HARPOLE NUTWOOD SARAH STURDY, SCHOOL BUSINESS MANAGER
3.	Telephone Number of Contact	01606 830772
4.	Is the Organisation a Registered Charity?	Yes: Please state Registered Charity Number: <u>No</u>
5.	Amount of grant/donation requested Should your application be successful please complete your bank details below for electronic payment if appropriate: Bank Sort Code Number Bank Account Name Bank Account Number	£ 980 - 2017 - 68 - WNC RE HARPOLE PRIMARY SCHOOL - 43786494.
6.	For what purpose or project is the grant/donation requested?	CONTINUED PRESENCE OF DEAB AT SCHOOL. (LOCATED DIRECTLY OUTSIDE SO IT CAN BE MAINTAINED BY PROPOSED SNCR CONTRACT.)
	Description	Details
7.	What will be the total cost of the above project?	REPLACEMENT * HPS WILL PAY DEFIB STORE DIRECTLY. £ 980 £270 BATTERY* £55 ADULT PADS £80 PAEDIATRIC PADS* £405 INSULATED LOCKED CABINET Δ £60 POLE FITTING KITS Δ £110 BLEED CONTROL KIT Δ
8.	If the total cost of the project is more than the grant/donation, how will the residue be financed?	Δ QUOTE PROVIDED TO J. DUNN FROM SNCR N/A



Harpole Parish Council Grants Policy

9.	Have you applied for grant/donation for the same project to another organisation?	No.
9.	If so, which organisation and how much?	
10.	Who will benefit from the project?	SCHOOL PUPILS, STAFF, VILLAGE RESIDENTS AND WIDER PUBLIC.
11.	Approximately how many of those who will benefit are parishioners?	ALL PARISHIONERS.

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... SShurdy Date..... 15/4/2025

Defib Checks –

To review and decided whether to approve South Northants Community Responders to take on the maintenance checks and allow them access to receive emails if the defibrillator or bleed kits are called for.

Following research into defibrillators, I spoke with a gentleman named David from the South Northants Community Responders. He informed me that they offer monthly checks on defibrillators and bleed kits and will notify us of any actions required to ensure the devices remain fit for use and ready at all times. He emailed the below:

‘We offer a monthly checking service on the defibs to save the parish time and the worry that they don’t know what to look for.

We don’t offer a charge just a donation to the charity.

With the above once devices are registered on The BHF Circuit, if you grant us rights we can update this for you and we would also get the notification if the device has been called for. As we have people volunteering daily we can get the device checked asap so that it can be rescue ready on the system.’

I discussed this further with him, and he explained that if a defibrillator is called for used or not and returned to its cabinet the Ambulance service will make this device unavailable until it has been checked. An email notification is sent from them for us to check the device and confirm if its ready to use or not. If this occurs on a Friday and the email is not seen until Monday, the defibrillator would be unavailable for the entire weekend. Through SNCR, volunteers are able to attend over the weekend in these situations to inspect the device, advise on any action required, or update the BHF Circuit to confirm that the defibrillator is available again.

He also advised that other Parish Councils have donated around £250 per year to the charity in return for inspections and confirmation that the device is fit and ready for use. This is not a fixed amount, and Councils are free to donate more or less depending on what they feel is appropriate.

In conclusion, I am asking for you to approve or deny SNCR to maintain out life saving equipment in the community, and if approved agree an donation amount for this service.

Fire – Emergency Action Plan

Assembly point

- Right hand side (furthest from office) of gate at entrance to car par.

Action on discovery of fire

- Cover fire with fire blanket if fire is small/only just starting, and staff are trained
- Leave the building by the fire exit
- Do not re-enter the building
- Report to the assembly point
- Call 999, and ask for the fire brigade by a mobile phone, after leaving the building
- Liase with the fire brigade on their arrival
- Do not put yourself at risk

Action on hearing fire alarm

- Leave the building by the fire exit
- Do not re-enter the building
- Report to the assembly point
- Call 999, and ask for the fire brigade by a mobile phone, after leaving the building
- Liase with the fire brigade on their arrival

Visitors

- Ensure all visitors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

Fire Risk Assessment

1 Premises Particulars	
Premises Name:	Harpole Parish Council
Address:	Larkhall Lane, Harpole, Northampton NN7 4DP
Telephone Number:	01604 289324
Use of Premises:	Office
Responsible Person:	XXXXX
Date of Risk Assessment:	April 2026
Date of Review:	April 2027
Name and relevant details of the person who carried out the Fire Risk Assessment:	
<p>Jessica Dunk, Parish Administrator</p> <p>Approved at Council meeting XXX</p>	

2 General Statement of Policy			
<p>Statement:</p> <p>It is the policy of Harpole Parish Council to protect all people, including staff, councillors and members of the public from potential injury or damage to their health.</p> <p>Harpole Parish Council will provide and comply with all statutory requirements.</p>			
Signed		Print Name: Role/Job Title:	Date:

3 Management Systems

Commentary:

The fire risk assessment is saved onto Harpole Parish Councils one drive and is easily accessible.

It confirms that a fire risk assessment will and has been carried out to ensure adequate fire safety and will be reviewed yearly.

The fire risk assessment will follow the 5-step narrative method as advocated in the Health and Safety Executive (HSE).

Harpole Parish Council has overall fire safety for its employees, councillors and members of the public within Harpole Parish Council office. All staff have completed their BFSA basic fire safety awareness training.

4 General Description of Premises

Description:

The building comprises of a post 2018 built metal porta cabin.

The premises are considered to be of normal risk in the event of a fire.

The building has one door, which is the only entry and exit point to the building. Five metal framed windows with external cages, therefore these are unable to be used as fire exit or emergency escape routes.

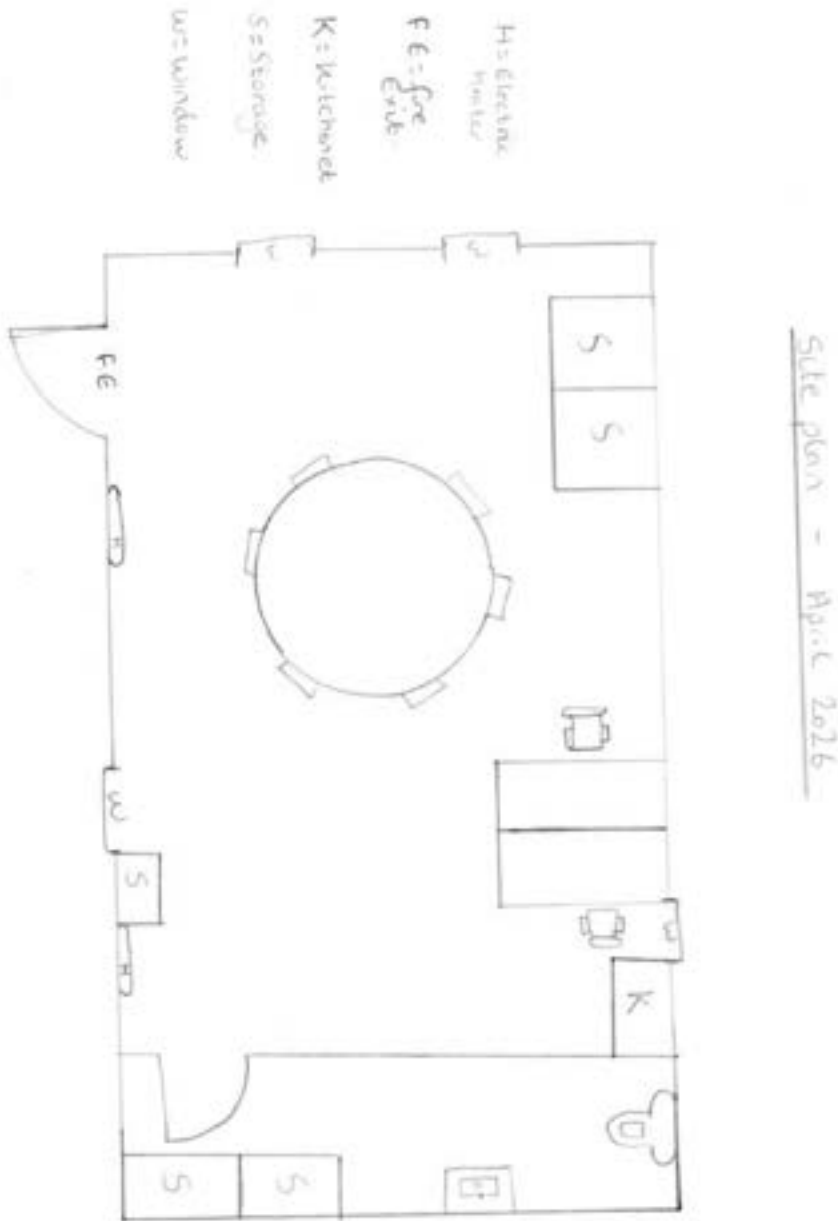
Occupancy			Size	
Times the Premises are in use:	from:	9am	Building footprint (Meters x Meters):	15 x 4 approx
	to:	5pm		
			Number of floors:	1
The total number of persons who may resort to the premises at any one time:	2		Number of Stairs:	Single storey

5 Fire Safety Systems Within the Premises

Fire Warning System: Smoke Alarm fitted to ceiling

Fire blanket fitted near kitchenet

6 Plan Drawing



7 Identify Fire Hazards

Sources of Ignition:

Kitchenette – Kettle, Microwave
 Printer
 Internet box
 Extension leads
 Laptops and Charging Leads
 Arson

Sources of Fuel:

The sources of fuel are those commensurate with office premises. Majority of the work is done on laptops however there is still vast amounts of paper in the office. This is stored inside and outside of metal storage units.

Stationary Cupboard with printer on top of.

Metal waste bins are emptied at the end of every week.

Wooden desk and Materialled chair.

Carpet through the main office and kitchenette.

Work Processes:

The work processes are commensurate with office premises. There are no processes that pose a significant fire hazard. Office laptops are turned off at the end of everyday.

Structural features that could promote the spread of fire:

Open plan office / kitchenette.

8	Identify People at Risk
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Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Employees are located nearer to the kitchenette than the exit door.

Visitors are always accompanied by a member of staff or councillor whilst inside the office building. Staff will be responsible in the case of a fire to ensure all members of the public are evacuated.

There is no basement or further floors above the ground floor in the building.

At the present time there are no employees of Harpole Parish Council with disabilities which would prejudice their escape in the event of a fire.

The bowls club is also located in the same grounds as Harpole Parish Councils office, however there is sufficient fire separation.

9	Means of Escape – Horizontal Evacuation
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Commentary:

All Employees are trained in what actions to take on hearing the fire alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises.

There is one entry/exit door into the building, therefore the only means of escape.

It is anticipated that a fire in the building would be a slow/medium growth fire involving carbonaceous materials. It is also anticipated that any fire would be noticed very quickly as the kitchenette is within the main office.

There is a single point smoke detector in the main office located near to the kitchenette for early warning to staff, councillors and their visitors. Therefore eliminating a dead-end situation.

The smoke detector will flash when sounded, therefore if any visitors have hearing difficulties, this allows them to know the alarm is sounding.

It is anticipated that all employees would have evacuated the building before the fire exit route becomes untenable. The fire exit door is not locked if there is an employee inside the building.

10	Means of Escape – Vertical Evacuation
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N/A

11 Fire Safety Signs and Notices

In the office building we have a fire exit sign on the fire exit door.

In the kitchenette area there is a fire blanket sign above where the fire blanket is located.

12 Fire Warning System

There is a single point smoke detector, which is situated above the kitchenette.

13 Fire Warning System

N/A

14 Fire Warning System

A fire blanket is hung above kitchenette with a secured bracket, this can be used to put over a fire if safe to do so.

Fire extinguishers were not needed after liaising with a member of Northampton Fire Service.

15 Management - Maintenance

Is there a maintenance programme for the safety provisions in the premises			Yes		No	X
Are regular checks of fire resisting doors, walls and partitions carried out			Yes	X	No	
Are regular checks of escape routes and exit doors carried out			Yes	X	No	
Are regular checks of Fire Safety Signs carried out			Yes	X	No	
Is there a maintenance regime for the fire warning system			Yes	X	No	
Commentary	Monthly checks are carried out on the smoke alarm.	Monthly	X			
		Annually	X			
Is there a maintenance regime for the emergency lighting System			Yes		No	X

Is there maintenance of the firefighting equipment (by competent person?)		Yes	X	No	
Commentary	The fire blanket cannot be taken out of the bag/box as this would damage it putting it back in. A external visual inspection is done, if any brakes or cracks in the bag, we will assume blanket is damaged and will be replaced.	Monthly	X		
		Annually	X		
Are records kept and their location identified		Yes	X	No	
Commentary	Records are kept on the wall next to the item. Once form is completed it will be stored and replaced with a new form.				

16	Method for Calling the Fire Service
Any Employee, Councillor or visitor to dial 999, and ask for Fire service.	

17	Emergency Action Plan (EAP)
There is a sufficient emergency action plan which is located on the wall near the fire exit.	

18	Training
Basic Fire Training has been completed by employees to ensure their best possible safety. Training is to be refreshed annually, or sooner if an incident/fire happens.	

19	Fire Safety Deficiencies to be Rectified			
	Deficiency/Rectification:	Priority:	Date to be rectified:	Date Rectified:
	N/A			

20	Significant Findings	
	Significant Finding	Control Measure/Action
	N/A	

21	Additional Hazards				
	N/A				
	Need to Consult Fire Service?	Yes	Consultation with NFRS has already taken place	No	

Fire Safety Management Plan

Fire Safety Plan

- All staff

Responsible Person/s

Sally Willis
And
Jessica Dunk

Fire Risk Assessment

- Person responsible for undertaking and updating Fire risk assessment, and its review in 12 months.

Responsible Person/s

Jessica Dunk

Parish Administrator

Maintenance Programme

Responsible Person for:

- Maintenance of fire safety provision
- Fire Alarm
- Emergency lighting
- Fire fighting equipment
- Escape routes
- Fire safety signs/notices

Responsible Person/s

Sally Willis
And
Jessica Dunk

Emergency action plan

- All staff

Responsible Person/s

Sally Willis
And
Jessica Dunk

Staff training

- Fire safety of all staff
- Implementing fire drills

Responsible Person/s

Sally Willis
And
Jessica Dunk

I have been asked to see if we could put one of these charity clothing banks somewhere in the village. Are you able to check for me please? There will be no cost to the parish council.

