

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 **Monday 7th September 2026 at 7.00 pm** for the purpose of transacting the following business.

Signed: *S Willis*

Clerk & Proper Officer to Harpole Parish Council

Date: 1st September 2026

Members of the press and public are welcome to attend.

AGENDA

110/26 APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence.

111/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

To receive Declarations of Interest from Councillors

112/26 PUBLIC PARTICIPATION

Members of the public are invited to address the Committee.

113/26 MINUTES

To receive and approve the minutes of the Strategy, Finance and Policy Committee 6th July 2026

114/26 PLANNING

To consider and approve response to following planning applications:

- a) [2026/2706/HH](#) - Rear single-storey extension - 7 Sandy Lane
- b) [2026/3203/HH](#) - Proposed rear extension including demolition of existing garage and new covered porch. New timber framed garage / store - 27 Upper High Street
- c) [2026/2994/MAR](#) - Reserved matters (appearance, landscaping, layout and scale) for 234 residential dwellings, associated infrastructure and landscaping at Phase 3ABC pursuant to hybrid planning permission S/2016/1324/EIA - Norwood Farmhouse Sandy Lane

115/26 NORTHAMPTON WEST SUSTAINABLE EXTENSION

- a) To consider response regarding road closures and openings related to Davidsons development
- b) To consider what actions the council can take regarding works on Nobottle Road
- c) To receive updates for information only

116/26 NORWOOD FARM SUSTAINABLE EXTENSION

- a) To receive updates from West Northants Council following meeting
- b) To consider if the council would like to apply for 7.5t limit on Sandy Lane and Underborough Way
- c) To consider if there is a temporary fix to help pedestrians from Western Gate to the village
- d) To receive updates for information only

117/26 SPORTS PROVISION

- a) To consider and approve response to Vistry regarding pavilion building
- b) To receive updates for information only

118/26 FINANCE

- a) To consider and approve payments for August and September (see appendix)
- b) To receive budget to end of August

- c) To consider and approve grant request from Harple Youth Club to help towards running costs
- d) To consider and approve grant request from Harpole Bowls Club for defibrillator and bleed kit
- e) To consider and approve grant request from Harpole Scarecrow festival for contribution towards insurance for the event
- f) To consider and approve insurance for 2026-27

119/26 POLICIES

To consider and approve following policies:

- a) Privacy Notice
- b) Accessibility Statement
- c) Press and Media
- d) Investments
- e) Reserves

120/26 ACTION PLAN

To consider and approve action plan for 2026-27

121/26 SCARECROW FESTIVAL

To confirm plans for Parish Council stall at Scarecrow Festival

122/26 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 2nd November 2026.



Chairman – Mr F Smethers

Clerk – Mrs S Willis

www.harpole-pc.gov.uk

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

Minutes of the Strategy, Finance and Policy Committee meeting held on 6th July 2026, in the Methodist Chapel, School Lane at 7.00pm.

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

Meeting Start: 7pm

73/26 TO ELECT COMMITTEE CHAIRMAN

It was proposed that Cllr Roberts is chairman.

74/26 TO ELECT COMMITTEE VICE CHAIRMAN

It was proposed that Cllr Smethers is vice chairman.

75/26 APOLOGIES FOR ABSENCE.

There were apologies received from Cllr Wallace. There were no apologies received from Cllr Gardner.

76/26 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

No declarations were made.

77/26 PUBLIC PARTICIPATION

Four members of the public were present. No members of the public decided to speak.

78/26 MINUTES

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

79/26 NORTHAMPTON WEST SUSTAINABLE URBAN EXTENSION

Transfer of open green space – Parish awaiting updates from Bloors/WNC.

80/26 NORWOOD FARM SUSTAINABLE EXTENSION

- a) Street lighting plans for phases 2a and 2c were approved
- b) EIA document is missing from **2026/0334/RM**. Extension to be asked for due to documents missing.
- c) Updates were given that Vistry are in discussion with the PC regarding the transfer of the open green space. We are awaiting a date.

81/26 SPORTS PROVISION

- a) Vistry are refusing to build new pavilion and have offered 550k for the Parish Council to build. Parish Council refuse to comment on the offer until further meetings with WNC.
- b) No further updates

82/26 FINANCE

- a) Payments for July

Supplier	Description	Amount
Staff Costs	staff costs	5352.35
Harpole Primary School	Grant	980.00
Scribe	IT software	99.00
Northants CALC	Subscriptions	70.00
Harpole Bowls Club	Portacabin Rent	25.00
Gigaclear	Broadband	30.00
British Gas	Office Electric	34.48
R&G Groundworks	Grass cutting	1,041.00
Shield Maintenance	Dog bins	420.34
Valda Energy	Street lighting electric	212.76
Glasdon	Dog Waste Bin	188.67
Paul Thomas	Ground Maintenance	711.19
Harpole Allotment Association	Association Fees	38.50
Nickolls Landscaping	Flagpole Green	105
R J Farmer Electrical	Defib Electrician	248.51
		9556.80

b) Reconciled to 30th June 2026

Current Account	288,184.44
CCLA Savings	1,277,592.84
Metrobank savers	2,055.33
Credit Card	-179.99
Outstanding payments	1,788.70
Unpresented receipts	179.99
Total	1,566,043.91

Opening Balance	1,260,370.70
Expenditure to date	61,969.18
Income to Date	367,642.39
Cashbook balance	1,566,043.91

83/26 POLICIES

- a) Retention and Disposal received and approved.
- b) Data Breach received and approved.
- c) Publication Scheme received and approved.
- d) Lone Worker Policy received and approved.

84/26 VILLAGE

The Parish Council currently does not have the capacity to support/run a Community Skills Swap Scheme at present time.

85/26 ITEMS FOR THE NEXT AGENDA

Cllr Starmer sends apologies for next meeting 07/09/2026.

Meeting closed 9.10pm

DATE OF NEXT MEETING.

The next meeting is scheduled for Monday 7th September at 7pm

Signed

Date

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	21/07/2026 - 17/08/2026				Confidential			10,900.30		10,900.30
99	Payroll Services	09/07/2026		Unity Trust		Payroll Services	Autella Payroll Services	S	73.31	14.66	87.97
96	Training	09/07/2026		Metrobank Credit Ca		Training	SLCC	S	140.00	28.00	168.00
102	Training	09/07/2026		Unity Trust		Training	Northants CALC	S	35.00	7.00	42.00
101	Subscription and Memberships	09/07/2026		Unity Trust		subscriptions	Scribe	S	63.00	12.60	75.60
101	Subscription and Memberships	09/07/2026		Unity Trust		subscriptions	Scribe	S	36.00	7.20	43.20
94	Bank Charges	09/07/2026		Unity Trust		Bank Fees	Unity Trust Bank	X	11.20		11.20
93	Meetings / Room Hire	09/07/2026		Unity Trust		Room Hire	Harpole Methodist Chapel	X	360.00		360.00
100	Maintenance allotments	09/07/2026		Metrobank Credit Ca		Allotment Maintenance	Gardeners Dream	X	85.00		85.00
97	Grass Cutting allotment	09/07/2026		Unity Trust		grass cutting	R&G Groundworks	S	161.00	32.20	193.20
97	Grass Cutting	09/07/2026		Unity Trust		grass cutting	R&G Groundworks	S	352.00	70.40	422.40
97	Grass Cutting	09/07/2026		Unity Trust		grass cutting	R&G Groundworks	S	528.00	105.60	633.60
95	Telephone and Broadband	09/07/2026		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
98	Telephone and Broadband	09/07/2026		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
103	Subscription and Memberships	16/07/2026		Unity Trust		Allotment Association Fees	National Allotment Society	S	70.00	14.00	84.00
110	Allotment Rents	23/07/2026		Unity Trust		Allotment Key refund	Rebecca Spencer	X	12.00		12.00
111	Subscription and Memberships	23/07/2026		Unity Trust		ICO	Information Commissioner:	X	47.00		47.00
109	Telephone and Broadband	23/07/2026		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
108	Office Electric	23/07/2026		Unity Trust		Office Electric	British Gas	L	58.12	2.91	61.03
112	Street Light Electric	23/07/2026		Unity Trust		Street Light Electric	Valda Energy	L	182.58	9.13	191.71
134	Maintenance allotments	23/07/2026		Metrobank Credit Ca		Allotment Maintenance	Amazon	S	29.37	5.88	35.25
116	Professional Fees	28/07/2026		Metrobank Credit Ca		land registry	Land Registry	X	14.00		14.00
113	Maintenance allotments	29/07/2026		Metrobank Credit Ca		Allotment Maintenance	Abel Skip Hire	S	80.00	16.00	96.00
120	Training	05/08/2026		Unity Trust		Training	NALC	S	35.00	7.00	42.00
125	Training	05/08/2026		Unity Trust		Training	SLCC	S	117.00	23.40	140.40
117	Subscription and Memberships	05/08/2026		Unity Trust		subscriptions	Scribe	S	63.00	12.60	75.60
117	Subscription and Memberships	05/08/2026		Unity Trust		subscriptions	Scribe	S	36.00	7.20	43.20
124	Audit Fees	05/08/2026		Unity Trust		Bank Fees	Unity Trust Bank	X	10.45		10.45
121	Loan Repayment	05/08/2026		Unity Trust		Loan	Salix	X	3,505.20		3,505.20
118	Maintenance allotments	05/08/2026		Unity Trust		Allotment Lock	Benn Security	S	96.75	19.35	116.10
118	Maintenance allotments	05/08/2026		Unity Trust		Allotment Lock	Benn Security	S	198.00	39.60	237.60
122	Dog bins	05/08/2026		Unity Trust		Bin Emptying	Shield Maintenance Ltd	S	210.17	42.03	252.20
115	Grass Cutting allotment	05/08/2026		Unity Trust		grass cutting	R&G Groundworks	S	161.00	32.20	193.20
115	Grass Cutting	05/08/2026		Unity Trust		grass cutting	R&G Groundworks	S	352.00	70.40	422.40

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
115	Grass Cutting	05/08/2026		Unity Trust		grass cutting	R&G Groundworks	S	133.00	26.60	159.60
115	Grass Cutting	05/08/2026		Unity Trust		grass cutting	R&G Groundworks	S	528.00	105.60	633.60
114	Telephone and Broadband	05/08/2026		Unity Trust		Broadband	Gigaclear	S	30.00	6.00	36.00
123	Telephone and Broadband	05/08/2026		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
119	CIL Spend	05/08/2026		Unity Trust		Land Consultation	ONH Planning for Good	S	5,650.00	1,130.00	6,780.00
127	Training	11/08/2026		Unity Trust		Training	Cloudy IT	S	40.00	8.00	48.00
128	Maintenance allotments	11/08/2026		Metrobank Saver		Allotment Maintenance	Blade Services	X	380.00		380.00
129	Payroll Services	11/08/2026		Unity Trust		Payroll Services	Autella Payroll Services	X			
126	Telephone and Broadband	11/08/2026		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
138	Street Light Electric	11/08/2026		Unity Trust		Street Light Electric	Valda Energy	L	196.38	9.82	206.20
138	Street Light Electric	11/08/2026		Unity Trust		Street Light Electric	Valda Energy	S	5,752.37	1,150.47	6,902.84
137	Newsletter	18/08/2026		Metrobank Credit Ca		newsletter	Vistaprint	S	234.57	46.91	281.48
135	Sundries	18/08/2026		Metrobank Credit Ca		Gazebo	Rock Awnings	S	884.94	176.99	1,061.93
136	Maintenance allotments	18/08/2026		Metrobank Credit Ca		Allotment Maintenance	James Smith Fencing Ltd	S	237.25	47.75	285.00
141	Training	01/09/2026		Unity Trust		Training	NALC	S	35.00	7.00	42.00
140	Telephone and Broadband	01/09/2026		Unity Trust		Mobile Phone	ID Mobile	S	5.00	1.00	6.00
139	Street Light Electric	01/09/2026		Unity Trust		Street Light Electric	Valda Energy	L	236.79	11.84	248.63
Total									32,415.75	3,317.34	35,733.09



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 statement covering the previous six months must be enclosed.

1	Name and address of Organisation	HARPOLE SCARECROW COMMITTEE
2	Aims and objectives of the organisation	To run an annual village scarecrow event for the community and to raise funds for village organisations and maintain village traditions.
3	Name of Contact	
4	Telephone number	
5	Email Address	
6	Is the organisation a registered charity? If so please state the charity number	No
7	Amount Requested:	£1000.00
8	Should your request be successful please provide bank details	
9	For what purpose or project is the grant / donation requested?	Contribution towards insurance costs to operate the festival (full cost of insurance £ 1871.84) 2025 insurance cost £2,650.00
10	How will success of the project be measured?	The show will continue to be financially viable.
11	What will be the total cost of the project?	Total Show costs for 3 days are estimated at approx. £8000 excl insurance
12	If the total cost is more than the grant requested, how will you fund the remainder?	Ticket Sales (Friday Crowfest) Sponsors Pitch Fees from Traders
13	Have you applied for a grant for this project elsewhere? If yes, which organisation and how much?	No



Harpole Parish Council Grants Policy

14	Who will benefit from the project?	All event attendees, Parish Charities and Organisations
15	Approximately how many of those that will benefit are parishioners of Harpole?	The show is open to all with a connection to Harpole i.e. parishioners, children at the school. Allotment holders

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



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 statement covering the previous six months must be enclosed.

1	Name and address of Organisation	Harpole Youth Club
2	Aims and objectives of the organisation	Provide weekly sessions in term time for young people to meet in a safe place to engage in fun activities to develop co-operation and friendship.
3	Name of Contact	
4	Telephone number	
5	Email Address	
6	Is the organisation a registered charity? If so please state the charity number	266527
7	Amount Requested:	£1,000
8	Should your request be successful please provide bank details	
9	For what purpose or project is	Support the running costs of the youth club. For example, our

	the grant / donation requested?	public liability, building and contents insurance was £909 last year and our cleaning bill is just under £1,000 per year.
10	How will success of the project be measured?	By the continued attendance of young people and their enjoyment of the youth club.
11	What will be the total cost of the project?	Our annual basic running costs per year are around £5-6k before expenditure on activities.
12	If the total cost is more than the grant requested, how will you fund the remainder?	We charge a £5 per year membership fee and then £3 per week subscription. We run a tuck shop that makes a small profit. We usually assist in the running of the Scarecrow festival that contributes a few thousand pounds in a good year.
13	Have you applied for a grant for this project elsewhere? If yes, which organisation and how much?	No
14	Who will benefit from the project?	Young people of Harpole
15	Approximately how many of those that will benefit are parishioners of Harpole?	We have around 50 members with average weekly attendance around 30 young people.

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



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 statement covering the previous six months must be enclosed.

1	Name and address of Organisation	Harpole Bowls Club, Larkhall Lane, Harpole, NN7 4DP
2	Aims and objectives of the organisation	To provide a welcoming environment for all to participate in the club membership's activities relating to outdoor lawn bowls; indoor short mat bowls and social events
3	Name of Contact	
4	Telephone number	
5	Email Address	
6	Is the organisation a registered charity? If so please state the charity number	N/A
7	Amount Requested:	Complete Defib and Bleed Kit £1,405
8	Should your request be successful please provide bank details	
9	For what purpose or project is the grant / donation requested?	To install a complete defib and bleed kit to the outside premises of the club for use not only by members but also the wider community within the Parish of Harpole
10	How will success of the project be measured?	1 Community awareness of the additional facility within the community 2 Increased take up users instructed to operate the defib and use the bleed kit 3 Critical first response in event of cardiac arrest
11	What will be the total cost of the project?	£1,405 (Insulated Cabinet £405; Screws/Fittings £60; Defib £830; Bleed Kit £110;)
12	If the total cost is more than the grant requested, how will you fund the remainder?	N/A
13	Have you applied for a grant for this project elsewhere?	No
	If yes, which organisation and how much?	N/A



Harpole Parish Council Grants Policy

14	Who will benefit from the project?	All club members, along with the wider community of the Parish of Harpole
15	Approximately how many of those that will benefit are parishioners of Harpole?	Unsure how to measure this metric as the membership is from diverse areas but the fact that the installation is within an accessible area within the Parish, all Harpole parishioners will benefit

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

Insurance Quotations

Here is a summary of the quotations received. Full details of policies can be found on the shared folder. The link was shared in the email with the agenda.

Insurer	1 year price	Long term price
Zurich	1055.19	973.75 (3 years)
AJG		1399.63 (3 Years)
BHIB	Awaiting	Awaiting

Harpole Parish Council

Privacy Notice

Last reviewed: September 2026

Introduction

Harpole Parish Council is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store and protect personal information when you interact with the Parish Council.

Contact Details

Harpole Parish Council
Larkhall Lane, Harpole, NN7 4DF
Clerk to the Council: Sally Willis
Email: clerk@harpole-pc.gov.uk
Telephone: 07878 192095

What Personal Information We Collect

Names, addresses, email addresses, telephone numbers, correspondence, planning consultation comments, allotment information, recruitment information, supplier information and website usage data.

Why We Process Personal Information

To respond to enquiries, manage council services, consult residents, consider planning matters, administer agreements, meet legal duties and maintain accounts.

Lawful Bases for Processing

Public Task, Legal Obligation, Contract, Consent and, where appropriate, Legitimate Interests.

How We Share Your Information

We may share information with relevant public bodies, advisers, auditors, insurers, IT providers and contractors where lawful.

Publication of Information

Council agendas, reports and minutes may be published with personal information redacted where appropriate.

How Long We Keep Information

Information is retained in accordance with legal requirements and the Council retention schedule.

Security of Your Information

Appropriate technical and organisational measures are used to protect personal information.

Website Information and Cookies

The website may collect IP addresses, browser details and usage information. A separate Cookie Policy should provide fuller details.

Your Rights

You have rights of access, rectification, erasure, restriction, objection and, where applicable, portability.

Complaints

You may complain to the Parish Clerk and to the Information Commissioner's Office.

Changes to This Privacy Notice

The Council may update this notice from time to time.

Harpole Parish Council Accessibility Statement

Accessibility Statement

Accessibility Statement for Harpole Parish Council Website

This accessibility statement applies to the website:

www.harpoleparishcouncil.gov.uk

Harpole Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is provided by Parish Online on behalf of Harpole Parish Council.

How Accessible This Website Is

We want as many people as possible to be able to use this website. You should be able to:

- change colours, contrast levels and fonts using your browser or device settings
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including JAWS, NVDA and VoiceOver)

Compliance Status

This website is partially compliant with the Web Content Accessibility Guidelines (WCAG) version 2.2 AA standard due to the non-compliances and exemptions listed below.

Non-accessible Content

Documents

Some PDF and Word documents published on this website may not be fully accessible.

Images

Some images may not yet have appropriate alternative text descriptions.

Tables

Some tables may not contain the correct row or column headings required by assistive technology.

Headings and Page Structure

Some pages may contain inconsistent heading structures that can make navigation more difficult for screen reader users.

What We Are Doing to Improve Accessibility

Accessibility is considered whenever website content is reviewed, updated or added.

Feedback and Contact Information

If you find any accessibility problems not listed on this page, or if you need information in a different format, please contact us.

Contact Details

Harpole Parish Council

Larkhall Lane, Harpole, NN7 4DF

Email: clerk@harpole-pc.gov.uk

Telephone: 07878 192095

Reporting Accessibility Problems

We are always looking to improve the accessibility of this website.

Enforcement Procedure

If you contact us about an accessibility issue and are not satisfied with our response, you can contact the Equality Advisory and Support Service (EASS).

Technical Information About This Website's Accessibility

Harpole Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Preparation of This Accessibility Statement

This statement was prepared on 1 September 2026.

It was last reviewed on 1 September 2026.

Harpole Parish Council Press and Media Policy

Introduction

- This policy describes how councillors and the clerk should act when in contact with the press or media
- It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

Legal Framework

- The Council will have regard to the provisions of Part II of the Local Government Act 1986 and the Code of Recommended Practice on Local Authority Publicity (2011) when undertaking publicity and communications activities. The Council will also comply with applicable requirements of the Freedom of Information Act 2000, the Data Protection Act 2018, UK GDPR and the Local Government Act 1972 relating to public access to meetings and documents.
- The Council will also have regard to the Code of Recommended Practice on Local Authority Publicity (2011), Specifically:
 - "Any publicity describing the council's aims should be as objective as possible, concentrating on facts or explanations or both"
 - "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the council should be handled with particular care, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
 - "Publicity should not attack, not appear to undermine, generally accepted moral standards."
 - Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy"
- At all times the council's adopted Standing Orders should be adhered to.
- The Clerk and members should always have due regard to the long-term reputation of the council in all their dealings with the media.

Responding to approaches from the Press and media

- Requests for factual information

Where possible Councillors and the clerk may refer enquirers to the policies, agendas and minutes already published on the council's website if these provide the necessary information. No further comment should be offered.

Other requests should be directed to the clerk who will:

- Respond in accordance with the Freedom of Information Policy, or
- Place the request on the agenda of the next meeting for discussion, or
- Contact the Chair who (in an emergency) will decide if it is in the clear interests of residents to prepare a response in advance of the next meeting.

The clerk will inform councillors of all such requests and responses.

- Requests for opinion

Neither a councillor nor the clerk should offer an opinion on behalf of the council on a matter that has not been discussed and minuted. Such requests should be directed to the clerk who will arrange for them to be placed on a future agenda.

This is not intended to restrict the freedom of councillors to offer personal opinions but they MUST ensure when giving a statement that it is clear the opinions being expressed are their own view and not those of the council.

- Requests for Interviews

Requests for interviews on behalf of the council should be declined unless agreed at a meeting.

Making Approaches to the Press and Media

- The council's own information and opinions

Subjects which the council wishes to publicise through the press or media should be discussed at a meeting where the purpose, content, timing and method of doing so can be agreed.

If it is agreed that a draft by a councillor or the clerk should be reviewed prior to publication this will be circulated by the clerk to confirm that it reflects the council's intentions. If responses indicate conflicting opinions about its content then these must be discussed at a further meeting before publication.

- Third Party Information

Information may be received from third parties which the council could publicise. These should be directed to the clerk.

Where information is factual, publicly available, non-confidential and likely to be of interest to residents the clerk may publicise it by any convenient means. This must be done in a manner that does not imply support from the council of any particular view.

Attendance of media at council meetings

- Part VA of the Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

- The media are encouraged to attend council meetings and seating and workspace will be made available.

Urgent Situations

- In case of an urgent letter or press release being required in advance of a council or committee meeting, this may be issued by the clerk with the agreement of the Chair of the council or relevant committee following circulation of a draft version to other members for comment.
- In case of urgent actions being required in the absence of the members and officers with specific roles and responsibilities under this policy the following delegations shall apply:
 - The deputy chair of the council may act in the absence of the chair;
 - The chair of a committee may act in the absence of the chair;
 - The parish clerk may act in the absence of the deputy chair of the council or the chair of the committee.

Adopted 9th May 2023.

Reserves Policy for Harpole Parish Council

1. Introduction

The purpose of this Reserves Policy is to outline the management and use of reserves held by Harpole Parish Council. This policy ensures that reserves are maintained at an appropriate level to manage financial risks and provide for future needs, while ensuring transparency and accountability.

2. Objectives

The objectives of this policy are:

- To maintain a prudent level of general reserves to safeguard the council's financial stability.
- To clearly define the use and management of Community Infrastructure Levy (CIL) and Section 106 (S106) reserves.
- To establish guidelines for monitoring and reviewing the level and use of reserves.

3. General Reserves

3.1 Purpose of General Reserves - General reserves are maintained to provide a financial cushion in the event of unforeseen circumstances, such as emergencies, unexpected expenditure, or loss of income. These reserves ensure the Parish Council can continue to operate effectively without immediate recourse to borrowing.

3.2 Level of General Reserves - The Parish Council will aim to maintain general reserves at a level that is consistent with the council's overall financial position and risk assessment. The target level for general reserves is typically between 3 to 12 months of gross expenditure. The specific level will be reviewed annually during the budget-setting process.

3.3 Use of General Reserves - General reserves should only be used to fund:

- Unexpected costs that cannot be met from other sources.
- Short-term deficits in the budget where planned expenditure exceeds income.
- Emergencies or urgent requirements that were not anticipated.

Any use of general reserves must be authorised by the Parish Council and should be reported in the council's financial statements.

4. Earmarked Reserves

4.1 Purpose of Earmarked Reserves - Earmarked reserves are portions of a parish council's funds that have been allocated for identified future expenditure or other known commitments.

4.2 Level of General Reserves - The Parish Council will aim to maintain earmarked reserves at a level that is consistent with the council's overall financial position and risk assessment. The specific level will be reviewed annually during the budget-setting process.

4.3 Use of Earmarked Reserves – Earmarked Reserves will be used to fund projects such as:

- Asset repairs or improvements
- Future election costs
- Major maintenance works
- Community projects

Any use of earmarked reserves must be authorised by the Parish Council and should be reported in the council's financial statements

5. Community Infrastructure Levy (CIL) Reserves

5.1 Purpose of CIL Reserves - CIL reserves are funds received from developers to support infrastructure needs arising from development within the parish. These reserves must be used in accordance with the legal framework governing CIL, to support the development of the area.

5.2 Management of CIL Reserves - CIL funds will be ring-fenced in the council's accounts to ensure they are only used for eligible projects. The council will maintain a schedule of projects that are to be funded by CIL reserves, which will be reviewed and updated regularly.

5.3 Use of CIL Reserves - CIL reserves should be used for:

- The provision, improvement, replacement, operation, or maintenance of infrastructure within the parish.
- Projects identified through community consultation or the Parish Council's strategic plan.

The use of CIL reserves must be approved by the Parish Council and in accordance with the regulations governing CIL expenditure.

6. Section 106 (S106) Reserves

6.1 Purpose of S106 Reserves - S106 reserves are funds provided by developers through legal agreements to mitigate the impact of development on the community. These funds are often allocated for specific purposes, such as public open spaces, or community facilities.

6.2 Management of S106 Reserves - S106 funds will be ring-fenced in the council's accounts, with clear records kept of the specific purposes for which the funds were allocated. The Parish Council will monitor the use of S106 funds to ensure compliance with the terms of the agreements.

6.3 Use of S106 Reserves - S106 reserves should be used for the specific purposes outlined in the legal agreements. These could include:

- Funding the provision or maintenance of community infrastructure.
- Supporting specific community projects that align with the terms of the S106 agreements.

Any expenditure from S106 reserves must be authorized by the Parish Council and in accordance with the relevant legal agreements.

7. Investments

7.1 Investment Policy - The Parish Council have a separate investment policy with an aim to achieve optimum returns on investments. This Policy will be considered when receiving CIL and S106 funds.

8. Monitoring and Review

8.1 Monitoring - The Parish Clerk/Responsible Financial Officer (RFO) will monitor the levels of reserves throughout the year and report on the position at least quarterly to the Parish Council.

8.2 Review - The level and use of reserves will be reviewed annually during the budget-setting process. Any changes to the policy or the level of reserves will be approved by the Parish Council.

9. Reporting and Transparency

The Parish Council will include details of reserves in the annual financial statements, providing clear information on the levels of general, CIL, and S106 reserves, as well as how they have been used or allocated during the year.

10. Policy Adoption and Review

This Reserves Policy was adopted by Harpole Parish Council on 9th May 2023 and will be reviewed every 3 years or sooner if required by changes in legislation or financial circumstances.

This policy ensures that Harpole Parish Council manages its reserves prudently, maintaining financial stability while fulfilling its responsibilities to the community.

Investment Policy

Introduction

- This policy is prepared with regard to the Local Government Act 2003 and the Statutory Guidance on Local Government Investments (Third Edition, effective from 1 April 2018).
- Harpole Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the council.

Objectives

- The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
 - Security of reserves
 - Liquidity of Investments

Investment Policy

- The Parish Council shall diversify its reserves between multiple relatively highly rated UK banks, building societies or sector specific financial products. The Parish Council shall only use specified investments as defined by the current statutory guidance issued under the Local Government Act 2003.
- An agreed percentage of the Council's ear marked reserves shall be placed on interest bearing term/notice deposits.
- To retain liquidity these should be placed with phased end dates i.e. there will always be some maturing sooner than others.
- The Council will avoid excessive concentration of funds with any single banking group and will seek diversification across institutions.
- Investments shall be decided and placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies to achieve best value.
 - This shall be under the oversight of a standing Banking and Investments working group of two members of the Finance Committee
 - The actual movement of money shall be by the usual authorised signatories
- Subject to the primary objectives of security and liquidity, the Council may have regard to environmental, social and governance considerations when selecting investment institutions.

Revision

- Any revisions to this policy shall be approved by the Full Council.
- The relevant committee shall review this policy annually and recommend any proposed changes to Full Council prior to the commencement of the new financial year. Where no changes are proposed, Full Council shall note the policy.

- The Council will keep under review its eligibility for Financial Services Compensation Scheme (FSCS) protection and take this into account when determining investment limits with individual institutions.

Adopted: 9th May 2023

DRAFT

Work Plan September 2025 – September 2026

Harpole Parish Council will publish a work plan annually in May, for the forthcoming year. The work plan will be drawn from Council's Medium Term Business Plan. The Work Plan will contain ongoing commitments as well as identified projects for the forthcoming year for which budgets have been identified, issues raised by members of the public during the year; and matters identified within parish council meetings.

Ongoing Work

	Action	Objective	Action By:	Complete By	Year-end Review
1	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published annually and quarterly.	To meet legal requirements to make all relevant information easily accessible to the public.	Clerk	Ongoing	Completed quarterly.
2	To update policies and procedures and Terms of Reference for Committees. To write new policies where required, in conjunction with Council.	To ensure the councillors and the clerk work to current legislation and best practice.	Clerk / appropriate committee.	Ongoing	Completed as and when required.
3	Review risk register on a regular basis.	Good risk management.	Finance Committee / Clerk	Ongoing	Reviewed by Finance Committee twice a year

4	To support staff and councillors in attending training, courses and conferences.			Ongoing.	Ongoing
5	To maintain the Communications Action Plan, work to improve communications and implement any agreed elements	To ensure that communication with residents and community engagement are a priority for the Council	Clerk and Councillors.	Ongoing.	Ongoing
6	To ensure that the purpose and manner of processing personal data is according to the law.	To ensure information is handled appropriately.	Clerk, staff and Councillors.	Ongoing.	Ongoing
7	Continue developer liaison arrangements in relation to Harlestone Manor development (N4) and Norwood Farm (N9A)	To enable good working relationships with the developers and smooth handover of facilities.	Clerk/SFP Committee	Ongoing	Ongoing
8	To review staffing levels and recruitment to accommodate future needs	To realistically assess needs and put in place appropriate resources	Clerk / Full Council	Ongoing	Ongoing
9	To ensure filing and archiving is up to date	To ensure documents are easily and readily available and older documents are archived correctly when needed	Clerk	Ongoing	Ongoing

	Action	Objective	Action By:	Complete By	Year-end Review
10	To Identify and ensure registration of all Parish Council owned land.	To ensure good governance and record keeping.	Clerk	Dec 2025	
11	To scan the legal documentation of the parish council to store in the Cloud.	To ensure legal documents are protected in the event of the loss of The Parish Office.	Clerk	December 2025	
12	To develop a portfolio of parish projects for the CIL income stream	To ensure that Community Infrastructure Levy funding is allocated appropriately.	Clerk/SFP Committee	continuous	Quarterly to finance
13	To develop options for managing open space from the new developments and to establish expected timelines.	To enable forward planning of necessary actions.	Clerk/SFP Committee	continuous	
14	To work with Vistry for provision of new pavilion	To ensure that council gets a facility that the village needs	Clerk, SFP Committee	Summer 2026	
15	To consider Playing Fields strategy should this come to HPC possession.	To ensure that the Playing Fields are in use for the whole village.	Clerk, SFP Committee		
16	To find more burial land	To work with the church and landowners to find land to extend the burial ground	Clerk, PHI Committee		
17	Play equipment replacement	To be considered once Playing Fields have been transferred.	Clerk, CF Committee		
18	Update Neighbourhood Plan	Once WNC Local Plan is in place	Clerk		

19	Review of provision of street furniture	In village and new developments	Clerk / PHI	Ongoing	
20	Management of allotments	To have well maintained site and look to secure any S106	Clerk / PHI	Ongoing	
21	Work with developer on specification for new community facility	To ensure facility is right for parish	Clerk / Council	Sept 26	
22	If Bronze Local Council Award is given look to see if we should or can apply for Silver	To ensure the council is working at a nationally recognised standard.	Clerk / Council		