

The Parish Council of Little Harrowden

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Ordinary Council Meeting - Agenda

To members of the Council:

You are hereby summoned to attend the meeting of the Little Harrowden Parish Council on

Wednesday 15th April 2026 at 7.30pm at Little Harrowden Village Hall, Main Street, Little Harrowden

for the purposes of transacting the following business.

Attendees are reminded that, in accordance with the Openness of Local Government Bodies Regulations 2014,
 this meeting may be recorded.

Clerk: 09.04.2026

25.210	Public Participation Open Forum Members of the public and press may speak on items relating to the agenda only from 7.30-7.45pm.	
25.211	North Northamptonshire Councillor Updates To receive updates from the Ward Councillors .	
25.212	To receive any declarations of disclosable pecuniary or non-statutory disclosable interests from Councillors for items on the agenda Members should disclose all Disclosable Pecuniary Interests (DPI) applicable to the agenda items below and include the nature of the interest. If you become aware during the meeting of an interest that has not been disclosed under that item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial: Where a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest, and It relates to a financial or regulatory matter.	
25.213	To receive requests for dispensation Requests for dispensation must be made to the Proper Officer in writing by no later than 9am, 15.04.2026.	Clerk
25.214	To receive and accept apologies and reasons for absence Please notify the clerk of any absence by no later than 3pm 15.04.2026.	Clerk
25.215	To sign the minutes of the council meeting To approve and sign the minutes of the Ordinary Council meeting held on 11th March 2026.	
25.216	Chair's Report To receive an update and resolve where necessary on: <ul style="list-style-type: none"> • Busy meeting with new policies to ensure the Council remains compliant, Neighbourhood Plan will mean a very busy spring, Nene Rivers Trust application for funding to improve biodiversity in response to survey • Clerk salary increase - 2 scale points. • Formal complaint submission against George Candler (NNC Planning and Deputy CEO) to the CEO of NNC • What a Big Do! – Volunteering litter pick day 30.05.26 	Chair

25.217 Finances

i) To note and resolve March 2026 income:

Date	By	Payer	Reason	Amount
04.03.26	Credit	NNC Finance	S136 Highways maintenance contrib'n	£541.25
27.03.26	Credit	PCC	Grant award VAS unit	£4,151.00
Total income up to 01.03.26 – 31.03.26				£4,692.25

ii) To note and resolve March 2026 expenditure:

Date	By	Payee	Reason	Cost
02.03.26	BACS	Clerk	Wages	£585.30
02.03.26	BACS	Clerk	Travel Expenses	£18.90
03.03.26	SO	Mowerman	Grass cutting	£420.64
04.03.26	DD	Epson	Feb overprint; March subs	£15.89
09.03.26	DD	YU Energy	Feb streetlights	£198.59
10.03.26	DD	Sky mobile	Clerk mobile phone	£5.00
16.03.26	CC	Lloyds	Fee	£3.00
	CC	Microsoft	Billing number G141697576 Feb26	£12.10
	CC	Oil Tank Supermarket	50L Salt Grit bin + salt	£72.00
	CC	Cheapest Print Online	Business Survey A4x75 8pp	£100.00
25.03.26	BACS	Davies	Shelving, flooring, sealant Phone Box	£117.03
25.03.26	BACS	Clerk	Wages	£950.40
27.03.26	DD	Sky mobile	Clerk mobile phone	£5.00
31.03.26	DD	Unity	Monthly charge	£7.00
Total expenditure 01.03.26 – 31.03.26				£2,510.85

iii) To note and resolve:

Credit card expenditure:

- Microsoft Office 365 monthly subscription £12.10
- Oil Tank Supermarket – village hall grit bin £72.00
- Cheapest Print Online – Business Survey £100.00
- Monthly Fee £3.00

New BACS payments due:

- Clerk travel expenses April £37.80
- Defib £864.00
- Planter maintenance 2025-2026 £319.53
- Village Hall defib hosting £50
- NCALC/NALC Membership, Internal Audit and DPO services £890.17

New CC payments due:

- Public information Evening flyer A5 – Cheapest Print Online £23
- Microsoft monthly subscription £12.10
- Village Hall PC noticeboard £118.80
- £39.99 Norton Anti-Virus

Amended DD payments:

- Epson £16.99 (increase to 500 pages to cover forum and public information evening printing) will increase to £19.29 from 01.05.26
- Epson 300 pages increase from £10.99 to £12.99
- Epson overprint charge increases to £0.05 per page

iv) To resolve and approve: 2026 Bank Reconciliations

Mar 2026 Bank Reconciliation			
Opening balance at	01.03.26		£16,192.23
Total income		01.03.26 – 31.03.26	£4,692.25
Total expenditure		01.03.26 – 31.03.26	£2,510.85
Total balance at	31.03.26		£18,373.63

Opening balance at	01.04.25	£41,981.42
Total income	01.04.25 - 31.03.26	£43,572.24
Total expenditure to	01.04.25 - 31.03.26	£67,180.03
Closing balance at	31.03.26	£18,373.63
Checked against statement at	31.03.26	£18,373.63

- v) To **resolve** and **approve: end of year accounts** (See appendix A)
- vi) To **resolve** and **approve: against budget to end of year Q4** (See appendix B)
- vii) To **resolve** and **approve: Asset Register to year end**
[\(https://littlearrowdenparishcouncil.gov.uk/meetings/ordinary-council-meeting-april-2026/\)](https://littlearrowdenparishcouncil.gov.uk/meetings/ordinary-council-meeting-april-2026/)
- viii) To **note** and **resolve changes to terms and conditions – credit card**
<https://lloydsbank.com/business/corporate-banking/commercial-terms>

25.218

Policies

Clerk

- i) To **discuss** and **resolve** an **update** to the Proper Officer job description/contract of employment.
- ii) To **discuss, resolve** and **adopt** the **Publication scheme** - freedom of information act.
- iii) To **discuss, resolve** and **adopt** **Equality Diversity and Inclusion Policy** (from Equal Opportunities).
- iv) To **set meeting/Councillors** to review **internal financial control** documentation for approval at May ACM:
 - DD’s and SO’s
 - Financial Risk Assessment
 - General Risk Assessment
 - Financial Regulations
- v) Agree **Councillors** to **review policies** for approval at **May ACM**:
 - Recruitment
 - Family Friendly (new)
 - Data/GDPR (multiple)
 - Standing Orders
 - Council’s Code of Conduct
 - Complaints/Compliments procedure
 - Biodiversity (new)
- vi) Agree **Councillors** to **review** new and updated **policies** for approval at **June OCM**:
 - Training and Development
 - Social media, press and media relations
 - H&S at work
 - Clerk expenses
 - WFH policy
 - IT policy
 - Appraisal
 - Flag Flying
 - Grants’ policy and application form
- vii) To **discuss** and **resolve** the development of a **Green Space Audit**, including indicative timescales for delivery over the next two years, to secure the future of Little Harrowden’s greenspaces.
- viii) To **discuss** and **resolve** the future development of a Village Emergency Plan, including the identification of local risks and indicative timescales for delivery over the next two years.

25.219

Planning

Clerk

- To **discuss** and **resolve** actions from received **planning applications and updates**:
<https://publicaccess.northnorthants.gov.uk/online-applications/>
- i. **None received.**
 - ii. **Planning Enforcement Concern Noted (field at end of furnace lane/Finedon Station Road)**
 Report received of alleged unauthorised site works including tree felling, waste activity and ground alteration within a flood plain. Planning Enforcement and Environmental Health understood to be aware.

	iii. Updates - Planning Enforcement change of use Home Farm : planning enforcement team chased. Response outstanding.	
25.220	<p>Belgrove Park</p> <p>i. To receive completed monthly risk assessments.</p> <p>ii. To discuss and resolve actions arising, including crack in tarmac.</p> <p>iii. To discuss and resolve:</p> <p>a) pathway remediation</p> <p>b) widening of the footpath at gateway.</p> <p>c) Extension to climbing wall</p>	CLlr Cotter
25.221	<p>Village Hall</p> <p>To receive an update on Village Hall meetings and activities including:</p> <p>i. Village Hall report; Cllr Blood and Mrs Smith</p> <p>i. To receive an update on:</p> <p>a) HM Land Registry: no update.</p> <p>b) Noticeboard: installed.</p> <p>ii. Police, Fire Safety visits and talks, First Aid training: defer June 2026 or nominate Councillor to lead.</p>	CLlr Blood
25.222	<p>Police Matters</p> <p>i. To receive an update on:</p> <p>a) PLR and Neighbourhood Watch activities</p> <p>b) Immediate Justice programme</p> <p>c) Town and Parish Policing report 2025/26.</p> <p>ii. Crime reports:</p> <ul style="list-style-type: none"> • February 2026: 1 x theft (farmer's electric fencing) • March 2026: outstanding 	Clerk
25.223	<p>Highways, Speeding and VAS</p> <p>i) To receive an update on speeding data: Deferred</p> <p>ii) Northants Police speed camera enforcement team: countywide team so strict rota schedule only.</p> <p>iii) No Parking – Turning Circle signage: complete.</p> <p>iv) To receive an update on Community Speed Watch (CSW) and resolve where necessary:</p> <p>a) Campaign dates.</p> <p>b) LH Primary school partnership.</p>	CLlr Cotter CLlr Blood
25.224	<p>Neighbourhood Plan (NP)</p> <p>i. To receive an update on and resolve where necessary:</p> <p>a) Big Business Survey.</p> <p>b) Follow up meeting with NNC NP Officer.</p> <p>c) Public Information Evening format and presentation.</p> <p>Village Public Information Evening: 7pm, Wednesday 6th May 2026</p>	CLlr Grout
25.225	<p>Clerk's Report</p> <p>To receive an update on and resolve where necessary:</p> <p>i. PFCC Grants: received. Elan City Evolis Vision Twin Pack SID's £4,499.00 (ex VAT/Delivery & Remote G4).</p> <p>ii. To receive an update on CAN (Climate and Nature) Champion Parish Nature Recovery grant application; submitted, outcome 10.04.26.</p> <p>iii. NNC Local Transport Scheme: no update.</p> <p>iv. Chat GPT subscription: complete. Special offer 1 month free.</p>	Clerk

	<p>v. Clerk hours: March/April additional hours.</p> <p>vi. Electric Vehicle Charging (EVC) points: Main Street Little Harrowden/Alternative sites. Not approved.</p> <p>vii. Local Government Ombudsman – NNC Complaint/request for compensation towards clerk costs. Denied.</p> <p>viii. Yu Energy Charges – Transmission Network Use of System (TNUoS) updated 30.01.26 forecasted standing charge increase. No increase to LHPC.</p> <p>ix. Request for approval to install memorial bench in Belgrove Park – Little Harrowden Primary School.</p> <p>x. Request for further information on becoming a councillor – two requests received. In progress.</p> <p>xi. Engaging with Parliament toolkit – Login through NALC to engage directly with MP’s and Parliamentarians to champion community priorities and influence policy.</p> <p>xii. Food waste recycling – launch delayed to September 2026. Backlog of orders for equipment.</p> <p>xiii. Forest School request – lower meadow – deferred June 2026.</p> <p>xiv. LHPC Contact Us page – Village Hall bookings weblink. Outstanding.</p> <p>xv. Agree ordinary meetings to end of financial year:</p> <ul style="list-style-type: none"> • January 13th, 2027, 7.30pm Little Harrowden Village Hall • February 10th, 2027, 7.30pm Little Harrowden Village Hall • March 10th, 2027, 7.30pm Little Harrowden Village Hall • April 14th, 2027, 7.30pm Little Harrowden Village Hall 	
25.226	<p>Correspondence and Village Updates</p> <p>To receive an update on correspondence received:</p> <p>i) Private property tree branches overhanging Belgrove Park – resident responsibilities for removing cut and fallen branches.</p> <p>ii) Fix my Street - hedgerow to Gt Harrowden village exit. No update.</p> <p>iii) Free St John’s Ambulance defib training – Deferred June 2026.</p>	Clerk
25.227	<p>Defibrillator</p> <p>To receive Defib Status assessment and upload to The Circuit.</p> <p>Primedec Heartsave AED installed, checked and uploaded to The Circuit.</p>	Cllr Mackay
25.228	<p>Items for information or next Agenda</p> <p>Please submit April agenda item requests by no later than 9am, Wednesday 25.03.26.</p>	
25.229	<p>Date of Next Meetings:</p> <p>Annual Parish Forum: 22nd April 2026, 7.30pm at Little Harrowden Village Hall</p> <p>NP Public Information Evening: 6th May 2026, 7pm at Little Harrowden Village Hall</p> <p>Annual Council Meeting: 13th May 2026, 7.30pm at Little Harrowden Primary School</p> <p>Ordinary Council Meeting June: 10th June 2026, 7.30pm at Little Harrowden Village Hall</p> <p>Ordinary Council Meeting July: 8th July 2026, 7.30pm at Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Sept: 9th September 2026, 7.30pm at Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Oct: 14th October 2026, 7.30pm at Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Nov: 11th November 2026, 7.30pm at Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Dec: 9th December 2026, 7.30pm at Little Harrowden Village Hall</p>	

Appendix A

Little Harrowden Parish Council

Summary of accounts year ended 31 March 2026

	Year End	Budget
Income as detailed below (excluding VAT)	£31,800.00	£31,800.00
Income from grants, loans and donations	£9,040.79	
Expenditure as detailed below	£67,180.03	
Carry forward	£41,981.42	
Surplus for the year (ex VAT)	£15,642.18	
Surplus for the year (inc VAT)	£18,373.63	

Income

Precept	£31,800.00	£31,800.00
Interest received	£0.00	£0.00
Income from grants, loans and donations	£9,040.79	
VAT refund for 2024/25 received in 2025/26	£2,731.45	
Total income	£43,572.24	£31,800.00

Expenditure

Clerk salary	£10,544.71	£6,000.00
Clerk/council expenses	£1,883.76	£1,990.00
Streetlights running costs	£2,846.29	£4,000.00
Festive lights	£789.12	£300.00
Grass & hedge cutting, roadside maintenance	£5,640.09	£6,000.00
VAS Highways safety	£4,662.88	£8,000.00
Grit Bins	£0.00	£250.00
Play Area Improvement	£32,792.49	£5,000.00
Play Area Maintenance	£3,473.82	£2,150.00
Village Asset Maintenance	£996.00	£3,790.00
Defib	£50.00	£150.00
Audit fee	£739.80	£750.00
Membership subscriptions	£587.10	£600.00
Training	£715.20	£2,500.00
Insurance	£765.66	£1,200.00
Admin/Stationery	£371.11	£700.00
Grants given	£322.00	£0.00
VAT (to be reclaimed)	£8,224.61	
Total expenditure (ex VAT)	£58,955.42	£43,380.00

Reconciliation of bank balances for year ended 31 March 2026

Current account balance 01.04.25	£41,981.42
Total income for year	£43,572.24
Less Total expenditure for the year	£67,180.03
	£18,373.63
Represented by closing balance 31.03.26	£18,373.63

Appendix B

Fixed Costs	DENOTES OVER BUDGET	Budget 25/26	Q1	Q2	Q3	Q4	% overspend	Reason for overspend	Powers
								1. Grant awarded for new play equipment - Climbing wall installed May 2025 £7200 (£8640 - VAT). 2. PC owned footpath to meadow deemed a health risk: replacement hardcore path installed. Paid for from reserves budget carry over from 2024 to 25 remainder outstanding £2880.00 3. Complaints from residents led to removal of brambles/bamboo/weeds and purchase/installation of more hedging to improve privacy	S.10 Open Spaces Act and S.137 LGA 1972, Local Government Act 1972 Schedule 14, Paragraph 27; Section 164 LGA 1875 Local Audit and Accountability Act 2014
Meadow and Park Maintenance	Play area Improvements	£5,000.00	£12,072.57	£31,706.57	£32,675.46	£32,792.49	655.85%		S.114 LGA 1972
	Poor mans land (Income then expenditure at same time)	£0.00							S.10 Open Spaces Act and S.232 & 142 LGA 1972
	Graveyard grass (LHPC donation to church to arrange for cut)	£0.00							S.137 LGA 1972; War Memorials Act 1923, S1, LGA 1948 S123
	Meadow: grass (£2000), hedge and tree maintenance (£1500)	£3,500.00	£0.00	£0.00	£996.00	£996.00	28.46%		S.164 Public Health Act 1875 & S.98.10 Open Spaces Act 1906 and S.96 Highways Act 1980
Village Asset Maintenance/Events	Noticeboard maintenance (ISMP Bespoke Joinery built the boards)	£200.00							
	Village Remembrance Memorials	£40.00							
	Village Events	£50.00							
		£8,790.00	£12,072.57	£31,706.57	£33,671.46	£33,788.49	384.40%		
Defib	Defib Costs (full replacement due 26/27 approx £1k)	£150.00	£0.00	£0.00	£50.00	£50.00			LGA 1972 S137
		£150.00	£0.00	£0.00	£50.00	£50.00			
Highways and Streetlighting	Street lighting - running costs	£4,000.00	£690.68	£1,498.51	£2,150.43	£2,846.29	71.16%	Contract ended, increased unit cost. Awaiting refund from overcharge	Parish Council Act 1957 S.3; Highways Act 1980 S.301
	Street lighting - festive lighting	£900.00	£0.00	£0.00	£556.40	£789.12	263.04%	Festoon lighting purchase more expensive than forecast with additional fees to complete installation of power to consumer unit.	Parish Council Act 1957 S.3; LGA 1972 S.144
	Salt bins/salt (Mowman refills)	£250.00							S.96 Highways Act 1980
	VAS (Speed/Highway Safety (RESERVES))	£8,000.00	£424.30	£424.30	£4,512.88	£4,662.88	58.29%		S.15 & 35 LGA 1972
	Grass cutting park, verges and roadside	£5,500.00							S.80 & 96 Highways Act 1980
	Roadside planters, signage	£500.00	£1,684.64	£2,995.05	£4,256.97	£5,640.09	94.00%		S.96 Highways Act 1980; Public Health Act 1875 - Section 164; Open Spaces Act 1906 - Sections 9-10; LGA (Miscellaneous Provisions) 1976 - Section 19
		£18,550.00	£2,799.57	£4,917.86	£11,476.68	£13,938.38	75.14%		
Council Costs	Audit ext/int	£750.00	£415.80	£667.80	£739.80	£739.80	98.64%		LGA 1972 S137
	Training	£2,500.00	£399.00	£624.00	£715.20	£715.20	28.61%		LGA 1972 S111
	Memberships - NALC / SLCC	£600.00	£492.10	£587.10	£587.10	£587.10	97.85%		LGA 1972 S143
	Insurance	£1,200.00	£765.66	£765.66	£765.66	£765.66	63.81%		LGA 1972 S114
	Office Equip/stationary/IT/WFH	£700.00	£85.62	£187.67	£282.49	£371.11	53.02%		LGA 1972 S137/S151
	Current Account charges	£75.00							LGA 1972 S151
	Credit charges	£40.00							LGA 1972 S151
	Expenses	£500.00							The Local Authorities (Members' Allowances) (England) Regulations
	Hall Hire	£200.00							LGA 1972 S12
	DPO / ICO	£75.00							GDPR and Data Protection Act 2018
	Chairman Expenses	£100.00							Local Government Act 1972 sections 15(5) and 35(5)
	Neighbourhood Plan	£0.00							Localism Act 2011
	Council publicity	£0.00							LGA1972 S 142
	Elections May 2025	£1,000.00	£173.00	£505.67	£1,718.41	£1,883.76	188.38%	£898.86 goods/services for NP not in budget	Representation of the People's Act 1983
		£7,740.00	£2,331.18	£3,337.90	£4,808.66	£5,062.63	65.41%		LGA 1972 S111
Clerk Salary & HM Revenue	Additional £1500 allocated from RESERVES to cover NP due to loss of grant	£5,000.00							
		£6,000.00	£2,302.91	£4,446.23	£7,838.35	£10,544.71	76.74%	Additional hours for extra meetings, grant apps, NP	Public Health Act 1875, S164; Open Spaces Act 1906
Play area	Annual inspection	£150.00							Public Health Act 1875, S164; Open Spaces Act 1906
	Play repairs/etc (25/26 wetpour replacement)	£2,000.00							Public Health Act 1875, S164; Open Spaces Act 1906
	Fixed Assets maintenance: seats/bins/flagpole etc	£1,400.00							Parish Councils Act 1957, section 1
		£2,150.00	£0.00	£3,252.00	£3,473.82	£3,473.82	161.57%	Safety surface H&S issue, emergency repair needed	
								Previously not budgetted for grant giving, took income from Poor Mans Land rent donation (B3)	LGA 1972 S111 & LGA (Miscellaneous Provisions) 1976 S119
Grants (given by LHPC)		£0.00			£250.00	£322.00	322.00%		
		£43,380.00	£19,506.23	£47,660.56	£61,568.97	£67,180.03	140.79%		
Contingency 10%		£4,338.00							
TOTAL		£47,718.00	£19,506.23	£47,660.56	£61,568.97	£67,180.03	140.79%		
From Reserves	Village and Road Safety	£5,000.00							
	Additional measures?	£3,000.00							
	Less appropriate carry forward reserve	£(10,000)							
		£45,718.00							
	Precept	£31,800.00							
	Carry Forward @ 31.03.2025	£41,981.42							
Projects to be funded through grant applications	Staff wages / expenses	£1,500.00						This will be inadequate	
	Additional project mgmt/grant app'n hours + travel costs								
	Speeding Countermeasures (grant upto £50k)	£500.00							
	Volunteer Expenses / Training costs	£500.00							
	VAS/painted roads/visual stimuli/chicanes/speedwatch/education etc	£50,000.00							
	Grant application	£10,000.00							Grant was not renewed
Neighbourhood Plan	Lottery Funding	£5,000.00							Successful
Playground Improvements	Total	£67,000.00							