

The Parish Council of Little Harrowden

Clerk: Sylvia Tilaks
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Annual Council Meeting - Agenda

To members of the Council:

You are hereby summoned to attend the meeting of the Little Harrowden Parish Council on
Wednesday 13th May 2026 at 7.30pm at Little Harrowden Primary School, 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:  07.05.2026

26.1 Election of Chairman To nominate and resolve the appointment of Chair and to receive the Chairman's Declaration of Acceptance of Office	
26.2 Election of Vice Chairman To nominate and resolve the appointment of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office	
26.3 To receive the Declaration of Acceptance of Office of the Members of the Council	
26.4 To co-opt new Members to the Council	
26.5 To update councillor's information <ul style="list-style-type: none">Confirm Councillor's Declaration of (Pecuniary) Interests forms have been reviewed, and/or amended and submitted: Link to Councillor's Declaration of Pecuniary Interests online formSign Electronic Summons Consent form	
26.6 Appointment of Representatives To nominate and resolve the appointment of Councillors to undertake the following roles : <ol style="list-style-type: none">HighwaysVehicle Activated SignsInternal Accounts ControllerPolice Liaison RepresentativeNeighbourhood WatchCommunity Speed WatchBelgrove ParkVillage HallTrees and footpaths wardenNeighbourhood PlanningDefibrillatorNoticeboardFlag	

26.7	Public Participation Open Forum Members of the public and press may speak on items relating to the agenda only from 8.00-8.15pm.																																																								
26.8	North Northamptonshire Councillor Updates To receive updates from the Ward Councillors .																																																								
26.9	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 disclose it immediately. You may remain in the meeting and take part fully in discussion and voting unless the interest is deemed prejudicial: <ul style="list-style-type: none"> • 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. 																																																								
26.1	To receive requests for dispensation Requests for dispensation must be made to the Proper Officer in writing by no later than 9am, 13th May 2026 .																																																								
26.1	To receive and accept apologies Please notify the Clerk of any absence by no later than 3pm, 13th May 2026 .																																																								
26.1	To sign the minutes of the council meeting To approve and sign the minutes of the council meeting held on 15 th April 2026.																																																								
26.1	Chair's Report <ol style="list-style-type: none"> i. To receive an update and resolve next steps following receipt of response to formal complaint submission re NNC Councillor conduct. ii. To receive an update and resolve risk assessment for What A Big Do community litter pick. 	Chair																																																							
26.1	Finances <ol style="list-style-type: none"> i. To receive an update on and resolve the internal audit report and findings 2025 – 2026 (Appendix A) ii. To discuss and resolve the Governance Statement 2025-2026 (Appendix B) iii. To discuss and resolve the Accounting Statements 2025-2026 (Appendix C) iv. To discuss and resolve dates for Provision of Exercise of Public Rights to examine the statement of accounts. Suggested PKF dates Wednesday 3rd June 2026, ending on Tuesday 14th July 2026. v. To discuss and resolve the Bank Reconciliation (pro forma PKF) (Appendix D) vi. To discuss and resolve the Variances (pro forma PKF) (Appendix E) vii. To discuss and resolve Bank Mandates: standing orders and direct debits. viii. To note and resolve April 2026 income: <table border="1" data-bbox="140 1621 1342 1783" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Income April 2026</th> </tr> <tr> <th>Date</th> <th>By</th> <th>Payer</th> <th>Reason</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>16/04/2026</td> <td>BACs</td> <td>NNC Finance</td> <td>Precept</td> <td style="text-align: right;">£33,390.00</td> </tr> <tr> <td colspan="4">Total income up to 01.04.26 – 30.04.26</td> <td style="text-align: right;">£33,390.00</td> </tr> </tbody> </table> ix. To note and resolve April 2026 expenditure: <table border="1" data-bbox="140 1839 1342 2114" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Expenditure April 2026</th> </tr> <tr> <th>Date</th> <th>By</th> <th>Payee</th> <th>Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>01/04/2026</td> <td>DD</td> <td>Epson</td> <td>Monthly subs</td> <td style="text-align: right;">£16.99</td> </tr> <tr> <td>07/04/2026</td> <td>SO</td> <td>Mowerman</td> <td>Grass cutting</td> <td style="text-align: right;">£420.64</td> </tr> <tr> <td>09/04/2026</td> <td>DD</td> <td>Yu Energy</td> <td>Streetlighting Mar 26</td> <td style="text-align: right;">£188.41</td> </tr> <tr> <td>16/04/2026</td> <td>CC</td> <td>Boards Direct CC</td> <td>Noticeboard VH</td> <td style="text-align: right;">£118.80</td> </tr> <tr> <td>16/04/2026</td> <td>CC</td> <td>Norton CC</td> <td>Anti-Virus Yr 2 Subs</td> <td style="text-align: right;">£39.99</td> </tr> </tbody> </table> 	Income April 2026					Date	By	Payer	Reason	Amount	16/04/2026	BACs	NNC Finance	Precept	£33,390.00	Total income up to 01.04.26 – 30.04.26				£33,390.00	Expenditure April 2026					Date	By	Payee	Reason	Cost	01/04/2026	DD	Epson	Monthly subs	£16.99	07/04/2026	SO	Mowerman	Grass cutting	£420.64	09/04/2026	DD	Yu Energy	Streetlighting Mar 26	£188.41	16/04/2026	CC	Boards Direct CC	Noticeboard VH	£118.80	16/04/2026	CC	Norton CC	Anti-Virus Yr 2 Subs	£39.99	RFO
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16/04/2026	CC	Microsoft CC	Microsoft Office Subs	£12.10
16/04/2026	CC	Lloyds CC	Monthly Fee	£3.00
21/04/2026	BACs	HMRC	PAYE contribution	£334.56
21/04/2026	BACs	Dainty	Planter's maintenance	£319.53
21/04/2026	BACs	Davies	New Defib	£864.00
21/04/2026	BACs	NCALC	DPO	£14.40
21/04/2026	BACs	NCALC	NCALC Memberships	£508.86
21/04/2026	BACs	NCALC	Internal Audit	£366.91
21/04/2026	BACs	Eon	Streetlight repair	£42.00
21/04/2026	BACs	LH Village Hall	Defib hosting 26/27	£50.00
21/04/2026	BACs	Clerk	Travel April 26	£37.80
30/04/2026	DD	Sky	Mobile April May	£5.00
30/04/2026	DD	Epson	Printer subs	£16.99
30/04/2026	DD	Unity	Fee	£7.00
Total expenditure 01.04.26 – 30.04.26				£3,366.98

x. To note and resolve:

Credit card expenditure:

- a. Boards Direct: Noticeboard VH £118.80
- b. Norton: Anti-Virus Yr 2 Subs £39.99
- c. Microsoft: Office Subs £12.10
- d. Lloyds: Monthly Fee £3.00

• **New BACS payments due:**

- a. Clerk travel expenses April £18.90
- b. Planter Q1 plants £43.45
- c. VAS fixings £26.99
- d. Land Registry search fee £7.00
- e. LHPC meeting refreshments £22.06
- f. APM and NP info evening refreshments £134.83
- g. VAS units £6876.71
- h. ICO membership 2026/27 (due June 2026) £47.00

xi. To resolve and approve: April 2026 Bank Reconciliation

Apr-26		Bank Reconciliation	
Opening balance	Apr-26		£18,373.63
Total income			£33,390.00
Total expenditure			£3,366.98
Closing Balance	Apr-26		£48,396.65
Opening balance at	Apr-26		£18,373.63
Total income			£33,390.00
Total expenditure to			£3,366.98
Closing balance to date	Apr-26		£48,396.65
Checked against statement at			£48,396.65

xii. To discuss and resolve Council insurance renewal quotations.

xiii. To discuss and resolve the Model Standing Orders.

xiv. To discuss and resolve the Model Financial Regulations.

xv. To discuss and resolve the Council's Financial Risk Assessment and Management policy.

xvi. To discuss and resolve the Council's Code of Conduct.

xvii. Sign/re-sign adherence to the Council's Code of Conduct in acceptance of the standards contained therein.

26.1	Policies To discuss and resolve the deferral of the review and resolution of the following policies : <ul style="list-style-type: none"> • General Risk Assessment • Recruitment • Family Friendly (new) • Data/GDPR (multiple) • Complaints/Compliments procedure • Biodiversity (new) 	Clerk
26.1	Planning Link to the North Northants Planning Application Portal i. To discuss and resolve applications received : None received. ii. To discuss and resolve updates to applications : <ol style="list-style-type: none"> a. Home Farm - Planning Enforcement team response. b. Furnace Lane – agricultural application 	Cllrs Davies & Blood
26.1	Belgrove Park i. To receive an update on the monthly assessment of Belgrove park and resolve actions noted . ii. To receive an update on and resolve outstanding actions on the hardcore path remediation. iii. To discuss and resolve request for skate park in Little Harrowden received from young resident via Rt Hon Stuart Andrew.	Cllr Cotter
26.1	Village Hall To receive an update on Village Hall meetings, activities and resolve where necessary on the following: <ol style="list-style-type: none"> i. Village Hall report: Cllr Blood and Mrs Smith. ii. HM Land Registry: no update. iii. Police, Fire Safety visits and talks, First Aid training. 	Cllrs Blood & Mackay
26.1	Police Matters i. To receive an update and resolve where necessary on the following: <ol style="list-style-type: none"> a) PLR and Neighbourhood Watch activities: pending b) Immediate Justice programme: pending ii. Crime reports : outstanding	Cllr Davies / Clerk
26.2	Highways, Speeding and VAS i. To receive an update on speeding data VAS data for Hilltop inbound & Hardwick Road inbound summary: Hilltop: Average speed at 39mph 85th percentile up 2.6mph since Feb report to 46mph Vehicles per hour volumes in the morning marginally lower BUT increase in afternoon rush hour traffic Max speed was clocked at 90mph! Hardwick Rd: No material change in speeds observed since last month. Average speed up 0.2mph to 30.3mph. Non-Easter volumes in the afternoon rush hour have shown marginal reductions but remain above 400 per hour New VAS Signs: New VAS signs have been erected on both Hardwick Road and Wellingborough Road. The old sign from Hardwick Road has been placed on Hilltop, facilitating data observations for both outbound and inbound traffic.	Cllrs Cotter & Blood

	<p>Orlingbury Road: Data 11/3-14/4</p> <p>Average speeds have increased over Feb/Mar. Inbound up 0.6mph to 26.5 and outbound up 0.3mph to 30.2.</p> <p>85th percentile up 1mph on both inbound and outbound traffic to 31mph & 35mph respectively</p> <p>The percentage of vehicles speeding was also worsened to 18% Inbound & 44% Outbound, both up 3ppt</p> <p>Volumes per hour have shown a marginal reduction in both directions.</p> <p>Total volume of vehicles outbound is 50% higher than inbound, driven by high afternoon rush hour 400 vehicles per hour.</p> <p>i. To receive an update on Community Speed Watch (CSW)</p> <p>ii. No Parking – Turning Circle: compliance monitoring - pending.</p>	
26.2	<p>Neighbourhood Plan (NP)</p> <p>To receive an update on Public Information Evening and resolve stages of correspondence and level of transparency to residents prior to completion and publication of draft one.</p>	Cllr Grout
26.2	<p>Clerk's Report</p> <p>i. To receive an update on, discuss and resolve NNC Local Transport Scheme.</p> <p>ii. To discuss and resolve Clerk overtime: April 2026.</p> <p>iii. To receive an update on memorial bench in Belgrove Park – Little Harrowden Primary School.</p> <p>iv. Forest School request – lower meadow. Pending.</p> <p>v. LHPC Contact Us page – Village Hall bookings weblink. Pending.</p> <p>vi. To discuss and resolve installation of Bird boxes – Hilltop bus stop.</p> <p>vii. To discuss and resolve tree cut down and waste dumped in Belgrove Park.</p> <p>viii. To discuss and resolve notifications of overgrown vegetation in Town Close and escalation to Cllr Brown</p> <p>ix. To receive an update on Fix my Street submission hedgerow to Gt Harrowden village exit.</p> <p>x. To receive an update on and resolve actions Wrenn School Bus cancellation.</p>	Clerk
26.2	<p>Defibrillator</p> <p>To receive Defib Status assessment and upload to The Circuit.</p>	Cllr MacKay
26.2	<p>Correspondence and Village Updates</p> <p>No correspondence received.</p>	Clerk
26.2	<p>Items for information or next agenda</p> <p>Please submit June agenda item requests by no later than 9am, Wednesday 27.05.26.</p>	Clerk
26.2	<p>Date of Next Meetings:</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> <p>Ordinary Council Meeting Jan: January 13th 2027, 7.30pm Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Feb: February 10th 2027, 7.30pm Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Mar: March 10th 2027, 7.30pm Little Harrowden Village Hall</p> <p>Ordinary Council Meeting Apr: April 14th 2027, 7.30pm Little Harrowden Village Hall</p>	