



Harlestone Parish Council

www.harlestonepc.org

Executive Officer/Clerk to the Council: Paul Thomas HarlestoneClerk@BTinternet.com
The Old Bakehouse, Harlestone Village NN7 4EP

Members of the Council are hereby summoned and members of the public and press are invited to attend the meeting of Harlestone Parish Council. This meeting may be recorded, but such activity must not impede the conduct or business of the meeting.

Harlestone Village Institute NN7 4EH
19:00 on Wednesday 16th June 2021

AGENDA 001

044. The Council to Elect a Chairman.

The Chairman will be elected for 12 months/or until the next Annual Meeting of the Council. This must be recorded by the Executive Officer, the new Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

045. The Council to Elect a Vice Chairman if this position becomes vacant due to the election of a chairman.

The Vice Chairman will be elected for 12 months/or until the next Annual Meeting of the Council. This must be recorded by the Executive Officer, the new Vice Chairman to sign the Acceptance of Office document in the presence of the Proper Officer.

046. Attendance and Apologies

Councillors:

(Chairman)

Cllr Sarah Stock (Vice Chairman)

Cllr Ken Waller

Cllr Tim Cross

Cllr Susie Holland

Cllr Toni Perryman

Cllr Sue Flynn

Cllr Rupert Knowles

- Resignation received from Cllr Russell Francis

047. Approval of the Minutes from the previous meeting(s)

The distributed and published minutes from the previous meeting(s) of the parish council.

048. To receive Declarations of Interests by members and applications for Dispensation by the council

Members are requested to make any declarations of personal or prejudicial interests, in line with the 2020 code of conduct, relating to items on this agenda.



049. Public Time for Comments by Members of the Public

Whilst parish council meetings are open to the public, contributions are limited by standing orders to allow only invited/scheduled guests or councillors to contribute. However, there is a section in each meeting when the Chairman suspends standing orders to hear any members of the public who wish to address the parish council. This time is limited to 15 minutes and three minutes per contribution unless requested otherwise by the Chair and/or councillors. This is in line with Standing Orders of 2020, Standing Orders will then be reinstated to allow the Council to resume its meeting and discussion items.

Decision Items

050. DA/2021/0274 (Application Withdrawn)

England's Cottage, 74 Duston Road, Upper Harlestone
Construction of a new dwelling with new access, parking, landscaping, and ground mounted solar panels.

051. WND/2021/0220

England's Cottage, 74 Duston Road, Upper Harlestone
Works to fell trees in a conservation area.

052. WND/2021/0081

Grafton Lodge, Duston Road, Upper Harlestone
Works to trees within a conservation area.

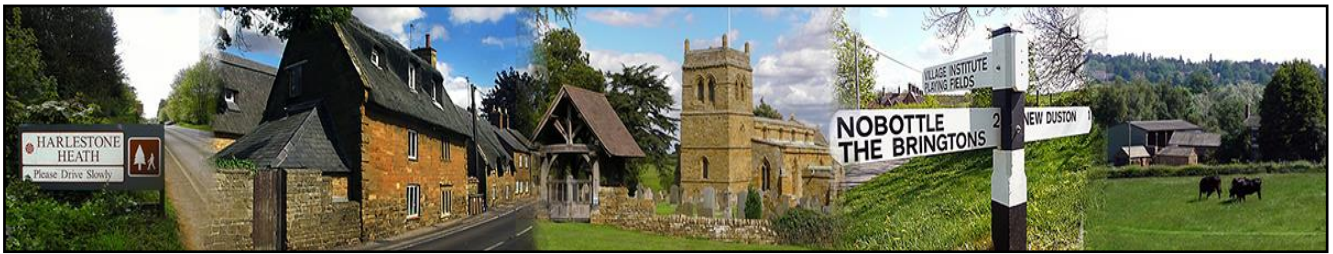
053. WND/2021/0108

The Quarries, New Road, Upper Harlestone
Demolition of existing conservatory, construction of a single storey rear extension.

054. Annual Governance and Accountability Return 2020/2021

Proposal to approve the AGAR financial figures from the RFO before the submission to the external audit and to take note of recommendations from the internal auditor.

[Please see Appendix A \(5 Pages\)](#)



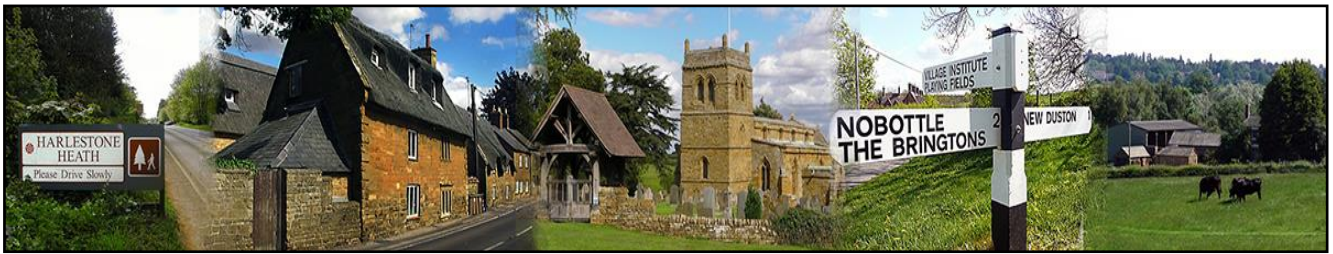
055. Financial Update from the Executive Officer

The schedule of payments has been circulated and published with the agenda. The finances to be approved and items for payment authorised.

Schedule of Payments

<i>Staff Salary</i>	<i>Autella Payslip</i>	£ 543.13
<i>Gigaclear</i>	<i>DD Broadband</i>	£ 45.00
<i>BT Council Office</i>	<i>DD Phone</i>	£ 40.00
<i>BT Village Institute</i>	<i>DD Broadband</i>	£ 38.39
<i>Staff Pensions</i>	<i>DD Nest</i>	£ 39.60
<i>Russell Francis</i>	<i>Zoom Charges</i>	£ 14.39
<i>E-on Electricity Bill</i>	<i>Village Usage</i>	£ 91.61
<i>LGG Services</i>	<i>Verge Mowing - Jun</i>	£ 160.00
<i>LGG Services</i>	<i>Verge Mowing - May</i>	£ 320.00
<i>A&A Landscapes Ltd</i>	<i>Village Green, Institute, Church</i>	£ 552.00
<i>Police & Crime Commissioner</i>	<i>PCSO April to September 2021</i>	£ 1,858.08
<i>Precision Signs</i>	<i>Brass Plaque WW2 Oak Tree</i>	£ 132.00
<i>Finger Post Signs</i>	<i>50% Deposit</i>	£ 3,650.00
<i>West Northants HM</i>	<i>Climate Change</i>	£ 826.34
<i>Isabel Stock</i>	<i>Litter Picking November</i>	£ 19.00
<i>Bella Linskey</i>	<i>Litter Picking November</i>	£ 19.00
<i>E-on Electricity Bill</i>	<i>Playing Fields</i>	£ -
<i>Gary Slinn</i>	<i>Machinery 4 Golf Advert</i>	£ 36.00
<i>Mrs L V Moriarty</i>	<i>Toro 6500 Cylinder Mower</i>	£ 3,570.00
<i>Ivor Caswell</i>	<i>Tractor Diesel 80ltrs @ 53p</i>	£ 42.40
	<i>Playing Fields Expenditure</i>	£ 3,648.40
<i>Amazon</i>	<i>Scandisc Memory</i>	£ 10.99
<i>Amazon</i>	<i>Wildlife Camera</i>	£ 56.56
<i>Microsoft</i>	<i>365 Family</i>	£ 39.99
<i>Amazon</i>	<i>Brother Ink</i>	£ 30.75
	<i>EO Office Expenses Transfer</i>	£ 138.29
	<i>Total Monthly Spend</i>	£ 12,135.23

Signed: Chairman Signed: EO/Clerk



Unity Trust Bank

06.June.2021

Current Account (872)	£	19,205.96	CIL Deposit Account (898)	£	19,527.86
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Reserve Account (885)	£	20,000.00	Total Accounts	£	70,236.65
Neighbourhood Plan Grant (885)	£	-			
Playing Fields (885)	£	11,502.83			
	£	31,502.83			

- EO to update the council on the monthly bank reconciliation and QFAR
- The payment schedule to be agreed by the council and signed by the EO and Chairman
- **West Northants will pay precept funds to the HPC: 30th September 2021**

Discussion Items

056. Parish Path Wardens Recruitment Now Open.

The Role of a Parish Path Warden

- Do you love walking and being out in the fresh air and exploring your local area?
- We are asking people to support the work we do by noting down any concerns you have that will affect others using Rights of Ways.
- We are looking for people who have a keen eye and are able to consider differing needs as paths may be clear for some users but may be difficult to access for others.
- Anyone who regularly walks in their local countryside and community can just note down things they find an issue or think may be a problem for others.
- All you need to do is note the problem down and take a photo if possible, either with a camera or with your phone.
- When you come across a path problem e.g. vegetation overgrowth, difficult stile, locked gate, collapsing footbridge, path not made good after ploughing, all you need to do is report it.
- Reporting is easy and we have a great public reporting system that is easy to use.

057. Updates from the Advisory Sub Committees

This item will be reinstated for discussion at the July Meeting

058. Updates from Working Parties and Points of Contact

This item will be reinstated for discussion at the July Meeting



Actions Outstanding from previous meetings

149. j Allotments

- Proposal to investigate re-stocking the perimeter hedgerow of the allotments with new whips of indigenous species.
- Althorp/Adey will assist with information on identifying the species and the best time to plant.
- EO to source a quote once the whips are in stock from the Woodland Trust.

PENDING

013. NCR National Community Service

A government sponsored organisation that provides opportunities for 16- to 25-year-olds to take part in social support activities. NCS has an established relationship with Rotary throughout Britain and together they are looking for new opportunities to undertake.

- The Chairman and the EO have identified an area to be cleared and prepared for a wildflower planting project.
- Work is carried out by young Rotarians and volunteers.
- The team would be supervised and have their own insurance.

Action

- EO to liaise with Allan Wilson to complete the above wildflower project.

PENDING



Communications with or by the Council

The Council lists and considers here, any correspondence or contact between the council, the clerk and the public on issues which are of interest. Since the last meeting, such correspondence included:

- Online Crime Reporting:
www.northants.police.uk/ro/report/ocr/af/how-to-report-a-crime/
- Transport & Mobility solutions in Daventry District: spread the word regarding the services of DACT in local areas www.dact.btck.co.uk
- Daventry District Council COVID support line: 0300 126 1000
- Care and Repair funding for disabled facilities up to £30k per household
www.daventrydc.gov.uk/careandrepair
- Unitary Council update from NCALC: www.northantscalc.com/lgr.html
- Think NHS First: if you have an urgent but not life-threatening medical need, call NHS 111 first rather than going straight to A&E, 111 will prioritise emergency medical treatment.
- Due to the impact of Coronavirus over 5.5 million people are claiming Universal Credit
<https://www.jobcentrerearne.com/universal-credit/>
- Introducing your new council from 1st April 2021 – www.westnorthants.gov.uk
- Corridor Rail Project, Rugby to Leicester – Zoom 24th June 3pm, email the Clerk for details.
- Next SPOC/PCSO meeting 14:00-15:30 19th August 2021
- Cllr Knowles Training booked: 10:00-12:30 30th June 2021
- New mower at the playing fields has arrived.
- The Kissing Gate along Nursery Corner has been reinstalled.
- Fix my Street: reported large pothole and broken road surface near the HVI.
- Highways: reported collapsing footpath retaining wall along CU8 Upper Harlestone.
- PCSO Report circulated to councillors.
- BHS Safety Team has erected Dead Slow signs in Harlestone and Church Brampton, this is in conjunction with Northants Highways.
- Police Commissioner Meetings: booked for the PLR and Cllr Knowles, 15th June and 12th July.
- Pre-planning application for a telecoms mast Harlestone/Church Brampton on behalf of EE Ltd.
- Gary Slinn has sold an unused Charterhouse Disc Seeder for £1500
- Quarry: 10 metre set-a-side along the Western edge to create a large area of extra tree planting on top of the 100 trees already proposed.
- Cllr Cross has been to view property 133 Upper Harlestone regarding reported flooding.
- Cllr Cross progressing the electrics for the BT phone box, cost £580
- Fix my Street: reported drainage/flooding issues at 3 The Green
- Permission given by West Northants for works to a Sweet Chestnut tree in Church Lane.

Meeting Closed at:



Next Meetings 2021/2022

Wednesday	16	June	2021
Wednesday	7	July	2021
Wednesday	1	September	2021
Wednesday	6	October	2021
Wednesday	3	November	2021
Wednesday	1	December	2021
Wednesday	2	February	2022
Wednesday	2	March	2022
Wednesday	6	April	2022
Wednesday	4	May	Annual Meeting of the Council
Wednesday	18	May	Annual Meeting of the Parish

9:00 at Harlestone Village Institute

Deadline for items for the next meeting to the EO/Clerk please:

No Later than: 10 days before the meeting

Paul Thomas - Executive Officer

Dated: 06th June 2021

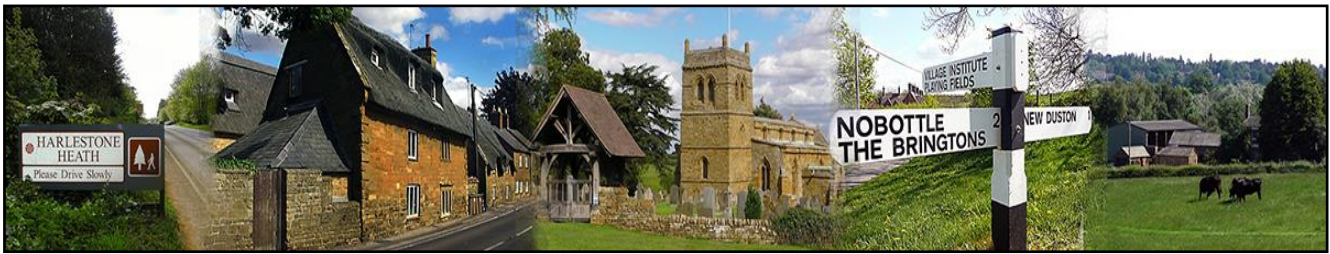
Paul O.R. Thomas esq

Signature:

Executive Officer/Clerk: Paul OR Thomas

Signature:

Chairman: Cllr Russell Francis



Appendix A

Section 2 – Accounting Statements 2020/21 for

HARLESTONE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	60,776	99,869	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	57,176	29,446	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	35,449	18,770	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,256	12,002	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	42,276	80,680	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	99,869	55,403	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	99,869	55,403	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	80,298	84,843	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		/	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



Annual Internal Audit Report 2020/21

HARLESTONE PARISH COUNCIL
www.harlestonepc.org

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		Petty cash paid on clock repairs
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick 'not covered')			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 20/2/2021, 19/05/2021
 Name of person who carried out the internal audit: DANIEL JONES, NCAIC, INTERNAL AUDITOR
 Signature of person who carried out the internal audit: [Signature]
 Date: 19/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Northants CALC IAS

End of year Internal Audit Report (to be read in conjunction with Annual Internal Audit report in the Annual Governance and Accountability return

Name of council:	Harlestone Parish Council		
Name of Internal Auditor:	Dianne Isaacs	Date of report:	19/05/21
Year ending:	31/03/21	Date audit carried out:	17 -19 /05/21

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit. It would be incorrect to view internal audit as a detailed inspection of all records and transactions of a council to detect error or fraud. The report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The Council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

Due to COVID -19 The End of Year Internal audit will be carried out remotely this year. I trust that you all stay safe and well during the year.

***Cllr Russell Francis was nominated Chairman of the Council at the meeting in May 2020
Cllr Sarah Stock was nominated Vice Chairman.***

***Paul Thomas is the Executive officer/ Clerk and appointed R.F.O. to the Council.
Councillors : There is one Casual Vacancy on the Council***

To the Chairman of the Council:

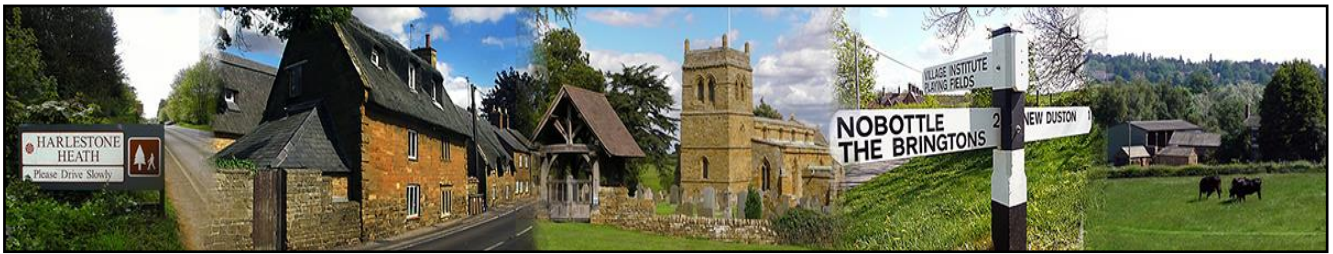
**External audit- PKF Littlejohn
2019/20 Financial year**

In line with the Accounts and Audits regulations 2015 the Clerk has published the Notice of the period for the exercise of public rights on the Council's website and AGAR Section 1 and 2.

External audit comments: Please ensure that amendments are corrected in the prior year comparatives when completing the AGAR 2020/21. **The Clerk has actioned this request.**

Yearend Internal audit report 20/02/21

The report was noted by the Council and minuted at the March Council meeting.



Council's website

Due to Covid restrictions I have used the Council web site to gain information for the Interim audit.

In line with transparency, I would recommend the Council to look at improving the web site with a view of making it more user friendly and publishing more information relevant to Council business.

Evidence of Internal control / Risk Assessment

The Council set up a working group to Review their Internal control procedures and Risk assessment documents.

Due process

Standing orders/ Financial regulations

The Council has adopted Standard orders and Financial regulations.

Minutes of Council meetings

Due to Covid 19 restrictions the Council are holding their meetings by Zoom video link.

I checked the minutes to 31.03.2021 and there were no unusual activities that came to my attention.

Data protection

The Council renewed its Data protection in July at a cost of **£40.00**

The Council has appointed the services of NCALC for a Data Protection Officer and adopted the relevant policies and documents.

Precept/ Budget

The Council has received their precept of **£ 29446** from DD Council. This figure is recorded in AGAR Section 2 (2)

Insurance

The Council has reviewed their insurance with BHIB and there is a £250 refund.

Payroll

The Executive Officer Paul Thomas is the sole employee of the Council and his salary has been agreed by the Council

Total salary and employer contributions £12,002 are recorded on AGAR Section2 (4)

Expenses are paid separately to the Clerk

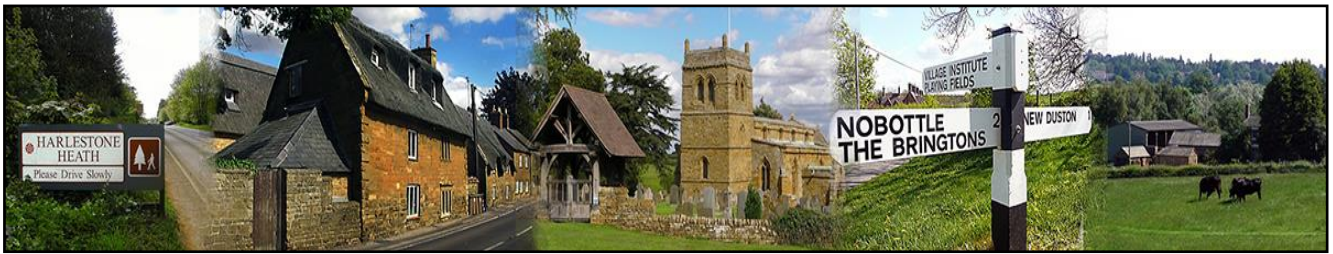
Council's Assets

Additional assets have been purchased during the year.

Total assets at 31.03.2021 - **£84,843** This figure is correctly recorded in AGAR Section 2 (9)

Receipts and Payments ledger

An audit trail was carried out on several receipts and payments items to 31/03/2021 and there were no discrepancies on these transactions.



Bank accounts

There is a bank reconciliation for each account and there are no unexplained balancing entries in the Receipts and payments ledger and the Bank statements at 31.03.2021

Account	20373872	£ 7409.50
	20373898	£19527.86
	20373885	£28465.33
TOTAL		£55402.69

£55403 is recorded in AGAR Section 2 (7) (8)

AGAR Section 2 Variances – The Clerk will explain significant variances to the External auditor.

I would like to thank the Clerk for forwarding me all the relevant information required to complete the end of year audit.

The Council must approve Section 1 of the AGAR before approving Section 2 and both must be approved and published on the Council's web site before 1st July 2021. Under the Accounts and Audit regulations the Council must publish the Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.

It is recommended as best practice that the Council publish the Annual Internal audit report on the website.

Yours sincerely

Dianne Isaacs Internal auditor NCALC
[07790269798](tel:07790269798) di.isaacs01@gmail.com



The figures submitted in the Annual Return are:

	Year ending 31 March 2020	Year ending 31 March 2021
• Balances brought forward	60776	99869
• Annual precept	57176	29446
• Total other receipts	35449	18770
• Staff costs	11256	12002
• Loan interest/capital repayments	Nil	Nil
6. Total other payments	42276	80680
7 Balances carried forward	99869	55403
8. Total cash and investments	99869	55403
9 Total fixed assets and long term assets	80298	84843
10 Total borrowings	Nil	Nil

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2020.pdf>