

## **Minutes of the Meeting of Harlton Parish Council held on Tuesday 27 May 2014 in the Village Hall, Harlton**

### **Present:**

Kim Quince (Clerk)

Councillor: Peter di Mambro (Chairman)

Councillor: Ben Banks

Councillor: Richard Benson

Councillor: Margaret Robinson

Councillor: Anthony Titley

In attendance: County Councillor Sebastian Kindersley

### **1.0 Election of the Chair of the Parish Council (PC) and receipt of Chair's Declaration of Acceptance of Office.**

Cllr Peter di Mambro was unanimously elected as Chairman of the PC (Proposed by Cllr Richard Benson and seconded by Cllr Margaret Robinson). A declaration of Acceptance of Office of Chair was duly signed.

### **2.0 Election of Vice-Chair of the PC**

Cllr Anthony Titley was unanimously elected as Vice-Chairman (Proposed by Cllr Peter di Mambro and seconded by Cllr Ben Banks).

### **3.0 Apologies for Absence**

Apologies received from District Councillor Robin Page.

### **4.0 Receipt of Declarations of Acceptance of Office as Councillors and agreement to abide by the PC's Code of Conduct**

Declarations of Acceptance of Office and an undertaking to observe the PC's code of conduct (agreed 2012) were received from Councillors.

### **5.0 Councillors to complete and sign the register of Disclosable Pecuniary Interest Forms 2014**

Register of Interest forms were duly completed and signed by all members

### **6.0 To confirm appointment of Kim Quince as Clerk and Responsible Financial Officer (RFO) to the Parish Council and salary review for 2014**

The appointment of Kim Quince as Clerk and RFO was ratified (proposed by Ben Banks and seconded by Margaret Robinson). The PC agreed an annual increment to NALC / SLCC SCP 23, including the recommended National Joint Council (NJC) salary award for Local Council Clerks 2013/14.

The PC approved paying the clerk's annual membership subscription fee to the Society of Local Council Clerks

### **7.0 Councillors to disclose any Pecuniary Interests (DPI's) pertaining to the agenda items listed below. None were declared.**

### **8.0 To approve and sign the minutes of the meeting held on 25 March 2013**

The minutes were approved and signed by the Chair as a true and correct record.

### **9.0 Public Participation – There will be a period of 10 Minutes, with the Chairman's consent, for members of the Public to speak on matters that concern the Parish**

No members of the public were present

## **10.0 To receive reports on business actions from previous meetings**

**Jubilee bench:** The Chair had drafted an email and circulated to members for comments/ edits in response to a request from a village resident to consider alternative sites for the Jubilee bench. This had been sent outlining the reasons why the Glebe was the preferred site for the bench – there has been no response to the communication to date.

### **Cost for the repair of the stone lintel in the Village Hall and the general condition of all the stone lintels on the building.**

It was agreed at the village meeting in April that John McNeill would make investigations with the stone masons **ACTION:** Chairman to follow up progress with John McNeil.

## **11.0 To receive report from County Councillor**

Councillor Notes for May were circulated by email. Sebastian Kindersley reported that the new CCC Committee was in place and making decisions.

The guided bus will be extended. From 3<sup>rd</sup> June the amalgamation of bus services will include a new number 28 service, with the option of a demand responsive Community transport (DRT) service from 1 pm. Later in the year, this type of service could be extended to the 75 bus service through Harlton with a latter possibility of extension to the Park and Ride sites. Another service - Bus Explorer, will pick up from Harlton on the A603 into Cambridge on Sundays and Bank holidays, with space to carry bikes.

CEMEX have appointed Keltbray Rail to remove the waste from the quarry site at Barrington. The planning application for the proposed development is now likely to be after August.

## **12.0 Finance:-**

### **12.1 Presentation of the PC's accounts for year end March 2014.**

The end of year accounting statements were circulated and the figures discussed and approved by council

### **12.2 To sign the Annual Return Year End 2014**

All the relevant sections of the Annual return for the financial year ended 31 March 2014 were completed and the annual governance statements were approved by the council, and the Annual Return signed by the Chair. The clerk to submit the Annual return to the external auditors, in line with the audit deadline of 9 June 2014

### **12.3 Internal Auditor's report**

The council's independent internal audit has been carried out and concluded that 'proper and adequate practices are in place to ensure that the ongoing and annual reporting satisfactorily reflects a true and fair view of the financial activities and position of the Parish Council for the year ended 31 March 2014'

### **12.4 To review the PC's system of Internal Financial Controls; and approve the Financial Regulations for 2014**

The system of Financial Controls was reviewed by the PC and updated to include the following amendment with reference to direct debits: 'The Council is to appoint a councillor to be responsible for the maintenance of payments that are made by direct debit. The RFO is to be notified whenever any change is made and to check the effect against the subsequent bank statement'. It was agreed that the Clerk/ RFO will bring the bank statements to each meeting for review. It was agreed that the Chairman would be responsible for the direct debit payments for 2014.

## 12.5 To approve the following invoice payments:

- **CAPALC Affiliation fee 2014-15** - payment approved
- **£76 Clerks membership subscription, Society of Local Council of Clerks** – payment approved
- **£9.00 HMRC – PAYE** - retrospective payment approved
- **£853.69 Cambridshire County Council, 40 mph road signs** - retrospective payment approved.
- **£23.88 print cartridge, stationery and postage** - retrospective payment approved
- **£ 78 Playground report (ROSPA), Playsafety Ltd** – payment approved
- **£ 300 – Danielle Kinsella (re Website new design and build)** – payment approved, including £89.99 for the annual web hosting.
- **Village meeting refreshments** – Cllr Margaret Robinson to submit an invoice for £18

## 13.0 Replacement computer for the Clerk's home working

The council agreed to pay up to £500 for a replacement computer for the Clerk. The computer would be owned by the PC. The purchase of Windows Microsoft Office software (to upgrade from Windows XP) would be the responsibility of the Clerk.

## 14.0 Roles and Responsibilities of Parish Council Members.

Members agreed to continue with the roles outlined in July 2012 - see attached appendices.

Cllr Richard Benson and the Clerk will have responsibility for the content management of the website (see item 16.8 below)

## 15.0 Playground – RoSPA Annual Inspection Report and Parish Council monthly inspection.

Councillor Benson had swept the playground in mid April and carried out the PC's monthly inspection on the 16<sup>th</sup> May. The PC reviewed and discussed the play area safety inspection report carried out on 16 April 2014 by Playsafety Ltd. It was noted the present overall risk rating for the play space is Low. The entrance gate requires remedial works to tighten loose fixture & fittings and repositioning of the bolt or to replace a rotten post. A damaged seat should be monitored and checked on a routine basis. **ACTION:** Cllr Ben Banks to fix the entrance gate bolt.

## 16.0 Reports and discussion for ongoing items:-

### 16.1 Village Hall trustees report: update on replacement roof windows for the VH

The roof lights had been delivered. Offord & Camp will commence works once the inclement weather has abated. It was noted that the quotation for the replacement windows does not come with a written warranty. However, the Chairman reported that he had spoken to the builder, who gave assurance that the works would be completed to the specification required and would meet the company's qualitative standard for such works.

**ACTION:** It was noted that the Village Hall rent for 2013 was outstanding – Cllr Benson will mention this to the Trustees.

### 16.2 Parking improvements on the Glebe – Cllr Banks to investigate possibilities.

### **16.3 Replacement goal posts**

**ACTION** Cllr Benson to investigate costs for replacement steel goal posts with wheels and to circulate cost by email for consideration.

### **16.4 Management of the Clunch Pit**

The Clerk had chased Richardson Tree surgery for an invoice for the safety related work carried out. No other matters to report.

### **16.5 Space and Community facilities; allocation of monies**

It was agreed to allocate the Community Facilities monies towards the replacement roof lights for the village hall and to allocate the Open Space monies against parking improvements on the Glebe, once costs are known.

### **16.6 Village Risk Assessments /Emergency Parish Plan – ongoing**

**16.7 Speed reduction measures in the village** – awaiting 50 mph speed reduction measures to commence for the A603. Chairman reported that the CCC Highway's department current priority is dealing with 20 mph speed reductions in the area.

### **16.8 Website**

The new build is now complete with the Internet service provider and email account transferred over to Heart via DK hosting for the annual cost of £89.99. This includes a 10 year subscription for the purchase of the domain Harltonvillage. It was also agreed to purchase the domain Harlton.org.uk once the Church gives up the domain from October this year. This will avoid confusion in the future, particularly if the PC changes the email address to 'harltonpc.org.uk'. The PC agreed to remove the image of the table and chairs from the HOME page and replace with an image of the Church/ link to the Church pages, with the Parish Council link available from the left hand navigation menu. **ACTION:** The Clerk will speak with Danielle about actioning the changes; transferring the Harlton.org.uk domain to the PC/ and costs; and access passwords and training for the content management system.

### **16.9 Cambridgeshire Future Transport (CFT) – update from the Haslingfield meeting**

There is a working group meeting on 16<sup>th</sup> June in Haslingfield. Cllr Robinson will attend.

**ACTION** Chairman will ask if Susan Schofield is available to attend also.

### **16.10 CEMEX – Proposed development at the former cement works Barrington**

Chairman reported that he had received communication from Barrington PC that they intend to send a letter to SCDC outlining their reasons for objection to any proposed development on the site, namely that it would contravene the South Cambs Local Plan consultation process and the 10 year plan for housing development therein. **ACTION:** Chairman to circulate the letter by email for consideration at the next meeting with the view of possibly agreeing to endorse the objections.

### **16.11 Incidents and observations relating to the village**

It was reported that there had been minor vandalism at the cricket club pavilion.

**ACTION** It was agreed to invite the PCSO to the next PC meeting.

It was noted that drainage improvements have been carried out in the village.

**ACTION:** Councillor Titley raised the matter of the condition of the water pump in Eversden Road and was tasked by the Chairman to investigate.

## **17. To discuss and consider correspondence:**

- **12/5/2014 CCC - Councillor Notes** - circulated
- **01/5/2014 SCDC Monthly Planning update (May)**- circulated
- **17/4/2014 CCC - Verge and Village grass cutting programme** - circulated

- **01/4/2014 CAPALC e-bulletin** - circulated
- **25/3/2014 CCC – Letter re new charges for Park and Ride** – circulated
  
- **26/3/2014 SCDC – notification of works re drainage improvements , Eversden Road**
- **31/3/2014 SCDC – Parish news - e-bulletin** – circulated

**18. To report on matters for consideration at the next meeting**

Review of the PC's Standing Orders

Ongoing business items

**19. To approve date & time of next meeting**

Meeting Closed 9.45 PM

Signed.....Dated

Chairman Harlton Parish Council