

Minutes of the Meeting of Harlton Parish Council held on Tuesday 21 October 2014 in the Village Hall, Harlton

Present:

Councillor: Peter di Mambro (Chairman)

Councillor: Ben Banks

Councillor: Anthony Titley

Kim Quince (Clerk)

In attendance: County Councillor Sebastian Kindersley, Chris Coleridge

1. **Apologies for absences** – apologies received from Cllr Richard Benson and District Councillor Robin Page
2. **To receive Members' declaration of interest and dispensations** – none declared
3. **Public Participation** – Chris Coleridge was present
4. **To approve and sign the minutes of the Parish Council meeting held on 23 September 2014**
The minutes were duly approved and signed as correct by the Chairman
5. **To receive reports and report on business actions from the previous meeting:**

5.1 Quotations for the maintenance works to Water pump/ Eversden Road

Cllr Anthony Titley had not managed to find any paint blasting companies in Royston. Chairman reported that he had received a verbal quotation of £350 from a mobile company based in Sawston to sandblast and paint the water pump on site. It was agreed to accept the price to carry out the works, subject to receiving confirmation of the costs in writing.

ACTION: Chairman to seek written quotation and to progress the quotation from Martin Coghlan for the fencing and wooden enclosure works.

5.2 Stone lintel repairs re Village Hall; confirmation of contractors public and employer's liability insurance

The clerk had been sent a copy of the contractor public and employer's liability insurance. It was noted that the work had been completed to a good standard and the invoice could be paid when received. The chairman had been present when the works were carried out and reported that the stone masons had found that the deterioration of the lintels, in relation to the brickwork, was not as extensive as thought.

5.3 Failure of street drains in Harlton update on when the gully cleaning for Harlton will be carried out.

The Clerk had been advised by CCC that the gully cleaning would take place w/c 13 October. It had not been done to date.

ACTION: Clerk to follow up again.

5.4 Update on the request to film in the Clunch pit

The clerk reported that an email had been sent in response to the request. However she had not heard anymore from them.

5.5 To seek clarification from internal auditor regarding financial controls re quotations for works and services.

The clerk reported that she had spoken with the internal auditor about guidelines for internal financial controls with regards to the decision to purchase (works and services).

The auditor advised that the council should seek value for money and strive to obtain three

quotations against the values laid out in the financial regulations, with an explanation note on file if the PC were not able to comply with this.

6. To receive report from Cambridgeshire County and District Councillors

Apologies were received from District Cllr Robin Page.

County Cllr Sebastian Kindersley reported that the county council is currently considering future governance options. Road gritting teams were preparing for the winter runs. The CEMEX planning application and road issues are the current focus and priority. The parish council asked Sebastian about the current arrangements for the gully cleaning in the village; and to make enquiries about the processes in place to pay the £1 parking charge for cars at the Park & Ride, which were felt to be unsatisfactory and causing unnecessary holdups.

7. Report on monthly inspection of children's playground

Both Cllr Richard Benson and Cllr Ben Banks had inspected the playground this month. All is satisfactory. The broken clip on the gate had been removed.

8. Finance:-

8.1 To provide current Bank reconciliation for Community and Business accounts

The clerk presented the council with the bank reconciliation:

Community balance: £9,092.70

Business savings: £9,462.12

8.2 To approve the following invoices and order of payments: -

Broker Network Ltd - insurance renewal premium £1,098.64 – payment approved

Goal posts – invoice to follow

Purchase of Harlton.org.uk domain – awaiting costs. Clerk to follow up.

9. Review of Standing orders and Financial regulations

Following advice from the internal auditor – see item 5.5, the PC agreed to seek written quotations for the supply of material, works or services for values above £100 up to £10,000. The council will strive to obtain at least three quotations for supply of materials, works and services above £2,500. Where it is intended to enter into a contract above £10,000 in value the council shall invite tenders from at least three companies. It was agreed in the event of not being able to apply with this FR 11.1c would apply and an explanation/justification note would be placed on file.

ACTION: Clerk to annotate the FR & SO documents and circulate for approval at the next meeting.

10. Parish Councillor Vacancy – filling the casual vacancy by co-option

The vacancy had been advertised in Church & village and in the PC newsletter. There had been one response for the vacancy. The Chairman had met with Chris Coleridge to discuss the role and invited him along to the meeting as an observer where the co-option was to take place.

Cllr Ben Banks proposed the co-option of Chris Coleridge, seconded by Cllr Anthony Titley.

Chris Coleridge was duly co-opted as a member of Harlton Parish Council.

ACTION: Clerk to prepare members interest forms.

11. Parish Council Newsletter – the clerk had circulated the autumn 2014 edition for approval and distributed to residents in the village.

12. Consultation about Neighbourhood planning in South Cambridgeshire – to review again the need to prepare a parish neighbourhood plan.

The PC reviewed the need for a neighbourhood plan for the village. It was agreed the village was not large enough to warrant the scope (and costs) of drafting up a neighbourhood plan and the South Cambs Local Plan would suffice.

13. Review of parish insurance cover and renewal premium

The renewal quotation and risk schedule had been circulated to all members. The clerk had compiled and circulated an asset register of all items owned by the PC. It was agreed the risk coverage was adequate with the removal of the 'contents' of the village hall from the sums insured. The renewal premium payment was approved – see item 8.2

14. Reports and consideration for ongoing business:-

14.1 Report from Village Hall Trustee

The chairman had informed the village hall the stone lintel repairs had been completed.

14.2 Parking improvements on the Glebe –

Ben Banks has volunteered to move back the mound of earth running alongside Coach Drive and make initial investigations to see what is required/ possible costs for meshing and/or extra tarmac. The PC noted this was time dependent on man time for the digger and the project will be held over until then.

14.3 Goal Post replacements for the Glebe

Richard Benson has now purchased and erected the goal posts on the Glebe.

14.4 South Cambridgeshire Local Plan – under review by the planning inspectorate

14.5 Management of Clunch Pit

A request for volunteers to form a working party to remove ivy from trees was placed in the newsletter. There has been some interest from residents. It was agreed to discuss again at the meetings in November, with the view of carrying out the work in January. No other matters to report.

14.6 Health & Safety – Village Risk assessments /Emergency Plan

The road risks had been translated in sheets for migration to the emergency plan with other risks being considered.

14.7 Changes to bus services in the village – Cambridgeshire Future Transport (CFT)

Chairman had reported that he had sent a letter about an additional service for school Children returning to the village from the colleges at 4pm – to date he had received no reply

14.8 CEMEX – redevelopment of former Barrington Cement works

The outline planning application for the demolition of existing structures and development to provide 220 residential houses has been submitted. The PC had received a copy of the plans and a letter of recommendation for comments had been received. A planning meeting will be arranged for either 11th or 13th November. Sebastian Kindersley asked that the council inform Andrew Fillmore at SCDC and CEMEX once the date has been agreed

15. Incident reports and observations relating to the village

The clerk reported notification of proposed water main renewal works in the village from the project engineer. Several residents have expressed concern about the position of the lamp column outside 16 High Street. Double buggies and wheel chair users will have difficulty getting past safely.

ACTION: Clerk to bring to the attention of Balfour Beatty.

16. To discuss and consider correspondence:

19/09/204	Neighbourhood Planning – Service Level Agreement Consultation - circulated
23/09/2014	CCC Flood risk – who to call in emergency - circulated
25/09/2014	CCC Park & Ride charges - circulated

07/10/2014 CAPLAC Update on Quality Council scheme – it was noted that the scheme will re-launch in January. The clerk will review and provide a report for consideration once the scheme is re-launched.
10/10/2014 Cambourne Policing Panel Meeting Tuesday 14th October – notes circulated
10/10/2014 CAPALC New Model Financial Regulations from NALC - circulated
13/10/2014 CCC – Councillor Notes for October – circulated

17. Matters for consideration at the next meeting – Budget report for 2015/16 precept requirement

18. To approve date and time of next meeting

Planning meeting Tuesday 11th or Thursday 13th November
Council meeting Tuesday 25th November

Meeting Closed 9.30 PM

Signed.....Dated

Chairman Harlton Parish Council