

**Minutes of the Meeting of Harlton Parish Council held on Tuesday 24 March 2015 starting at 7.30 pm in the Village Hall, Harlton**

**Present:**

Councillor: Anthony Titley (Vice-Chairman)

Councillor: Ben Banks

Councillor: Richard Benson

Councillor: Chris Coleridge

Kim Quince (Clerk)

1. **Apologies for absences** – Apologies received from Chairman Peter di Mambro and County Councillor Sebastian Kindersley. Vice-Chairman Anthony Titley agreed to preside at the following meeting.
2. **To receive Members' declaration of interest and dispensations.** None were declared
3. **Public Participation** – No members of the public were present.
4. **To approve and sign the minutes of the Parish Council meeting held on 17 February 2015**  
The minutes were duly approved by council and signed as correct by the Vice-Chairman
5. **To receive reports and report on business actions from the previous meeting:-** To receive reports and report on business actions from the previous meeting to include:
  - 5.1 **Restoration of the Water pump/ Eversden Road** Cllr Ben Banks had identified a top finial for the pump to use as a template for the replacement. He is looking at costs to get this done.
  - 5.2 **Balfour Beatty Street Lighting upgrade report of outstanding issues** The Clerk had been asked by Sebastian Kindersley (SK) to supply a list of outstanding works for the Balfour Beatty (BB) street lighting project in Harlton. He also advised that County Council has a contractual stipulation that BB must supply details/timetable of remediation and/or completion works within five working days of the County Council formally requesting them. It was since noted that the re-instatement works had been done and the barriers removed, however the PC are not convinced that the 'broken drains' outside 16 High Street and 46/48 Eversden Road were repaired before the excavations were backfilled. **ACTION:** Cllr Anthony Titley will contact Highways departments at Cambridgeshire County Council to make them aware of the situation.

A complaint about the state of the grass verge outside 73 Eversden Road has been forwarded to BB. It was also noted that there are still several lights out in the village.
  - 5.3 **Reinstatement of street light in Coach Drive** – the light has been re-instated. The Clerk had not received any advance notice of costs for this work.
  - 5.4 **Report on the water main replacement in the village** most of the houses have now been transferred to the new water main, although noted there are a few leaks that are currently being addressed. **ACTION:** Chairman Peter di Mambro has agreed to write a complimentary letter to Cambridge Water regarding the professionalism of the works. The PC agreed to copy in the County Council
6. **Report from Police Panel, Melbourn Village College 24 February-** held over .
7. **To receive report from Cambridgeshire County and District Councillors**  
Councillors were not present.

**8. Report on monthly inspection of children's playground** The annual RoSPA safety inspection will take place in April. Cllr Ben Banks will remove the moss accumulating on the play surface.

**9. Finance:-**

**9.1 Review of Barclays accounts and bank reconciliation for Community and Business accounts**

It was agreed to leave the funds in the Barclay accounts. Options of better interest rates on easy access accounts are all much the same. It was agreed that the Open Space and Community funds should be ring fenced in the parish council accounts. **ACTION:** Clerk to speak to Chairman about transferring funds from Community to Business account

**9.2 Notice of appointment date for exercise of Electors' Rights – Accounts for Year End**

**31 March.** Notice of the annual period during which electors and interested persons may exercise rights relating to the annual accounts for year ending 31 March 2015 was noted. Date of the announcement is 24 April 2015

The inspection period is 08 May 2015 until 05 June 2015

The completed annual return has to be with the external auditor by the 8 June 2015 (auditor appointed date for the exercise of electors' rights)

Date by which Annual Return & external auditors signed report must be published is 30 September 2015

**ACTION:** The clerk will place the audit announcement on the village notice board and on the website. Clerk to also complete Section 1 (accounting statements) of the annual return and circulate for completion of the annual governance statement by members at the next meeting on 5 May

**9.3 Confirmation of the reappointment of the Internal Auditor for 2014/15**

Jenny Reavell has confirmed she will carry out the internal audit for year end March 2015 during the last two week of April.

**9.4 VAT Claim Refund 2014/15 – the clerk has submitted a claim refund of £851.18 for 2015**

**9.5 To approve invoices and order of payments: -**

**£ 492 upgrade of computer for PC/ clerk** retrospective payment was approved to Kim Quince in lieu of payment of cash invoice for PC replacement computer (as agreed at the annual meeting in May last year, minute page 372) )

**£197.28 CCC – A603 project contribution – payment approved**

**10. Contribution to Haslingfield and Harlton Connections Youth Club bus**

The chairman and clerk attended a meeting requested by Tony Adcock, Finance Officer for Haslingfield Parish Council HPC, and the Clerk of HPC, together with Alan Webb, project manager for the Connections bus.

The council support in principle funding the youth club bus and agreed a contribution of £1000 for 2015/16. The council agreed to annually review in October of each year the bus usage (in particular cost and benefit for Harlton children using the bus), and subsequent commitment of funding for future years.

**11. Donation to PCC re grass cutting on the Glebe** Donation of £250 to Harlton Parochial Church Council was approved in lieu of grass cutting on the Glebe

**12. Arrangements for Annual Parish meeting Tuesday 21 April** Clerk to invite the Village Hall trustee chairman and local organisations with an interest in the village. Chairman has agreed to organise the refreshments for the meeting.

**13. Verge and footways maintenance** It was agreed to take a view on how best to manage maintenance and to identify what the Highways responsibility/ programme was likely to be in the future, once the disruption of the Water / Street Lighting contract works were finally completed.

**ACTION:** to discuss/include again (June/July) after the annual council meeting

**14. March Parish Council Newsletter** A brief Harlton news update will be published in the April edition of Church & Village. Clerk was advised by Sheila Walker, the editor of C & V that Haslingfield PC pay for additional pages to have their newsletter published. However, she is happy to include a page twice a year for Harlton, if we identify months when there are no PC notes (preferably not Easter edition)

**15. Tree works Application in Conservation area, SCDC 10913 - 43 HIGH STREET HARLTON**

The application was considered – there were no comments to recommend.

**16. Reports and consideration for ongoing business:-**

**16.1 Report from the Trustees** there are problems with the boiler in the village hall. **ACTION** Cllr Titley will check the licence agreement to see if the Parish Council is responsible for the replacement boiler. It was agreed the clerk should raise an invoice (£1) for the annual rent re licence agreement with the VHT

**16.2 Parking improvements on the Glebe** – held over.

**16.3 South Cambridgeshire Local Plan** ongoing

**16.4 Management of Clunch Pit – to discuss the safety inspection of the trees, Summer 2015 Surveys**

The safety inspection will be carried out on the 2 June 2015. It was noted that the funding for the grant towards costs for this from the English Woodland Grant scheme ends in September.

**16.5 Health & Safety – Village Risk assessments /Emergency Plan-** ongoing

**16.6 Changes to bus services in the village – Cambridgeshire Future Transport (CFT) –** update expected in April

**16.7 CEMEX redevelopment of the former Barrington Cement works -** ongoing

**17. Incident reports and observations relating to the village**

There have been several reports of rodent infestation in the village. A resident has contacted the Public Environmental agency regarding the problem.

**18. To discuss and consider correspondence:**

**19.**

**05/03/2015 SCDC March Monthly Planning Policy update -** circulated

**09/03/2015 SCDC Cambridgeshire Transport Directory -** circulated

**09/03 /2015 PKF Littlejohn LLP – Key information for the 2014/15 reporting for Year End 31 March Accounts** noted by council (see item 9.2 above)

**20. Matters for consideration at the next meeting**

Completion of the annual governance statement on the Annual return for Year ending March 2015

**21. To approve date and time of next meeting**

Annual meeting of the Council Tuesday 5<sup>th</sup> May

Signed.....Dated .....

Vice- Chairman/ Chairman Harlton Parish Council