

## HARLTON PARISH COUNCIL

### Minutes of the Annual Meeting of Harlton Parish Council held on Tuesday 5 May 2015 starting at 7.30 pm in the Village Hall, Harlton

#### Present:

Councillor: Ben Banks (Chairman)  
Councillor: Anthony Titley (Vice-Chairman)  
Councillor: Peter di Mambro  
Councillor: Richard Benson  
Councillor: Chris Coleridge  
Kim Quince (Clerk)

In attendance: District Councillor Robin Page and County Councillor Sebastian Kindersley. Roger Mortimer, the Chairman of the Village Hall trustee attended the start of the meeting to view the options relating to the boiler replacement quotations (re item 15.0 on the agenda)

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

Cllr Ben Banks was duly elected as Chairman and the Declaration of Office was duly signed; proposed by Cllr Peter di Mambro seconded by Cllr Richard Benson

#### **2.0 Election of Vice-Chair of the PC** – Anthony Titley was duly elected Vice Chairman; proposed by Cllr Ben Banks seconded by Richard Benson.

#### **3.0 Apologies for Absence**

Advance notice and apologies was received from Cllr Coleridge who advised he would arrive 20 minutes after the start of the meeting.

#### **4.0 Receipt of Declarations of Acceptance of Office as Councillors and agreement to abide by the PC's Code of Conduct** – Noted that the Declaration of Office and agreement to abide by the PC's code of conduct signed at the start of the term was still applicable and still current.

#### **5.0 Councillors to complete and sign the register of Disclosable Pecuniary Interest Forms 2015**

Councillor Interest forms were duly completed. The Clerk will retain a copy and sent the originals to the monitoring Officer at SCDC for publication on their website.

#### **6.0 To confirm appointment of Kim Quince as Clerk and Responsible Financial Officer to the Parish Council and salary review for 2015**

The position of Kim Quince as clerk and RFO was ratified with an annual increment, payable from May 2015 approved, in line with NALC/NJC salary scales July 2014 -2016

#### **7.0 Councillors to disclose any Pecuniary Interests (DPI's) pertaining to the agenda items listed below.** There were no declaration of interest pertaining to the agenda declared

#### **8.0 To approve and sign the minutes of the meeting held on 24 March 2015**

The minutes were approved and duly signed by the Vice Chairman has correct

#### **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**

Roger Mortimer, the chairman of the Village Hall Trustees was present at the start of the meeting to discuss and give input to the boiler replacement options for the village hall (see agenda item 15).

#### **10. To receive reports on business actions from previous meetings**

**9.1 Balfour Beatty Street Lighting upgrade outstanding issues.** Cllr Titley had not heard back from CCC Highways, in response to the concerns highlighted about the broken drains outside 16 High Street and 46/48 High Street. It was noted that lamp lights were still out. It was agreed for members

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to email Anthony with any other known issues and he will follow up the outstanding issues with Highways, CCC

### **9.2 Restoration of Water pump / Eversden Road**

The restoration is in hand. Cllr Ben Banks will provide an update at the next meeting.

### **9.3 Report of Replacement Water main in the village**

The council noted the contract is now complete and agreed for Cllr di Mambro to send a complimentary letter to Cambridge Water.

### **9.4 Police Panel, Melbourn Village College 24 February 2015**

Cllr di Mambro was unable to attend the Panel meeting. Notes relating to crime reports from the meeting in the area were provided. PCSO John Coppard had also provided an annual Harlton Police report for 2014 -2015 which had been circulated by the clerk.

## **11.To receive reports from District and County Councillors**

Cllr Robin Page and Cllr Sebastian Kindersley were in attendance and provided a verbal update on activities; there were no immediate issues relating to Harlton Parish.

## **12.0 Finance:-**

### **12.1 Presentation of the PC's accounts for year end March 2015**

The Clerk had circulated the year end accounting statements in advance of the meeting; there were no questions from members. The accounts were approved and signed by Chairman

### **12.2 To approve accounts and sign the Annual Return Year End 2015**

All the relevant sections of the annual return for the financial year ended 31 March 2015 were completed and the annual governance statements were approved by council, and the annual return signed by the chair. The Clerk will submit the Annual return to the external auditors, in line with the audit deadline of 8 June 2015 once the internal auditor had completed the necessary section ( see below)

### **12.3 Internal Auditor's Report**

The council's financial accounts and statutory administration records were currently with the internal auditor, Jenny Reavell; Jenny will complete section 4 of the Annual return as required and inform the current and outgoing Chairman of her findings. Her report will be available for review at the PC meeting in June./ She is happy to come along to the meeting if required.

### **12.4 To ratify the PC's system of Internal Financial Controls; and approve the Financial Regulations for 2015**

The council ratified the internal financial controls and Financial regulations which were reviewed and approved in November 2014

### **12.4 Bank Statements, funds in Community/ Business accounts**

Council agreed not to transfer any funds from the Community (everyday account) to the Business savings account. There are sufficient funds in the savings account with respect to the financial reserves as outlined in the statement for year ended 2015, and noted that any interest received for this account is minimal.

### **12.5 Receipts from K.Quince re PAYE deductions**

The clerk reported that her outstanding PAYE deductions for tax year ending 5 April 2015 had been paid as noted in the accounting statements and receipts. A dispensation for any PAYE underpayment up to £50 was noted and approved for 2015-16

## **12.7 To approve the following invoice payments:**

- **CAPALC Affiliation fee 2015-16, £161.42, clerk advised that the annual affiliation fee had been reduced to £133**
- **£77 Clerks yearly membership subscription, Society of Local Council of Clerks**  
The council approved a dispensation to pay the clerk's annual membership fee £77

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- **£ 107 – Danielle Kinsella, annual hosting fee for website** - payment was approved together with the annual fee of £10.79 in respect of the email hosting for clerk@harltonparishcouncil (see agenda item 16 below)
- **Village meeting refreshments** - Cllr di Mambro will provide an invoice for approval at the next meeting

### 13.0 Roles and Responsibilities of Parish Council Members

The roles and responsibilities for Parish members 2015-16 were agreed – see attached Appendice 1

### 14.0 Playground – RoSPA Annual Inspection Report

The annual play area safety inspection had been carried out on the 20 April. An electronic copy of the report received on the 5 May had been circulated to members. Unless there are any immediate areas to be addressed, the report will be reviewed at the next PC meeting in June, with the any subsequent actions taken as necessary.

### 15.0 Boiler replacement in the village hall/ quotations

The PC has received two quotations for the replacement boiler and one quote to provide radiators in the main hall. The council will wait for the final third quotation before making a decision. They have reservations about providing radiators to heat the main hall

### 16.0 Village Website

The Council agreed for DK Marketing ( Danielle Kinsella) to provide the annual web hosting for the village website, and email hosting for the clerk@ email account (at the cost of £10.79 per year) up to 1 April 2016. The clerk was tasked to investigate and clarify the ISP provision terms and content management going forward and request the registration certificates relating to ownership of the domain(s)

### 17.0 Planning – S/0113/15/FL Erection of drive way gate, Wholeway, 114 Eversden Rd, Harlton

The council recommended approval with no comments

### 18.0 Reports and discussion for ongoing items:-

- 18.1 **Village Hall trustees** report. The clerk had requested an updated Fire Risk Assessment from the Village hall trustees (the current one on file is dated June 2011).
- 18.2 **Parking improvements on the Glebe**  
Cllr Ben Banks had made a start on the first section of the improvements. He will complete the final section up to the playground in due course, as time allows. He will also cost out the expenditure for materials and present this to the PC for approval at the next meeting.
- 18.3 **Management of the Clunch Pit** – awaiting annual safety inspection (June 2015) of the trees
- 18.4 **Village Risk Assessments /Emergency Parish Plan** – in hand. The clerk advised that the risk assessments should include Village hall structure (including floor) and H &S for utilities, boiler and appliances structure of the village hall as per Parish Council responsibilities in the licence agreement.
- 18.5 **Cambridgeshire Future Transport (CFT)** – expecting a decision within the next two weeks on whether the no 75 bus will operated from Drummer Street or Trumpington Park & Ride
- 18.6 **CEMEX** – Proposed development at the former cement works Barrington – theSCDC Planning Committee meeting has been delayed again, until May or possibly 3 June

### 19. Incidents and observations relating to the village

Two gas bottles were stolen from the Drift, Harlton Farms.

Operational Oaklands – from 13 July to 2 August. A Burglary prevention/advice operation by the local police. Officers will spend time in the village and try and visit every household in the village and offer burglary prevention/home security advice.

Concerns were raised about nature the nature of building work operations in the village. The PC directed the resident to SCDC Planning department.

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

**13/04/2015 CCC Councillor notes for Gamlingay Division** - circulated

**15/04/2015 Cambridgeshire County Council- Consultation closing 27 May 2015**

Proposed 3rd revision of the Local Validation List for applications for planning permission

- Noted, Cllr Coleridge will review and advise if there are any comments to make.

**16/04/2015 CCC - Informal Consultation on proposed Seasonal Traffic Regulation Order for Harlton Byway 6 & Barrington Byway 2 in accordance with the Road Traffic Regulation Act (1984).** Noted by Council.

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

Local Government Transparency code – publication date no later than July 2015

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

Tuesday 23 June 2015, 7.30 pm