

Minutes of the Meeting of Harlton Parish Council held on Tuesday 21 July 2015 starting at 7.30 pm in the Village Hall, Harlton

Present:

Councillor: Ben Banks (Chairman) – arrived after the start of the meeting at 8pm
Councillor: Peter di Mambro
Councillor: Richard Benson
Councillor: Chris Coleridge
Kim Quince (Clerk)

1. Apologies for absences

Apologies received from Cllr Anthony Titley. Chairman gave advance notice that he would arrive after the start of the meeting. Members elected and agreed Cllr di Mambro to Chair the meeting until his arrival. The meeting started at 7.40 pm

2. To receive Members' declaration of interest and dispensations

None received.

3. Public Participation – no members of the public were present

4. To approve and sign the minutes of the Parish Council meeting held on 23 June 2015

The minutes had been circulated by email and were duly approved as a correct record of the meeting (N.B. the clerk had not brought a copy to the meeting. It was agreed to sign the hard copy at the September meeting)

5. To receive reports and report on business actions from the previous meeting to include:

5.1 Consideration of quotations received for the restoration of the Village Water pump

Cllr Ben Banks reported he had identified a lid from Ashdon Village Museum, to use as a template. It was agreed to proceed with a quotation from Law Farms for sand blasting and re-painting (£220+vat), and an additional price for making a new lid from resin (£150+vat). Other verbal and email quotes received from: T. Fisher £300 and Summit Blasting £220, excluding vat, for sandblasting and painting only.

5.2 Village hall boiler replacement – contractor insurance arrangements and start date for work

The Clerk had received confirmation of the relevant tradesman liability insurance (which includes employers and public/products liability). The works will start on 29th July, Roger Mortimer will meet the contractors on site for access. Peter di Mambro will monitor progress and advise the clerk when the work has been completed. The gas registration document will be issued a few week later. It was agreed that subject to completion as per costs quoted, the invoice could be paid upon receipt of the invoice.

5.3 Clearance of Rod's Walk entrance – Cllr Banks reported he had cleared the path

5.4 Report on Operations Oaklands

A police surgery was held in the village hall on the 15th July as part of Operation Oaklands. This was an opportunity for residents to receive advice on protecting properties and purchase Smartwater products, including window and shed locks; four residents dropped by.

6. Finance:-

6.1 Bank Reconciliation for Community & Business Accounts

Business: £9463.30

Community: £5,234.05

The clerk has not received a bank statement since 27 March.

ACTION: Peter di Mambro to request for the Community bank statements to be sent monthly and the Business account at year end to include 31 March.

6.2 To approve invoices and order of payments – the following invoices were approved for payment.

£540.00 (inc vat), Greenwillows Ltd, re annual tree inspection 2015, Clunch Pit

£5.60 PAYE employee payment to HMRC

7. Village Speedwatch

John Watson has offered to run the speedwatch operation in the Village. The council agreed to support the activity.

ACTION: Cllr Chris Coleridge to liaise with John to find out if the scheme is still working and to investigate necessary steps for the loan equipment to get it up and running.

8. Broken bench on the Glebe & maintenance of Jubilee bench

The millennium memorial bench has served its time and is now beyond repair. There was discussion about the protocol for what to do with the plaque in memory of Mary Chaplin. It was agreed to hold over pending quotes for a replacement bench. Also noted that the Jubilee bench on the glebe needs attention.

ACTION: Clerk to investigate costs of a standard replacement bench. Cllr Ben Banks will speak with Lon Spencer to find out if interested /available to rub down the Jubilee bench with wire wool / and give a coat of teak oil

9. Reports and consideration for ongoing business:-

9.1 Report from Village Hall Trustees –the trustees have agreed to give a grant to the Parish Council towards the village hall maintenance fund.

9.2 Parking improvements on the Glebe – Noted Cllr Ben Banks will invoice for expenditure incurred for the works once phase 2 is completed. These costs would be minimal because he had used plastic membrane and tarmac chipping in place of the plastic netting, originally considered for the improvement.

9.3 South Cambridgeshire Local Plan – ongoing. It was agreed to remove from agenda until further notice.

9.4 Management of Clunch Pit –recommendations following safety tree inspection 2015 To hold over until Cllr Titley had seen the report.

9.5 Health & Safety – Village Risk assessments /Emergency Plan – held over

9.6 Changes to bus services in the village – new timetable and driver changes for the No 75 bus – noted. Susan Schofield had passed on a copy for the notice board. The clerk will also place /provide link on the website

9.7 CEMEX – redevelopment of former Barrington Cement works

Cllr di Mambro will attend a CEMEX liaison meeting on 23 July.

9.8 Balfour Beatty – final snag list re street lighting replacement works

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The clamps for the Church sign on the lamp post had not been replaced correctly. Barriers were still waiting to be collected and grass verges had been left in a poor state. And the council's concerns about broken drains had not been addressed. It was noted that there was little more the council could do to see these matters resolved.

9.9 Report on Village Website updating clunch pit pages & the smaller council's transparency code requirements 2015

The clerk worked with Danielle Kinsella (DK) to set out the Clunch pit page. The clerk will liaise with Anthony to check the page is okay. DK also carried out a few tweaks – ie move Latest News to the top of the Home page and to address some of the Council contact links, which were broken. DK to invoice PAYG support fee of £50 (which involved 3hrs training with the clerk).

The clerk is also working on posting the transparency documents as required for the new audit & accounting regulations/regime.

ACTION: Cllr di Mambro to arrange bank transfer to DK once the invoice has been received and Anthony is happy with the page.

10.To receive report from Cambridgeshire County and District Councillors

The clerk had circulated the Councillor notes received by email from Sebastian Kindersley for the month of July. Sebastian arrived for 7.30 pm, however, as the meeting had not started, he moved on to his next meeting at Barrington and asked to be emailed if there were any issues which required his attendance.

District Cllr Robin Page was not present.

11.Incident reports and observations relating to the village

The monthly playground had been carried out by Cllr di Mambro, who reported all was satisfactory. The post box needs a coat of paint, including the window sill on the facing South/ West side of the village hall has weathered, and the path from Wholeway junction to the Wheatsheaf is overgrown.

ACTION: Cllr di Mambro will approach the contact with Royal Mail to find out if the post box can be painted, and also speak to James Pym in the village to seek a quote to paint the window sill. Clerk will report the overgrown pathway to the Public Rights of Way grass team at CCC.

12.To discuss and consider correspondence:

25/6/2015 **Rachel Carr, Crime Reduction Officer (South Cambs area), Cambridgeshire Constabulary. Letter re Operation Oaklands /SmartWater sign for the village**
Clerk had requested for a sample to be sent out before making a decision, but this has not been forthcoming.

12/7/2015 **CAMRA Listing of Hare & Hounds and Wheatsheaf as Assests of Community value** – circulated. The PC agreed that both pubs were an important and integral part of the community and tasked the Clerk to investigate the process for listing both pubs as ACV's.

13/7/2015 **SCDC July Planning Policy monthly updates** – circulated

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13/7/2015 Game & Co – Client announcement – Partnership with Stackhouse Poland Group – noted.

13. Matters for consideration at the next meeting

Action reports updates, Tree Safety inspection report, replacement bench for the Glebe and Listing of Pubs as ACV

14. To approve date and time of next meeting

Tuesday 22nd September

Signed.....Dated

Chairman Harlton Parish Council