

**DRAFT MINUTES**

**Minutes of the Meeting of Harlton Parish Council held on Tuesday 20 October 2015 starting at 7.30 pm in the Village Hall, Harlton**

**Present:**

Councillor: Ben Banks (Chairman)

Councillor: Anthony Titley

Councillor: Peter di Mambro

Councillor: Chris Coleridge

Kim Quince (Clerk)

In attendance: Three members of the public were present

**1. Apologies for absences**

Apologies received from District Councillor Page and Cllr Richard Benson. Cllr Sebastian Kindersley advised he would attend, time permitting as he had other Parish meetings on the same night.

**2. To receive Members' declaration of interest and dispensations**

None received.

**3. Public Participation**

There were three members of the public present. Representation was made and issues discussed concerning item 5.2 on the agenda:-

The council were asked at what stage were the discussions and had other spaces and buildings in the village been considered as potential Assets of Community Value (ACV); had the implications of having restrictions on a business or property been considered; and would other residents be consulted to find out their views before making a nomination (for example by questionnaire or public meeting). The point was also raised that the pubs were not eligible for 100% business relief rate on Council Tax, and suggested that the listing of the pubs as essential assets was not valid.

**4. To approve and sign the minutes of the Parish Council meeting held on 22 September 2015**

The minutes were duly accepted as a true record of the meeting and signed as correct by the chair.

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

**5.1 Repair/replacement of benches on the Glebe**

Hold over. **ACTION:** Cllr Banks to identify a suitable bench from Cyan Teak Furniture and liaise with the clerk re payment details. The bench is a standard 2.4 meter wood bench costing approximately £500 plus vat. Cllr Banks is yet to speak to Lon Spencer about availability give the Jubilee bench a coat of preservative.

**5.2 Listing of Hare & Hounds and Wheatsheaf as Assets of Community value – see item 3**

above. The council are at preliminary stages of discussions and investigations. They had not been able to speak with both landlords about the proposals as yet. There are several issues to consider before making a decision on the way forward.

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**ACTION:** It was agreed that the clerk would draft and circulate a list of possible ACV's for consideration with the view of formalising what the next steps would be. A decision for this is unlikely before early next year.

### 5.3 Report/actions following the annual safety tree inspection in the clunch pit

There are a large number of trees at low to medium risk, particularly those running alongside the public footpath. **ACTION;** Cllr Titley will consult with SCDC for a list of recommendations for preferred suppliers /contractors to provide a quotation to carry out the required remedial works. The canopy of Ivy which was cut back last year will be left to die back.

### 5.4 Dropped/damaged roadside paving outside 57 High Street, Harlton

Cllr di Mambro had reported to SCDC the dropped kerb and damaged fencing around the pond via the online portal

## 6. To receive report from Cambridgeshire County and District Councillors

Councillors were not in attendance

## 7. Finance:-

### 7.1 Bank reconciliation for Community & Business accounts

A bank reconciliation was circulated.

Community £9,463.30

Business £10,801.82

### 7.2 Budget report October 2015 and consideration of precept requirements for 2016-17

The estimated tax base for 2016-17 set by SCDC was discussed and noted by council. The clerk presented a budget report for the current year's expenditure and a forecast for 2016 -17 **ACTION:** The clerk will make some adjustments to the contingencies and projection of accounts for 2016-17 and circulate again to enable a decision for the 2016-17 precept requirement.

### 7.3 To approve invoices and order of payments:-

- **£1,000 - grant to Haslingfield Parish Council, Grant towards the costs of providing Connections Youth Club Bus 2015-16 (March minutes page 398) – payment approved.**
- **£120 ( inc vat) – PKF Littlejohn LLP, Professional services for external audit Year End 31 March 2015 – payment approved retrospectively**

## 8. Haslingfield & Harlton Connections Youth Club bus – consideration of grant to Haslingfield Parish Council towards costs for 2016-17.

The PC agreed that the youth club bus is a valuable community service. A grant of £1,000 was approved for 2016-17. They look forward to a continued supply of data and information relating to the project to support future decisions.

## 9. Parish Council Insurance renewal 1 November 2015

The renewal invitation and changes to the renewal policy was discussed.

Council agreed to accept the quotation of £1,073.42 and 3 year Long Term Agreement (LTA) until 31<sup>st</sup> October 2018. **ACTION:** the clerk will resend the schedule by email so members can check the renewal schedule and advise if there should be any changes to the sums insured.

## 10. Monthly children's playground inspection – noted all is satisfactory with the playground

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

- 11.1 **Report from Village Hall Trustees.** Cllr Benson was unable to attend the meeting of 6 October – clerk to circulate the minutes.
- 11.2 **Parking improvements on the Glebe** - ongoing
- 11.3 **South Cambridgeshire Local Plan** - ongoing
- 11.4 **Management of Clunch Pit: recommendations and actions following safety tree inspection 2015** – see item 5.3
- 11.5 **Health & Safety – Village Risk assessments /Emergency Plan** - ongoing
- 11.6 **Changes to bus services in the village –**  
Noted that there was a change to the service Mon – Sat: the 15.40 would operate 5 mins later to allow college children at Long Road to catch the bus.
- 11.7 **CEMEX** – noted the rail service to bring in spoil /waste material had commenced.

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

The clerk had reported to the South Cambs Highways online portal that the footpath running from Wholeway to the Wheatsheaf/ A603 should be on the list of grass cutting requirements.

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

- 29/09/2015 **East Anglian Air Ambulance – grant to local charities** – circulated.
- 28/09/2015 **SCDC – Local Plan Examination, Public Consultation 2 Dec – 25 Jan 2016, submit proposals March 2016** - noted
- 07/10/2015 **Came & Co Insurance Renewal Invitation** – see agenda item 9
- 08/10/2015 **SCDC – Upgrading the Council’s Planning System and Changes to Planning Delegation. Parish Council Workshop 14<sup>th</sup> October, Consultation underway until 28<sup>th</sup> October** – noted and discussed.
- ACTION:** It was agreed Cllr di Mambro to draft and send a response.
- 08/10/2015 **SCDC Orwell & Barrington Councillor, email correspondence re response to changes to Planning delegation** - noted
- 08/10/2015 **SCDC, Community Gritting Scheme** - circulated. The parish council does not wish to support the voluntary gritting and training scheme for the village.
- 08/10/2015 **SCDC, Parish Precepts & Estimated Tax base 2016-17** - noted see item 7.2

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

Revised budget for 2016-17  
ACV's  
Ongoing business and actions from previous meeting.

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

24 November 2015, 7.30pm. N.B the clerk will be on holiday. It was agreed Cllr di Mambro would take the minutes.

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

Chairman Harlton Parish Council