

**Minutes of the Meeting of Harlton Parish Council held on Tuesday 22 September 2015 starting at 7.30 pm in the Village Hall, Harlton**

**Present:**

Councillor: Ben Banks (Chairman)

Councillor: Peter di Mambro

Councillor: Richard Benson

Councillor: Chris Coleridge

Kim Quince (Clerk)

In attendance: County Cllr Sebastian Kindersley

**1. Apologies for absences**

Apologies received from District Councillor Page.

**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 21 July 2015 and sign minutes from the previous meeting on 23 June 2015**

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

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

**5.1 Village Speedwatch**

John Watson has put out a call for volunteers to help with running the project. The Clerk will ask John for a report on activities for the next Parish Council newsletter.

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

It was agreed to purchase a standard timber bench from Cyan Teak furniture -the quality of the product and price is comparative with other makes on the market. Cllr Banks will place the order for the bench together with teak oil /protector for the Jubilee bench, with costs allocated against the Public Open Space Facilities fund.

**5.3 Listing of Hare & Hounds and Wheatsheaf as Assets of Community value**

The council can submit an application for both pubs. It was agreed to notify the owners before taking forward a Community Right to Bid nomination with SCDC.

**ACTION:** Cllr Coleridge to speak with both parties to inform them of the decision and the reasoning behind this.

**5.4 Village hall boiler replacement – update on completed work**

The Village Hall trustees are very happy with the new boiler installation. The Clerk reported receipt of a grant of £1198.88 by the trustees towards the costs. The invoice for the contract works has been paid (see item 6.3 below).

### **5.5 Quotations for painting village post box & window sill on the Village Hall**

The Post box is not part of the Royal Mail 2015/16 repainting schedule 2015-16. The boxes are due to be inspected this year, and those boxes deemed to be in poor condition will be prioritized for repainting in early 2016.

James Pym has offered to 'touch up' the window frame/sill and has provided a verbal quotation of £180 to rub down and repaint the whole frame, and suggested holding over until the spring. The council agreed to accept his offer, without obligation, and will review the quotation next year.

## **6. Finance:-**

### **6.1 Bank Reconciliation for Community & Business Accounts**

The Clerk is still not receiving copies of the bank statements.

**ACTION** Cllr di Mambro will investigate and explore the option of internet banking

**Business** £ 9,463.30

**Community** £6742.14 (includes SCDC precept receipt of £4250 and £1198.88 not yet banked). VAT claim refund due £602.55

### **6.2 Audit closure September 2015**

The clerk has received notice of the completion of the external audit for year ended 31 March. There were no matters to report. A copy of the certified Annual Return from PKF Littlejohn PLC, together with a closure notice will be placed on the village notice board displaying sections 1, 2 and 3 of the Annual Return, in line with statutory requirements, as well as posting on the Village website.

### **6.3 To approve invoices and order of payments**

MJ Potts Heating & Plumbing £2,877.30 (inc VAT), price includes an additional cost of £218.75 (plus vat) for supply and installation of new programmer & digital thermostat as agreed.

DK Hosting - £50 (no VAT charged) re training to manage website pages.

Cllr di Mambro confirmed he had made the bank transfer.

Both payments were approved retrospectively.

## **7. Planning –**

### **Application S/1850/15A**

Agricultural Grain Store, Field Corner, Washpit Lane, Harlton, Cambridgeshire,

Mr Ed Banks, Thomas Banks & Partners

Planning application received for information only. N.B Parish Council are not consulted in prior notification of agricultural developments.

### **Application S/2183/15L**

First Floor extension to the east side of the existing house, 75 High Street Harlton

Recommendation of Parish Council: No objections

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

**8.1 Report from Village Hall Trustees** – see item 5.4 above re boiler replacement works. Cllr Benson reported that John Helmsing is seeking quotations on behalf of the PC to replace the front entrance door with a more solid/secure and larger entrance door to the village hall. One quote from Westside Joinery has been received.

**8.2 Parking improvements on the Glebe** – ongoing; awaiting digger availability.

**8.3 South Cambridgeshire Local Plan** – ongoing; waiting feedback from SCDC re further consultation November to December 2015 in respect of the Local Plan Examination Inspection.

**8.4 Management of Clunch Pit – recommendations following safety tree inspection 2015**  
Cllr Titley is liaising with Greenwillow Associates reference trees deemed at risk in the report.  
**ACTION:** Cllr Titley will circulate comments regarding what action needs to be taken/ areas which can be held over, once he has spoken with them. This will involve seeking quotations from tree surgeons to carry out remedial works

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

**8.6 Changes to bus services in the village – new timetable and driver changes for the No 75 bus.**

The clerk had circulated an acknowledgement letter received from Whippet Coaches. It is no longer possible for the whole service to be operated by the same driver as the bus runs continuously for most of the day, although the regular driver, prior to the changes, is still driving a number of journeys on the route as part of the new arrangements.

**8.7 CEMEX – redevelopment of former Barrington Cement works.**

Cllr di Mambro reported on Cemex Barrington Liaison meeting on 23 July – no actions. The date for the next meeting tbc.

**8.8 Village Website updating & the smaller council's transparency code requirements 2015**

The clerk is continuing with work to ensure that the data is published on the website to meet the new audit framework and transparency code requirements, once the current arrangements with PKF Littlejohn PLC conclude in 2017.

**9. To receive report from Cambridgeshire County and District Councillors**

District Councillor Robin Page had circulated an email asking members to let him know if there were any District Council issues. He also gave his support with listing of both pubs in the village as Community Assets.

County Councillor Sebastian Kindersley's written report for September had been circulated. He reported to the meeting that County Council CEO had stepped down and the post would now be shared with Peterborough County Council. There were plans by Jesus College to develop a new Sporting Village along the M11/Shelford corridor

## 10. Incident reports and observations relating to the village

Noted that there is a dropped/damaged kerb outside 57 High Street. There is a fence section of the pond broken and a temporary barrier in place. Cllr di Mambro reported he had inspected the children's playground, and all was satisfactory.

**ACTION:** Cllr di Mambro will report the drop kerb to CCC, Highways

## 11. To discuss and consider correspondence

### **28/07/2015 Cambridgeshire Constabulary, Parking concerns for Parish Councils**

- Options available to the community to deal with parking were discussed, including paying into a Community Parking Fund for a PCSO to be deployed outside normal duties on voluntary overtime. Council members felt the community were already paying for policing and therefore to remain with the status quo' – in that the Police deal with issues 'as they come across them but not prioritising parking as a day to day issue'.

- **07/08/2015 SCDC, August Planning Policy updates-** circulated.

**26/08/2015 SCDC, Results from District Councils Electoral Workshop/ Questionnaire for PC's** – circulated. It was noted from the responses received, a large percentage of parish councils welcome and value District Councillors contribution at parish meetings.

**27/08/2015 CCG Engagement Team, Consultation, 27 August – 19 November 2015** – noted with no comments.

**01/09/2015 SCDC, Local Plan Examination – further consultations Nov to December 2015**  
- noted

## 12. Matters for consideration at the next meeting

Grant to Haslingfield Parish Council re Connections Youth Club Bus Project

Review of Councils Complaints Procedure

Budget report for anticipated precept 2016/17

SCDC – Upgrading the Council's Planning System –Parish Council Workshop 14<sup>th</sup> Consultation underway until 28<sup>th</sup> October.

## 13. To approve date and time of next meeting

20 October 2015, 7.30pm

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

Chairman Harlton Parish Council