

## HARLTON PARISH COUNCIL

### **Minutes of the Meeting of Harlton Parish Council held on Tuesday 9 February 2016, 7.30 pm in the Village Hall, Harlton**

#### **Present:**

Councillor: Ben Banks (Chairman) (BB)

Councillor: Peter di Mambro (PM)

Councillor: Richard Benson (RB)

Councillor: Chris Coleridge (CC)

In attendance: Member of the Public and County Councillor Sebastian Kindersley

#### **1. Apologies for absences**

Cllr Coleridge had emailed the clerk to advise that he would arrive after the start of the meeting and needed to leave at 9pm

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

Cllr Banks declared a non-disclosable pecuniary (personal) interest in item 5. The land used by Harlton Cricket team is owned by a member of his family.

#### **3. Public Participation**

A member of the public, who was unable to attend the presentation given by South Cambs District Council (SCDC) asked questions relating to the listing of the Hare & Hounds as an Asset of Community Value. Cllrs outlined the benefits and explained the reasoning behind the decision as given in the minutes of the meeting. John Watson attended part of the meeting to contribute to the discussion about traffic calming measures and purchasing speedwatch equipment for the village (see agenda item 10)

**4. To approve and sign the minutes of the Parish Council meeting held on 12 January 2016** - the minutes were agreed and signed by the Chairman as a true record of the meeting. The minutes of 20 October 2015 (approved at the meeting of 24 November 2015) were signed.

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

##### **5.1 Update on Assets of Community Value (ACV) nominations.**

The clerk reported that she now had all the information to hand to complete the nomination applications for both pubs. She would circulate to members for any comments before submitting to SCDC. It was agreed to take forward nominations to list the cricket pitch, the Glebe and children's playground, but not the former shop. The Development Officer at SCDC informed the clerk that since 31/12/2006, the property was no longer business rated with the Valuation Agency (although not tied to planning permission), and advised that its listing would rely on the extent of community value the asset had before it closed and the interpretation of recent past, and thought most likely it would be rejected. Members agreed also the viability of a shop re-opening were slim.

Listing the cricket pitch as a recreational amenity for the village may also be problematic, given that there is 'no public access to the land except by permission'. SCDC would need to consult with their legal team, once they had a boundary map and supporting evidence for the land in question. It was noted by Cllr members there was a risk the application would be rejected. Cllr Banks will ask the Club secretary for the information needed to support the ACV application and pass onto the clerk. It was noted that the Glebe area is

## HARLTON PARISH COUNCIL

already a designated Protected Village Amenity Area (PVAA - the designation can be found in the adopted Local Development framework – and is preserved in the new SCDC Local Plan). Members agreed to review the possibility of registering the land as a Village Green once listed as an ACV. The clerk also needs to obtain ownership details and a boundary map before submitting an ACV application for the Glebe and playground and asked if members could help with this. It was agreed out of courtesy to inform the Parochial Church Council (PCC) of the intention.

**Action Clerk/ALL**

### **5.2 Update on reporting of drains and gutter problems with SCDC & CCC**

It was noted that the road gutters had been cleaned. Cleaning of the drains were scheduled to take place as outlined in the current year's programme of works. Noted that call outs to specific drains were likely to incur high costs.

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

Sebastian Kindersley gave a verbal report on forthcoming CCC budgets. He reported the Cemex Liaison Meeting is still active and will make enquires for the date of the next meeting.

### **7. Finance:-**

#### **7.1 Bank reconciliation for business Current and Savings accounts**

The clerk reported that she had now received all the back dated bank statements and presented a bank reconciliation as at 9/2/2016 for the Community (current and business accounts). A bank transfer overpayment to Daniella Kinsella of £68. 78 was made on 21 August 2015. The Clerk will request a credit to offset against the annual web hosting account.

#### **7.2 Consideration for PC grant awards**

A grant of £250 to the PPC towards grass cutting costs for the Glebe was approved. The Clerk asked council to consider awarding a grant this year to Little Owls Playgroup to help with the running costs: fund raising amounts to £6,000 each year. Members agreed in principle, but would like more information about how many children attend (in particular numbers for Harlton).

**Action Clerk**

**7.3 To approve invoices and order of cheque payments:** Members approved and authorised the following order of payments.

- Post Office Ltd, £18.80 – HMRC/ PAYE payment
- Cancellation/ return of cheque No 100582- £570.53, RBS Invoice Finance Ltd
- re-issue new cheque 1000584, £570.53, RBS Invoice Finance Ltd, (Bench for Glebe)

### **8. Monthly children's playground inspection**

Cllr di Mambro had inspected the playground and reported there were no concerns

### **9. Affordable Housing in Harlton**

It was agreed to explore the possibility of the building of affordable housing in Harlton. There is likely to be some money for this arising from the proposed Burnt Farm housing development.

## HARLTON PARISH COUNCIL

**Action PM** to seek guidance from SCDC

### **10. Traffic calming / speed watch equipment for the village.**

The clerk had received correspondence from Eversden PC asking if Harlton would be interested in sharing costs for the purchase of speedwatch equipment. The costs for this would be approximately £1300. Other traffic reduction measures also discussed were fixed speedwatch notices, flashing signs and speed bumps/chicanes, however noted that the latter option would involve considerable costs. It was also noted that buying speedwatch equipment would involve a commitment to use it regularly. It was agreed to investigate whether other parishes would be interested in sharing the costs before taking a decision.

**Action Clerk**

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

**Report on Village Hall Management/ Village Hall Trustees** – Cllr Benson was unable to attend the trustee meeting 27 January 2016. He had forwarded the minutes to the clerk.

**Parking improvements on the Glebe** – ongoing. Cllr Banks advised a digger may be available shortly to complete the works.

**South Cambridgeshire Local Plan** – on going. Council will meet in March to consider responses of the recent public consultations. They will submit the further work and associated modifications to the Inspectors for consideration before the reopening of the Local Plan examination hearings. The Inspectors have indicated that the hearings will not resume before June 2016.

**Management of Clunch Pit** – A quote from Richardson Tree Surgery of £225 plus vat to deadwood the Horse Chestnut at risk was accepted and the Clerk asked to instruct them to them to carry out the works ASAP. The clerk reported that Greenwillows would charge £1.65 for each tag and a day's site attendance to mark the medium risk trees (36 in number). They would also be happy to quote for tree works as specified in their report. The council asked the clerk to invite further quotes from Richardson Tree Survey, Countryside Services and one from the list of contractors recommended by CCC Community Greenspaces Manager. It was agreed that a quotation from the tree location map and recommendations outlined in the report should be possible.

**Action Clerk**

**Health & Safety – Village Risk assessments /Emergency Plan-** Cllr Benson had looked at the Emergency Plan draft. He is working on a list of contacts and procedures to work to in the event of a major emergency in the village. He will present this to the New Council in May. The Clerk is working on a draft Risk Assessment template document to include both parish council financial and governance risks as well as those risks associated with assets (land, buildings and village fixtures). Risk assessments and Health & Safety checks associated with the operation and management of the Village Hall were carried out by the Village Hall Trustees. The January minutes confirmed these were all up-to-date.

**Action Clerk / RB**

**12. Incident reports and observations relating to the village.** It was noted that the road sign for Coach Drive was missing and should be reported to CCC

**Action PM**

**13. To discuss and consider correspondence received January / February**

## HARLTON PARISH COUNCIL

**2016-01-12 CAPALC, External Audit for Smaller Authorities.** Smaller Authorities' Audit Appointments Ltd has been created to take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017 (Councils with a turnover of less than £6.5 million are automatically part of the scheme unless they decide to opt out and appoint their own external auditors). However, legislation for authorities with annual turnover less than £25,000 is not clear and board members have met with DCLG who are now is seeking legal advice to clarify.

<b>2016-01-14</b>	<b>SCDC</b>	<b>Electoral Services, Parish Council Elections 5th May 2016 Timetable</b> – noted.
<b>2016-01-14</b>	<b>SCDC</b>	<b>Changes to Proposed Scheme of Delegation Consultation</b> – Noted: no comments
<b>2016-01-16</b>	<b>CCC</b>	<b>CCC News for Towns and Parishes</b> - circulated
<b>2016-01-19</b>	<b>City Deal</b>	<b>Western Orbital – Initial ideas for a new bus route along or near the M11 -  Consultation</b> noted
<b>2016-01-29</b>	<b>SCDC</b>	<b>DN S/2895/15/FL - 68, Eversden Road, Harlton</b> – noted Application approved.
<b>2016-02-01</b>	<b>CCC</b>	<b>SK, County Councillor Monthly Report</b> - circulated
<b>2016-02-01</b>	<b>SCDC</b>	<b>Local Plan skeleton programme for remainder of Examination published</b> – noted

N.B Balfour Beatty had sent a Street Lighting Parish, Town & City Council Survey to councillors. Noted that the Chairman had completed this.

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

Update on actions and ongoing business.

N.B the clerk has drafted the spring edition of the PC Newsletter and has circulated for comments/ suggestions before circulating in the village.

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

Tuesday 15<sup>th</sup> March 2016

Signed.....

Chairman

Date