

## HARLTON PARISH COUNCIL

### **Minutes of the Meeting of Harlton Parish Council held on Tuesday 15 March 2016 starting at 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)

Clerk: Kim Quince

In attendance: County Councillor Sebastian Kindersley

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

District Councillor Robin Page advised that he had resigned from South Cambridgeshire District Council

#### **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 9 February**

The minutes were duly approved and signed as correct by the Chairman

#### **5. To receive the Clerk's report and updates on business actions from the previous meeting to include:**

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

The ACV forms had been circulated to members with comments noted. The clerk will submit to SCDC. The Parochial Church Council had indicated there were no objections to the registration of the Glebe (Village Green) as an ACV. The Clerk is still collating evidence and supporting information for the Glebe and cricket pitch nominations. The playground nomination will be held over pending an investigation of ownership and Land registration (see item 9 below) **Clerk/ Cllr di Mambro**

##### **5.2 Drainage and gutter problems in the village and reporting to County Council**

**Highways and South Cambs district Council** Noted that the drain gullies in the village had now been cleaned by CCC Highways. The missing Coach Drive sign has been reported to County Council Highways team.

##### **5.3 Funding for Affordable homes in Harlton**

Cllr di Mambro had met with the Project Officer at SCDC to explore the possibility. He was advised that the first step is to seek a survey of need which can be carried out by ACRE. At the moment there is a waiting list with SCDC for three homes for Harlton; this does not meet the usual minimum criteria of eight houses, or possibly six. Development via the SCDC Housing Associations was not possible at this time. Land outside the village envelope would need to be identified. It is estimated that funds arising from the Burnt Farm Development would barely be sufficient for one house. Overall feasibility is unlikely, but members agreed to review again when the new council were in place.

**5.4 Traffic calming measures in the village**

Little Eversden were no longer looking to share the purchasing costs of the speedwatch equipment because a local business had purchased the equipment for the village. The clerk had not heard back from Haslingfield or Barton PCs. Barrington PC were interested in principle. **Clerk** to pursue and report finding at the next meeting and will update the Speedwatch team coordinator John Watson.

**5.5 Consideration of quotations for tree works in the Clunch Pit**

The clerk had approached five contractors to quote for tree works outlined in the tree survey report by Greenwillows: Three quotations were received. After careful consideration members agreed to award the work to Richardson Tree Surgery at the cost of £2935 plus vat. Overall the quotation was competitive and gave a comprehensive breakdown of pricing for the works to be carried out. The PC also agreed that the contractor could be relied upon to carry out a good job. Estimated time to start works is the end of April/ early May. Cllr Banks agreed to meet with the contractor on site. The Clerk will ask for a method statement, risk assessments and sight of Contractors Public Liability and Employers Insurance.

**Clerk/Chairman**

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

Cllr Robin Page had resigned from SCDC.

Cllr Kindersley monthly notes had been circulated. He reported at the meeting on devolution plans for East Anglia and updated members with the options to improve the Eversden/ A603 junction – see item 8 below.

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

**Village Hall Trustees** – the trustees had not met since their January meeting.

**Management of Clunch Pit** – (see item 5.5 above). The council will review and agree a policy statement with reference to the management plan outlined in Green willows report and agree timings of future safety inspections once the tree works has been carried out. Cllr Benson reported he had undertaken work to remove further ivy and several rope swings from trees.

**Parish Council Risk assessments /Emergency Plan** – in progress. **RB/ Clerk**

**8. To consider any incident reports and observations relating to the village**

**A603/Eversden junction safety concerns** – there has been another accident at the Eversden / A603 junction involving two vehicles and damage to the Wheatsheaf public house, which potentially could have been more serious. Cllr Kindersley had met with David Lines, a member of the traffic management team to look at options for safety improvements. As the road is not currently graded as an accident black spot these were limited to re-instating a safety camera, increasing mobile safety camera van visits by the police and possibly moving the feeder/ slip roads and improved signage. He will arrange to meet with other members of the Highways infrastructure and accident teams to discuss and find out costs.

**Sunken drain tops in High Street Harlton** - there is a sunken drain/damaged kerbside outside 55 High Street. **Action: Report via online Highways reporting portal**

N.B Correction to previous January minutes (page 423). Balfour Beatty is responsible for the Street Light maintenance through the PFI partnership with CCC. Any issues

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should be reported on the free phone number on the lampposts or via CCC highways online portal.

### **9. Childrens' Playground – Land registration, monthly inspection and notification of annual ROSPA safety inspection.**

It was noted that moss and algae was starting to form over the playground surface. The Chairman will address this and brush or power wash as necessary. The annual ROSPA inspection will take place in April.

Cllr di Mambro will investigate ownership of the playground and registration of the title deeds with the Land Registry. **PM/Chairman**

### **10. Finance:-**

**10.1 Bank reconciliation for current and savings accounts** – a bank reconciliation was not available but the bank statements were presented.

### **10.2 Consideration of grant awards for Haslingfield Little Owls pre-school and Haslingfield Tennis Club.**

Currently thirty five families and three children from Harlton benefit from Little Owls. Several families have recently moved into the village with preschool aged children and have expressed an interest in attending. The council agreed the preschool is a valuable resource and approved a one-off grant of £300 towards fundraising activities to support core running costs. The council agreed three votes against awarding a grant to Haslingfield Tennis club (Cllr R Benson abstained from voting). The council were mindful of significant expenditure coming up in the parish budget relating to Harlton amenities.

### **10.3 To approve invoices and order of cheque payments:-**

**Copy Studio, £ 46.80 Printing of Parish Newsletter** – retrospective payment approved  
**CCC, £ 97.82, Street Lighting Energy charges** 1 Oct 2014 – 30 Sept 2015- retrospective payment approved

**Parochial Church Council, £250, grant** towards grass cutting for the Glebe, Harlton.  
Cllr di Mambro kindly donated the refreshments for the Annual Village meeting 2015. He also wishes to forgo claiming expenses for mileage and printing of the Land Registry maps obtained for the ACV nominations.

**11. Youth Facilities in Harlton** – the clerk had been asked if the council would consider purchasing a concrete table tennis table for the Glebe. It was agreed for the Clerk to investigate options and costs.

### **12. Elections – Thursday 5 May 2016, Parish Election Timetable, New Councillors and completion of nominations forms**

The Clerk distributed the Parish Council Nomination pack to Councillors who intended to stand again (Cllr Ben Banks, Chris Coleridge and Richard Benson) and reminded everyone that the completed forms must be delivered to the Returning Officer by 4 pm, Thursday 7 April 2016. The Clerk had not received any interest from potential Councillor Candidates for the new Council and reminded everyone to canvas for recruits.

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**13. Arrangements for the Annual Village Meeting on 19<sup>th</sup> April**

The clerk will circulate an invitation to residents as well as inviting representatives from the various clubs, groups and organisations in the community. It was agreed to provide light refreshments as usual. Chairman’s report to include an appreciation of all the efforts undertaken by villagers to keep the village looking tidy and to seek views for continuing with the Clunch pit volunteer litter rota. **Clerk and Chairman**

**14. Planning: Parish Consultation for planning applications received:-**

Retrospective planning permission for erection of seven flagpoles **S/0284/16/FL**, Caravan Storage Land, Lords Bridge Farm, Cambridge Road – parish council recommended: no objection

Internal Alterations to include new staircase & garage conversion, door & window replacing garage door, additional back door, small window to replace larger one in garage & rendering - **S/3143/15/FL** - Fairview, 92, High Street, Harlton – parish council recommended approval with no comments

**15. To discuss and consider correspondence received February /March – circulated**

- 2016-03-01 CCC County Councillor notes for Parishes, March
- 2016-02-29 SCDC Parish Council Nomination Pack
- 2016-02-23 ROSPA Notification of play area inspection for Harlton Parish Council
- 2016-02-18 SCDC Cambourne Panel Meeting 23 February – Cllr Coleridge attended. He reported a professional approach by the Police and attendees and continuing speedwatch discussions.
- 2016-02-15 City Deal Invitation to Local Liaison Forum (LLF) - 7<sup>th</sup> March
- 2016-02-09 LGBC Electoral Review of Cambridgeshire: Final Recommendations

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

Update on actions and Annual meeting business to include ratification of Standing Orders, Financial regulations and Internal Controls

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

Annual Village Meeting Tuesday 19 April  
Annual Parish Council Meeting Tues 17 May

Signed.....

Chairman

Date .....