

## HARLTON PARISH COUNCIL

**Minutes of the Annual Meeting of Harlton Parish Council held on Tuesday 17 May 2016 starting at 7.30 pm in the Village Hall, Harlton**

**Present:**

Councillor: Ben Banks (BB) – Elected Chairman  
Councillor: Richard Benson (RB) – Elected Vice-chair  
Councillor: Chris Coleridge (CC)  
Councillor: Karen Evans (KE)  
Councillor: Garry Johnson (GJ)  
Clerk: Kim Quince

In attendance: County Councillor Sebastian Kindersley and District Councillor Doug Cattermole

A member of the Public was present at the start of the meeting.

**1. Election of the Chair of the Parish Council**

Cllr Ben Banks was duly elected as Chairman and the Declaration of Office was duly signed; proposed by Cllr Chris Coleridge seconded by Cllr Richard Benson

**2. Election of Vice-Chair of the Parish Council**

Richard Benson was duly elected Vice Chairman; proposed by Cllr Ben Banks and seconded by Cllr Chris Coleridge.

**3. Receipt of Declarations of Acceptance of Office from elected Councillors (and agreement to abide by the PC's Code of Conduct)**

Ben Banks, Richard Benson, Chris Coleridge, Karen Evans and Garry Johnson were elected to the Parish Council without contest and took up office from Monday 9 May. The Declaration of Office Acceptance and agreement to abide by the PC's code of conduct was duly signed.

**4. Apologies for Absence** None received

**5. Receipt of Disclosable Pecuniary Interest Forms from members**

Councillor Interest forms were duly completed. The Clerk will retain a copy and sent the originals to the monitoring Officer at SCDC for publication on their website.

**6. Receipt of declarations of Interest from Councillors on items pertaining to the agenda items listed below.** None were declared

**7. To ratify the appointment of Kim Quince as Clerk and Responsible Financial Officer. Clerk/ RFO. Salary review for 2016**

The appointment of Kim Quince as clerk and RFO was ratified. A pay increment in line with NALC/NJC salary scales July 2014 -2016 was approved, payable from May 2016

**8. To approve and sign the minutes of the meeting held on 15 March 2016 are a correct record.**

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

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**9. Public Participation** – a period of 10 Minutes, with the Chairman’s consent, for members of the Public to speak on matters that concern the Parish

A member of the public was present with an interest pertaining to item 17 on the agenda.

Item 17 was brought forward: There was a brief discussion about initial research carried out by village resident Fenella Martin-Redman for taking forward the idea of community pub. The Plunkett Foundation seem to offer advice and access to funding. It was agreed the next step would be a public meeting to see if a team could be put together to understand interest and viability for a business proposition. It was suggested to invite speakers from CAMRA and possibly someone who successfully runs a community pub. **Action:** the Clerk agreed to liaise with Fenella to check if she is happy to lead the discussions and identify a suitable date for a meeting with speakers; and to inform Sue at the Hare & Hounds about the decision.

Council discussed the feasibility of a cycle path between Harlton and Haslingfield. There is still concern that with a safe route in place, it’s likely the school bus would be lost, and funding is a significant issue. It was agreed to make initial enquires with Haslingfield Parish Council to find out if they have interest in the project or whether there might be scope for financial support via S106 funds. Overall the consensus was priority for a cycle route from Haslingfield into Cambridge.

Cambridgeshire County Councillor (CCC) Sebastian Kindersley reported he had been elected Chairman of the Council;

Members welcomed newly elected South Cambs District Councillor Doug Cattermole who was in attendance. He hopes to come along to our parish meetings and is very much looking forward to representing and supporting the community.

The Electoral Review draft recommendations outlined in the LGBC consultation (correspondence received 10 May) were divisional and not set boundaries. Under the proposed new electoral arrangements Harlton and Haslingfield would come under separate divisional boundaries. Parish Council members felt the villages were closely linked because of the primary school and the sharing of the Church & Village Magazine/Newsletter, and would prefer to stay in the same division.

**Action: RB** Cllr Richard Benson agreed to seek views of the Chairman of Haslingfield Parish Council before responding to the review.

**10. To consider and agree roles and responsibilities of Parish Council Members**

The roles and responsibilities for Parish members 2016-17 were agreed. See Appendix A

**11. Ratification of the Parish Council Standing orders**

The council’s Standing Orders had been circulated to members by email. These were agreed and ratified for 2016

**12. Review and ratification of the Financial Regulations and effectiveness of the system of internal controls and internal audit.**

The Financial Regulations (2014) and Internal Financial Controls statement had been circulated by email. These were discussed and ratified for 2016.

**13. To approve the Annual Governance Statement of the Annual Return**

The Annual Governance Statement was approved and signed by the Chairman in line with statutory requirements.

**14. To consider and approve the Accounting Statements.** The Clerk had circulated the year end accounting statements to members and certified Section 2 of the Annual Return. The accounts statements were and approved by council and the Annual Return was duly signed by Chairman. The internal auditor will review the books and accounting statements on report any findings to the

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council. The completed return has to be with the external auditors by the appointed date of 13 June. The Exercise of public rights in respect of the inspection of the accounts and publication of sections 1 & 2 of the Annual Return on the body's website is 6 June – 15 July. **Action:** Clerk

### 15. Finance: -

**Approval of signatories for the Bank mandate with Barclays Community and Business Saver accounts.** It was agreed for Ben Banks, Chris Coleridge and Garry Johnson to be signatories on the accounts. The new bank mandate was completed. The Chairman will telephone the bank to discuss the arrangements / return the form.

#### **Consideration of quotations for village hall replacement door and frame.**

Council reviewed two estimates (Offord and Camp/ Paul Gentry Joinery) obtained by the Village Hall Trustees for supply and fitting of a new entrance door to the Village Hall. It was noted there is a disparity between the costing for supply and works included in the figures quoted.

**Action:** Cllr Benson will request that another estimate is sought in line with Offord and Camp specification.

### **Invoice & bank transfer payment approval:**

£160.11, CAPALC Annual Membership fees – payment deferred. The costs had significantly increased from last year. The clerk has asked for the invoice to be reviewed

£ 77 - SLCC Clerks annual membership fee – payment approved.

£79.80 (inc vat), Playsafety Ltd. Annual Inspection of Playground - payment approved

£3,522 (inc vat), Richardson Tree Surgery, tree works in the Clunch pit - payment approved

£23.78 K. Quince, refreshments for village meeting (£20) postage £3.78 – payment approved.

£5.40 Post Office Ltd (HMRC/PAYE payment) retrospective payment approved.

£50 – Bank transfer to DK Marketing (Danielle Kinsella), Annual web & email hosting (total £118.78) – payment approved. The Chairman will request and authorise the BACS payment of £50 only.

**Receipts:** noted

£68.78 Credit note re overpayment to DK Marketing (Danielle Kinsella)

£29.60 PAYE payment due from K. Quince for tax year 2015-16

£776.38 HM Revenue and Customs VAT repayment

£4,250 SCDC – Precept 2016/17

£1 rent, Village Hall Trustees

### 16. To receive reports on business actions from previous meetings:-

To date the clerk hadn't received any further interest from local parishes for sharing costs to purchase speedwatch equipment. It was agreed to defer making any decision for now and review again if felt necessary.

Safety improvements for the junction A603 /Eversden Rd: Sebastian Kindersley advised members the next step would be for parishes (Eversden and Harlton) to form a residents group; to meet with Highways Officers and the road safety team on site to discuss the issues and agree what might be causing the problems / and or consider what safety improvements can be made. Chairman reported there was a Harlton resident with experience in road management who had already offered to give guidance and support where possible. **Action:** Cllr Ben Banks will speak with Paul Tebbitt, former Chair of Little Everden, to see if he would be willing get involved to take a plan forward.

Registration of the Children's playground with the Land Registry – investigations in progress, no matters to report.

Youth facilities: to investigate costs to provide a concrete table tennis table on the Glebe –held over.

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**17. Feedback and actions from the Annual Village Meeting**

1. To explore the idea of a community bid in respect the Hare & Hounds / and to find out how other communities have successfully done this.
2. To explore the feasibility of providing a cycle path between Harlton and Haslingfield; which might then connect to a cycle path from Haslingfield to Cambridge.  
Agenda item brought forward – see item 9 above.

**18. To consider the ROSPA Annual Inspection Report for the Playground**

Cllr Ben Banks had carried out the monthly parish inspection of the playground. The Annual ROSPA inspection had been completed in April. The overall risk rating for the play space is low. It was noted the play surface needed a sweep. **Action** Cllr Richard Benson to undertake

**19. Reports and discussion for ongoing items:-**

**Village Hall Trustee Liaison** – see item 15. Cllr Richard Benson to forward the Trustee minutes from AGM in March to the Clerk

**Management of the Clunch pit** – Cllr Ben Banks, Cllr Garry Johnson and the Clerk visited the woods over the weekend to assess the work carried out by tree contractors and reported the work had been completed satisfactorily as per specification/ quotation. Cllr Garry Johnson agreed the role of tree warden and will undertake periodic visual checks, reporting to council as necessary. It was agreed to seek a conditional Tree Survey such as the one carried out by Greenwillows every three years or as necessary. **Action:** Clerk to send the files passed to her from Anthony relating to the Clunch Pit management to Garry for background info.

Asset of Community Value - the applications to nominate the Glebe (village green) and Cricket pitch are in progress.

Parish Council Risk assessments and Emergency Plan - draft document were in progress but needed further development before presenting for approval.

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

30/03/2016 SCDC – **S/0771/16AD** – Caravan Storage Land, Lords Bridge Farm, Harlton.

Retrospective advertisement consent for erection of seven flagpoles – noted. The council had previously made a Parish recommendation to the initial application and felt it wasn't necessary to make any further comments.

12/04/2016 SCDC, Decision Notice 92 High Street – Permission granted - noted.

14/4/2016 SCDC Local Plan - Publication of Inspectors Matters & Issues for Joint Hearings. Circulated and noted.

04/05/2016 SCDC, Planning and New Communities, new service update. Noted that parish councils will be invited to attend where there are pre-application meetings

04/05/2016 SCDC Confirmation letter that the Hare & Hounds has been included in as an ACV on the authorities register and notice advising that the nomination to include the Wheatsheaf, La Pergola restaurant as an ACV has been refused – noted.

**21. Incidents and observations relating to the village and report on matters for consideration at the next meeting.** No matters to report

**22. To approve date & time of next meeting: Tuesday 21 June**

Signed.....

Chairman .....Date .....