

## HARLTON PARISH COUNCIL

### Minutes of the Meeting of Harlton Parish Council held on Tuesday 21 June 2016 starting at 7.30 pm in the Village Hall, Harlton

#### Present:

Councillor: Ben Banks (BB) –Chairman  
Councillor: Richard Benson (RB) – 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

1. Apologies for absences – none received.
2. To receive Members' declaration of interest and dispensations – none received.
3. To approve and sign the minutes of the Annual meeting held on 17 May 2016

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

4. Public Participation – an open forum session of 10 minutes for members of the Public to speak on matters that concern the Parish – no members of the public were present
5. To receive reports from South Cambridgeshire District and Cambridge County Councillors. Cllr Doug Cattermole provided briefing notes from the District Council meeting on 19 May. The main points of the Greater Cambridge City Deal were outlined. South Cambs were running an online survey for residents on devolution, details can be found on the website. Cllr Sebastian Kindersley gave verbal reports on devolution and on the Western City Deal. County Council Fostering and Adopting Services are seeking foster carers and welcome applications.
6. To receive reports on business actions from previous meetings:

Consideration of quotations for village hall replacement door and frame were held over pending a third contractor quote. Costs to provide a concrete table tennis table for the Glebe held over. Feasibility and interest for a cycle path between Harlton and Haslingfield - the general consensus is still the priority of a cycle path from Haslingfield to Cambridge. Richard is waiting on some costings from the chair of Haslingfield PC which will give an indication of the costs involved, but it's felt that the price will ultimately impact on the decision to take the project forward. It's unlikely that there will be any available funding from 106 monies.

New Electoral arrangements and Local Boundary changes – Richard Benson had drafted a letter, in consultation with Haslingfield PC, and has sent this to the electoral review Officer to petition for both parishes to remain linked by inclusion in the same electoral division with the same County Councillor.

A date for a public meeting to understand interest for a Community bid for the Hare and Hounds is yet to be arranged in early July. See item 10 and 11

Paul Tebbitt, the former chair of Eversden PC does not wish to be involved in setting up a residents group to consider A603/ Eversden Road junction road safety improvements. He will pass on the request to the current chair for consideration.

**Action BB** to follow up. Sebastian advised a bid for a joint Highways funding for this year will need to be submitted in September.

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7. Finance: The clerk advised that the authorising signatories need to go into Barclays Bank to have their personal ID verified. A bank reconciliation for the parish bank accounts were presented, and the following invoices and order of payments approved.

£200.11 Clerks salary - agreed standing order in place.

£75.00 SCDC, costs for uncontested Election

£300 Jenny Reavell- internal audit fee (2014 -2016)

**Action Clerk** to ask Jenny if she would like a bank transfer payment.

It was agreed for Ben Banks to make arrangements for a bank transfer payment of £3,522 (inclusive of vat) to Richardson's Tree Surgery because waiting for confirmation of the new bank mandate. **Action BB** Cheque 1000592 raised to Richardson has been destroyed.

8. The annual internal auditor's review of the council's records and accounts had been concluded satisfactorily for year ended 31 March 2016. The internal auditor's section of the annual return had been completed and the form returned to meet the appointed external audit timeline framework. A management letter recommendation was given by the internal auditor to add an interim audit in December / January for ease of the Council's year end reporting deadlines, and to amend the standing orders to provide a mechanism/ authorisation of specific payments outside the meeting to allow for timings of meetings or supplier terms.
9. Parish Council monthly children's playground inspection. The inspection had been carried out by Ben and Richard. Richard Benson had swept the play surface as recommended in the ROSPA annual report. It was noted that the redundant catch on the gate needed removing.  
**Action BB**
10. Reports and discussion for ongoing business:-

**Village Hall Trustee Liaison** – Richard Benson forwarded a copy of Trustee meeting held on 7 June to the clerk for filing. The discovery of a break into the village hall had been reported to the police. Margaret Spencer is taking over as the hall's booking secretary from the end of June/ early July. The clerk has updated details on the village hall website page and asked Danielle Kinsella to update the coding default which feeds through to other pages.

**Management of the Clunch pit:** the clerk has passed the Clunch pit management files to Garry Johnson for reference. Garry reported evidence of motor bikes coming into woods.  
**Assets of Community Value** – the council has received notice from SCDC of the Hare and Hounds owner's intention to sell, which has triggered a six week moratorium period until the 19 July whereby the Parish Council can put forward an expression of interest as potential bidders on behalf of the community and extend the moratorium to the full six months, giving time to complete business planning and finances for such a bid. The clerk will press Fenella Martin-Redman for a suitable date for the Public meeting in early July. Other ACV nomination applications for the cricket pitch and Glebe are in hand and yet to be submitted.

The clerk presented a draft Parish Council risk register/ assessment policy document which she would circulate to members for sign off at the next meeting. Richard Benson is working on the emergency plan and asked for views on who should be listed as the main contacts in the event of an emergency.

11. To discuss and consider correspondence – circulated and noted.

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24/05/2016 South Cambs Police, Cambourne Area Panel Meeting Thursday 16th June. Chris Coleridge was unable to attend. It was noted from the pre-meeting notes that a special constable had been appointed for Gamlingay and there is a general focus on increasing speed related activities using new ultralight speed detector devices.

29/05/2016 SCDC, May parish e-bulletin

01/06/2016 SCDC, Planning Policy Monthly update June 2016

02/06/2016 SCDC, Elections, candidates expense returns – councilors were reminded it is a legal requirement to submit the form to SCDC election office, even for nil submissions.

07/06/2016 SCDC, Hare and Hounds Public House - Notice of the owner’s intention to sell

07/06/2016 City Deal Team, Local Liaison Forum for Cambourne to Cambridge Western Orbital

09/06/2016 CAPALC, Annual Catch Up Day for Clerks and Councillors - 15th July 2016 – the clerk will attend. There were some key items of interest on the agenda as well as being a good networking opportunity.

8/06/2016 CCC Highways, Network Rail Public Consultation Anglia level crossing – Cambridge

09/06/2016 CCC Highways Transport & Structure, Rights of Way Improvement Plan

**To agree date and time of the next meeting – Tuesday 19 July**

**Matters for consideration – repair/ replacement bench opposite the pub**

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