

Minutes of the meeting of Harlton Parish Council held on Tuesday 30 October 2018 in the Village hall, Coach Drive at 7.30pm

Councillors Present: Chairman Cllr Ben Banks (BB), Vice Chair Cllr Chris Coleridge (CC), Cllr Garry Johnson (GJ), Cllr Isabel Robinson (IB), Cllr Richard Cottam (RC); Clerk Kim Quince

1. Apologies for absences

Apologies received from District Councillors Philip Allen Ian Sollom and County Councillor Lina Joseph

2. To receive Members' declaration of interest and dispensations

None declared.

3. To approve and sign the minutes of the parish council meeting held on 25 September 2018

The minutes were approved and duly signed as a correct record by the Chair.

4. Public Participation –no members of the public were present

5. To receive report from Cambridgeshire County and District Councillors.

Monthly reports had been circulated.

6. To receive Clerk's report and updates on business actions

The Privately Funded Highway Improvement (PFHI) application for the siting of Community Speedwatch operating signs had been submitted to the Highways team. Clarification about S106 agreement (Community and Open Space contributions), in relation Burnt Farm development had been raised with SCDC Planning, with no response to date. A letter had been sent to the land owner seeking support for additional tree planting on the land adjacent to the new grain store in Washpit Lane.

7. Planning S/3683/18/LB/ S/3682/18/FL - 43 High Street: Conversion of existing garage into habitable accommodation with attendant glass link to existing dwelling. It was noted that there had been some changes to this new application from the previous submission that had been refused by SCDC. No parish recommendation was made.

8. Parish Council Insurance

The clerk had obtained another quotation considerably lower than the renewal quotation/ 3 quotes provided from Came & Company (current Parish Council Insurance provider).

There was an extensive discussion of how to determine the appropriate level of insurance cover for risks. Members agreed to accept the lowest quote of the three recommended by our broker, of £1,226.32 from C&C - cover is provided by Axa Insurance UK PLC for one year (1 November 2018 – 31 /10/2019). It was agreed to review the insurance cover provided against risks further in advance next year and see if appropriate cover could be sourced outside the recommendations made by our broker (rather than approve a three year Long Term Agreement (LTA).

- 9. Finance:** A bank reconciliation was presented with the following order of payments approved.

£1,226.32 Came & Company – Parish Council Insurance

£259.60 – clerk salary

Receipts £29.80 – re PAYE deduction

There were still ongoing issues with setting up online banking. Barclays need the account information updated and to see Personal ID verification of all signatories – which is proving difficult to obtain satisfactory signatory authorisation/appointments from Barclays. Jenny Reavell confirmed receipt of £200 in settlement of 2016/ 2017 internal auditor fees.

A dispensation was agreed for the clerk to pay any PAYE deduction payable to the parish council on a monthly basis until the new financial tax year in April.

Budget 2019

The clerk prepared an updated budget report for the current financial year 2018/19.

Funds were reasonably healthy with income from VAT and an awarding grant from the Village Hall Trustees yet to be received. The budget forecast of expenditure for 2019/20 was discussed and approved. This will be reviewed at the precept requirement meeting in January 2019. It was noted that there were no significant expenditure expected for building maintenance next year other than routine maintenance, but other window replacement /repair work and replacement of the hall floor was anticipated in the future years.

Consideration of Awarding Grants 2019

The PC agreed a grant of £1,000 for 2019 towards running costs of the Connections Youth Club bus (payable to Haslingfield PC), with the proviso that the facility and attendance numbers (including children from Harlton) remain viable.

10. Reports and consideration of ongoing business including:-

Village Hall Trustee Liaison – Isabel Robinson had forwarded the VHT minutes for September to the clerk. Garry Robinson confirmed the trustees had sight of the licence agreement which outlines PC and VHT areas of responsibilities. The village hall window and ceiling repairs had been satisfactorily completed and the account settled by the PC. It was noted that the VHT trustees had agreed to give a contribution grant of 50% of net costs - this amounts to £2,506.50. The clerk was asked to forward copies of the invoices to the trustee chair. **Action: Clerk**

Management of the Clunch Pit – no matters to report

Monthly Children’s playground inspection – BB will carry out the inspection and report at the next meeting in November. **Action: BB**

11. To consider correspondence received and circulated:-

01/10/2018 CCC Statement of Community Involvement – Consultation

04/10/2018 SCDC Emergency Planning Guidance Booklet

05/10/2018 SCDC Adoption of the South Cambridgeshire Local Plan

HARLTON PARISH COUNCIL

14/10/2018 County Councillor Lina Joseph updates

18/10/2018 SCDC Monthly Planning update

29/10/2018 District Councillor Philip Allen report

12. Incidents and observations relating to the village – none reported

13. Date and time of the next meeting and matters for consideration

Tuesday 27 November

Meeting finished at 20.40pm

Signed..... Date.....