

**Minutes of the meeting of Harlton Parish Council held on Tuesday 12 May 2020, at 7.30pm
(Virtual Zoom meeting)**

Attendees: Parish Cllrs Ben Banks (Chair); Chris Coleridge (Vice-Chair); Richard Cottam; Garry Johnson; Isabel Robinson; District Councillor Philip Allen; County Councillor Lina Nieto; Parish Clerk - Kim Quince

20-21/001 CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting and thanked Vice-Chairman for hosting the virtual meetings, until such time the council were able to meet again in the village hall.

20-21/002 APOLOGIES FOR ABSENCE

None received

20-21/003 COUNCILLORS' DECLARATIONS OF INTEREST

To receive declarations of interest: The Chairman declared a non-disclosable pecuniary interest in **agenda item 20-21/008**. The council granted a dispensation for Chairman to participate in discussions relating to the matter.

20-21/004 PUBLIC PARTICIPATION (10 Minutes)

An enquiry (via email) was submitted to the parish council to raise the matter of improving cycle routes for our village, with emphasis on a designated cycle way from Harlton to Barton, given the current climate, and that the government is keen to increase safe cycle routes. Councillors believe a route along the A603 could potentially benefit Wimpole, Orwell and Eversdens. However after some discussion, it was felt it would need an interest group and campaign to take this forward. The council do not have capacity to take on such a project, however will suggest to the resident that maybe they would like to investigate with the local parishes, and get in touch with the A10 corridor cycling campaign group to understand interest, and feedback to the Parish Council for support.

ACTION: Chair Cllr Banks

20-21/005 APPROVAL OF MINUTES

- a) It was agreed that the minutes of the Full Council Meeting held on 10 March 2020 be approved and signed.
- b) Matters to report from previous meeting: It was noted that the repairs to the damaged brick pillars to Coach Drive were being coordinated by the PCC (local Parochial Church Council) and the haulage company responsible. The clerk will investigate whether the street light is still permanently on in Coach Drive, and follow up with SCDC as necessary.

ACTION: Clerk

- c) **Clerk's Report: Haslingfield Little Owls Preschool:** the Chair of the trustees had emailed to express thanks and appreciation for the grant (£300). She would be happy to come along to present on activities once things return to normal.

Connection bus: the youth club bus project team are exploring options for services during the summer holidays, if the situation changes.

Parish Precept Payment: SCDC paid a quarter of precept in April (£2,125) with a second quarter to be paid in July. However with cash flows looking better than expected they will now pay in May with the second half in September as normal.

Parish Council Energy Street Light contract: it seems the handover to SSE Energy did not take place, although the contract was signed and returned in December. The clerk will follow up with them. Cambridgeshire County Council have advised they will send final street lighting energy account invoices to Parish Councils in the financial year 2020/21 (to cover street lighting for the period from October 2019 to the date in 2020 when the parishes formally transferred to their new energy supplier). **ACTION: Clerk**

Annual Village Meeting: the meeting in April was cancelled because of current social distancing restrictions in place. Given it's unlikely to be rescheduled, the clerk recommended publishing

a parish council newsletter in the summer, with a report from the Chairman and a brief update on community activities. **ACTION: Clerk**

Telephone Kiosk: Moria Malfroy has offered to help look after the telephone library in the short term. The clerk will follow up to find out whether happy to continue with the arrangement, or whether the parish council should put out a call for a volunteer. **ACTION: Clerk**

GDPR: A general Privacy Notice has been placed on the website. The clerk will circulate a draft Information & Data Protection Policy for approval. **ACTION: Clerk**

Website: The invoice for the website annual and email hosting has been received with a small increase again this year. Payment of £174 was approved on the basis that options for managing the site and associated costs will be reviewed in advance of the subscription renewal next year.

Grants: there has been no grant application to date from Haslingfield PTFA to date.

S/4325/19/LD Manor Barn, Washpit Lane: Certificate of lawful development for the existing use of the Manor Barn as an events venue (D2 Use Class) for no more than 30 events (excluding exercise classes) per calendar year, comprising no more than 4 events per week, and the use of Manor Barn for no more than 3 exercise classes per week: CERTIFICATE GRANTED Greater Cambridge Shared Planning 12 May

20-21/006 COUNTY COUNCILLOR REPORT circulated. County Cllr Nieto joined the meeting (20.50 pm). She reported on a video call meeting with 3 parishes and a Highways officers at South Cambs in March, to discuss amongst other local issues, LHI applications and feasibility studies. It was noted that road safety improvements for the A603 / Wheatsheaf junction will be made under a bid for capital Transport Investment. SCDC officers will put together a case to submit to the next round/ phase of funding. She acknowledged efforts and thanked Harlton residents and volunteers supporting the community during the current public health emergency. It was noted Cambridgeshire Coronavirus Community grant funding is available to support community needs.

21/007 DISTRICT COUNCILLOR REPORT – circulated

District Cllr Allen was asked for thoughts on the feasibility for a cycle path along the A603 through to Barton. He advised there was impetus and movement towards sustainable transport, and there may be grants available in support. However he felt it would need an interest body to help 'make it happen'. He suggested contacting the A10 cycling scheme campaign group to see what advice they could give, and the Greater Cambridge Partnership to understand future plans.

20-21/008 PLANNING MATTERS

- a) **Planning matters for Parish comments: S/3367/18/** Discharge of Conditions 17, 14, 8, 6, 5, 4 (Burnt Farm, High Street). The Parish Council had not met since the last parish council meeting in March. It was noted from an email received from SCDC advising, that four conditions below are still awaiting to be discharged (all the others relating to the original application had been discharged)

Cond 4- Precise details – awaiting for Conservation consultee response

Cond 5 – Materials – awaiting for Conservation consultee response

Cond 6 – Hard and soft landscaping – minor amendments have been received to the satisfaction of the landscape officer

Cond 17 – Traffic Management Plan – minor amendments have been received regarding a more detailed traffic management plan and drawing and awaiting the Local Highways Authority for comment

Planning matters for information

An operational update in an email received from Greater Cambridge Shared Planning Service, advised how they are currently managing planning applications. There was a request for support by going paperless during current situation by using the new planning portal. There was also an acknowledgement of the difficulties local councils have faced in responding within statutory timeframes recently.

20-21/009 FINANCE

- a) Bank Reconciliation – noted and circulated
- b) Order of invoice payments were approved and will be paid online by the Chair and Cllr Johnson by BAC's transfer: **ACTION: Cllr Banks and Johnson**
£92 SLCC Membership, £40 K. Quince (reimbursement printer cartridges),
HMRC payment, £174 Danielle Kinsella – web hosting fee (approval to be applied retrospectively at the next meeting)
- c) Receipts noted: SCDC Precept £2,125, K. Quince £45.60 (refund relating to dispensation regarding HMRC deductions)
- d) Internal audit arrangements: The clerk advised Jenny Reavell will carry out the parish council internal audit end at the end of May - early June
- e) It was noted that the statutory reporting and audit deadlines have been extended. The submission deadline for the completed AGAR form to the external auditor is 31 July. The requirement for the public inspection period (Exercise of Public Rights) has been amended and should commence on or before the first working day of September 2020. The clerk is preparing the Year End Accounts and will circulate for approval with the signing of AGAR forms at the next Parish Council meeting in July. She will circulate the paperwork once the internal audit has been carried out.

20-21/010 REPORTS ON ONGOING BUSINESS

- a) **Village Hall Trustee Liaison – Village Hall external decoration**

The clerk reported she had emailed the Chair of the village trustees to advise that the parish council agreed, at its March meeting to accept the quotation for £1,400 from Alan Wombwell should a third quote not be forthcoming. Members approved delegation to the village hall trustees to manage the external painting works, and to liaise directly with Alan on this basis. The invoice should be addressed to the parish council, and the quotation ideally revised to the same. The clerk will inform the Chair. **ACTION: Clerk**

It was noted that the Village hall guttering and drain pipe damage caused during site excavation on adjacent site has now been repaired. The Village Hall Trustee Annual meeting in March had been postponed.

Management of Clunch Pit

Cllr Johnson advised the tender exercise for the four yearly safety inspection was in hand. He had been in contact with a number of companies who understood Parish Council requirements. A series of meetings were scheduled to discuss and survey the trees in the Clunch pit, the Glebe and the Cherry tree in the High Street.

Children's playground monthly inspection/ Annual ROSPA Safety report

It was noted that the Annual ROSPA safety inspection did not take place in April. The clerk will follow up to find out when it's likely to take place. **ACTION: Clerk**

- b) **Road safety improvements Harlton/ Eversden A603 junction**

See agenda item **20-21/006**

20-21/011 COVID-19 COMMUNITY RESPONSE

Harlton Parish Council were working with South Cambs Sustainable Communities Team in response to the current Coronavirus pandemic and public health emergency, to ensure any vulnerable and isolated people had support. A letter drop went out at the end of March to all households to make residents aware of a village volunteer support network. Lucie Coleridge, Margaret Spencer and Kim Quince were coordinating any requests for assistance from people self-isolating. There have been a few requests, but mostly people are managing within own neighborly support groups.

2021-012 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS

The Standing orders were updated to reflect Temporary Regulations in force from 7th April 2020 expiring 6th May 2021 (to permit parish council to hold remote (virtual) meetings and decide the

method to facilitate). There is no requirement to hold an annual meeting. It was agreed the Chair and Vice-Chairman will remain in place. Voting on any matter will be by show of hands. Members of the Public who wish to observe should email the clerk for joining instructions. Members of the public may make representations at the meeting if questions are sent in advance.

It was resolved the standing orders be Adopted: Proposed by Cllr Banks, seconded by Cllr Coleridge
The Financial Regulations and System of financial controls were ratified and adopted: Proposed by Cllr Banks and seconded by Cllr Cottam. Both documents will be placed on the website.

20-21/013 TO CONSIDER CORRESPONDENCE RECEIVED – circulated and noted

Circulated for information

- 2020/04/29 Connections Bus update
- 2020/04/22 AGAR PKF Littlejohn instructions re external audit 2019/20
- 2020/04/21 Street Works – Temporary road closure in the High Street in June /July
- 2020/04/17 CAPALC (Local Association of Local Councils) April Bulletin
- 2020/04/09 Greater Cambridge Shared Planning Service Update
- 2020/04/08 SCDC Parish Precept Payment
- 2020-04-04 3C Shared Services Street Naming (development of 6 Dwellings, Burnt Farm)
- 2020-04-01 CCC Local Highway Improvement 2021/22 - Local Projects – see above
- 2020-03-31 Greater Cambridge Housing Trajectory and Five Year Housing Land Supply
- 2020-03-18 CCC Highways- Final Street Lighting energy account invoices
- 2020-03-17 Greater Cambridge Shared Planning - Planning consultation for S/3367/18 Conditions(Burnt Farm, High Street)

2021-014 INCIDENTS AND OBSERVATIONS RELATING TO THE VILLAGE

Activities of ‘drug dealing’ at the village hall were reported. The police were called and investigations were carried out. A suspicious vehicle was seen parked up in Washpit Lane. Residents should be mindful to observe details like number plates and report any suspicious activity.

The parish council had received notification that an application has been made to 3C Shared Services proposing the street names ‘Margaret Court for Burnt Farm development. No comments were agreed by the Parish Council.

There will be road closures in the High Street in June / July for service connections with diversions in place. Details will be on the village notice board and website.

2021-15 MEETING DATES

Next meeting (virtual) to be held on Tuesday 12 July.

Dates for the rest of the year up to the next Annual Meeting of the Council on 18 May 2022 were scheduled. These will be posted on the village website.

20-21/016 MATTERS FOR CONSIDERATION AT THE NEXT MEETING

- Risk Management and Information & Data Protection Policy Policies
- Approval Year End Accounts and completion Accounting and Governance Statements and signing of AGAR forms of 2019/20

Meeting closed 9.00 pm

Signed

Chairman

Date