

# HARLTON PARISH COUNCIL

**Minutes of the VIRTUAL (Zoom) meeting of Harlton Parish Council held on Tuesday 18 May 2021, starting at 8pm.**

**Attendees:** Parish Cllrs Ben Banks (BB) Chair, Chris Coleridge (CC) Vice Chair, Richard Cottam (RC), Isabel Robinson (IR), Parish Clerk, Kim Quince

**21-22/ 1 Election of the Chair of the Parish Council** - Cllr (CC) proposed Cllr Ben Banks (BB), Cllr (RC) seconded. All in support. Declaration of Office Acceptance signed by Cllr (BB)

**21-22/ 2 Election of Vice-Chair of the Parish Council** – Cllr (BB) proposed Cllr Chris Coleridge (CC), Cllr (IR) seconded. All supported. Declaration of Office Acceptance signed by Cllr (CC)

**21-22/ 3 To receive any updated Disclosable Pecuniary Interest Forms and Declarations of Interest for items on the agenda** – Cllr (BB) with regard to Item 10 – Planning matters.

**21-22/ 4 To receive and grant requests for dispensations** – for Cllr (BB) to participate in discussions relating to Item 10 Planning matters; to pay Clerk’s Membership to Society of Local Council Clerks

**21-22/ 5 Apologies for Absence** – Cllr Garry Johnson; District Cllr Ian Sollom

**21-22/6 To accept and sign the minutes of the virtual meeting 25 March 2021 as a correct record.** The minutes were approved with amendment to Item 11 – to remove ‘CEMEX’ to read ‘Lorries passing through the village’

**Matters to report from previous minutes** – Cllr (BB) advised he had received a verbal quote of £2,150 for repointing the second pillar and both sides of the brick wall at the entrance Coach Drive/Village Glebe. In principle all approved undertaking the maintenance work subject to receiving a formal quotation and breakdown of costs. **Action** Cllr Ben Banks to follow up

**21-22/ 7 Public Participation** – Open Forum ( 10 minutes) – no members of the public were present

**21-22/ 8 District Councillor Report** – circulated.

**21-22/ 9 East West Rail, Cambridge Approaches Action and Harlton Working group updates**  
Approximately 65 residents attended a virtual Public meeting hosted by the Parish Council on 20 April. There were presentations from David Revell, Cambridge Approaches (CA), Stephanie Morley, representative of Eversden Working group. Harlton resident, and Tom Lindley presented a summary of his Noise Impact Survey, with drone footage showing the potential track levels and its impact over the village. A Harlton Working Group has been formed, which concentrates on village specific initiatives to get all residents fully involved. EWR virtual webinars have been held for affected Parishes, with the next relevant meeting for Parish Councils on 27 May. The council is currently waiting for guidance from (CA) with regard to house holders and Parish Council response. It was agreed to hold a zoom meeting, if necessary before the 9 June Consultation deadline to summarise feedback.

**21-22/10 Planning Matters:** Greater Cambridge Shared Planning Notifications – No comments. Noted residents are able to view the applications and make comments via the online Planning Portal.

[21/01575/HFUL](#) 46 Eversden Road

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[21/01150/HFUL](#) 77 High Street

[21/01773/SCRE](#) Screening opinion for a proposed solar farm development,  
Land East Of Lords Bridge, Cambridge Road

[21/01591/FUL](#) Bartle Frere Farm, Washpit Lane, Change of use of building from  
agriculture to storage and distribution (B8)

**21-22/11 Review and Adoption of Statutory Documents, Appointments and Policies.** Items 11 a – c ratified with no changes.

- a) To review, approve and adopt Standing Orders
- b) To review, approve and adopt Financial Regulations and Internal System of Financial Controls
- c) To ratify the appointment of Kim Quince as Clerk and Responsible Financial Officer  
All supported.
- d) Risk Management Policy and Register – to hold over pending review and completion of AGAR return.

**21-22/12 Councillor Roles and Responsibilities** – clerk to circulate draft for approval at the next meeting.

**21-22/13 Finance**

- a) **Review of Inventory of land, street furniture and assets including buildings** – Accepted no changes. Clerk to circulate Asset Register.
- b) **To approve the Annual Accounting Statements for Year End 31st March 2021 and AGAR Certificate of Exemption** –to hold over Items 13b to 13f until the meeting of 22 June.
- c) To receive the Internal Auditor Report for the year ended 31st March 2021.
- d) To review and approve Section 1 ‘Annual Governance Statement 2018/19’ of the Annual Governance and Accountability Return
- e) To review and approve Section 2 ‘Accounting Statements 2018/19’ of the Annual Governance and Accountability Return.
- f) Notice of the period for the exercise of public rights.
- g) **To resolve to approve and pay order of invoices, BACs transfers and standing orders:-**  
Payments listed below were approved, including retrospective approval of online payment to Offord & Camp (invoice dated 13 April.) Clerk to email payment details to Cllr (BB) and Cllr (GJ) to authorise and counter approve BACs transfers:-
  - £519.20 Salaries (April, May)
  - £76.00 SLCC Clerks, Annual membership fee
  - £82.20 Play Safety Ltd, Annual ROSPA Inspection
  - £237.60 Offord & Camp, Village Hall roof repairs -
  - £174.00 DK Marketing, Danielle Kinsella, Annual Web and email hosting
  - £35.50 Expenses K. Quince, Ink cartridge and copy printing
  - £121.68, K. Quince – Solopress Invoice for 12 EWR signs

Receipts, £1.00 – VHT village hall rent (2021), £4.250 SCDC Precept 21/22

- h) **To consider grant funding for Connections Bus Project Youth Work Sessions from 12 May 2021** Haslingfield Parish Council had approved a mobile van and gazebo over the summer

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months. In principle the council were happy to provide a grant towards costs but would like more detail about the number of weeks that the service would operate.

- 21-22/14 To review ROSPA Annual Children’s playground Inspection Report 2021** There are some minor remedial works – moss removal, tree roots and repairs to playground fence **CIlr (BB) to action.**
- 21-22/15 Refurbishment of the Children’s playground** – It was agreed for the Village Hall Trustees to look at options and seek quotations on behalf of the Parish Council for consideration.
- 21-22/16 Installation of Dog Waste Bin at the bridleway entrance in Eversden Road** Greater Cambridge Waste Services have agreed to install a bin at the bridleway opposite Drift cottage on Eversden road, at the cost of £365.00. They will empty the bin free of charge. The Clerk had spoken to the resident of Drift Cottage, who had no concerns. All in support
- 21-22/17 Reports and discussion for ongoing items:**
- **Village Hall Trustee Liaison:** See item 15 regarding playground refurbishment. Cllr (IR) had forwarded copy of Trustee minutes for meeting dated 5 May 2021 to the Clerk.
  - **Management of the Clunch pit:** ongoing
- 21-22/18 Correspondence circulated:-**
- 2021/05/07 CAPALC May Bulletin  
021/05/07 Greater Cambridge Shared Planning Notification – 46 Eversden Road  
2021/05/04 SCDC, Upgrade of street lights to LED, MPAN change notification – and new inventory / contract rates from energy supplier. **Action Clerk to review**  
2021/04/26 Greater Cambridge Shared Planning Notification – 77 High Street  
2021/04/26 Greater Cambridge Shared Waste – Dog Waste Bins – see item 16  
2021/04/23 Greater Cambridge Shared Planning Notification Lords Bridge, Cambridge Road  
2021/04/13 South Cambs Local Policing - Cambourne PCSO's – noted the area is currently without a Police Community Support Officer  
2021/04/09 Greater Cambridge Online Planning Register – **Clerk to Action**
- 21-22/19 Incidents and observations relating to the village** – none reported.
- 21-22/20 Matters for consideration at the next meeting and Full Council Meeting Dates 2021**
- Parish Council Accounts and AGAR Return  
Risk Management Policy and Register  
Parish Councillor Responsibilities  
Date of next meeting 22 June 2021.

Full Council Meeting dates for July, September, October and November to be posted on the village website

Signed ..... Chairman.....