

HARLTON PARISH COUNCIL

Notice Meeting: Full Council

Date: Tuesday 10 May 2021 at 7.30 pm

Harlton Village Hall, Coach Drive, Harlton CB23 1EN

To All Members of the Council

You are hereby summoned to attend the Annual Meeting of Harlton Parish Council for the purpose of transacting the business as set out below

The Meeting is open to members of the Public and Press



Kim Quince - Parish Clerk, 04 May 2022

AGENDA

22-23/1 Election of Chairman

To elect the Chairman for 2022/23 and signing of the Declaration of Acceptance of Office.

22-23/2 Election of Vice- Chairman

To elect the Vice-Chairman for 2022/23 and signing of the Declaration of Acceptance of Office.

22-23/3 Apologies for Absence

22-23/4 Councillors' Declarations of Interest

- To receive any updated Members Interest Forms.
- To receive declarations of interest from Councillors on items on the agenda. For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To grant any requests for dispensation as appropriate.

22-23/5 Public Participation (10minutes)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting

22-23/6 Approval of Minutes and to receive meeting Action updates:

- To approve the minutes of the meetings on the 19th April 2022
- To receive meeting action updates

22-23/7 County and District Council Matters: To receive the reports from both the County and District Councillors

22-23/8 Planning Matters: To receive any new Greater Cambridge Shared Planning Notifications

22-23/9 Review of the Annual Children's playground Inspection Report 2022

clerk@harltonparishcouncil.org.uk (01223) 262294

Chairman: Cllr Ben Banks Vice Chairman: Cllr Chris Coleridge

HARLTON PARISH COUNCIL

22-23/10 Annual Business

- a) Review of Inventory of land, street furniture and assets including buildings and office equipment.
- b) To review, approve and adopt Standing Orders
- c) To review, approve and adopt Financial Regulations and Internal System of Financial of Controls
- d) To ratify the appointment of Kim Quince as the Responsible Financial Officer
- e) To review and approve Councillors as bank signatories on all bank accounts/ review and approve Councillors appointed to authorise BACS payments from Council online bank accounts.
- f) To confirm Internal Auditor 2022/23 as agreed at 1 March meeting
- g) To appoint members to the relevant Committees and/or Working Groups
- h) Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation
- i) Review of Council's Complaints Procedure
- j) Review of the Council's Employment policies and procedures

22-23/ 11 Finance

- a) To receive bank reconciliation / bank statements
- b) Receipts, £1.00 – VHT village hall rent (2022), £4.250 SCDC Precept 22/23
- c) To approve order of invoice payments, BACs transfers, standing orders and salaries
£98.00 SLCC, Annual membership fee
£84.00 Play Safety Ltd, Annual RoSPA Inspection
DK Marketing, Danielle Kinsella, Annual Web and email hosting invoice
£29 K. Quince, Ink cartridge
£28.38 K. Quince – Annual Village refreshments
To approve donation to Harlton PCC (in lieu of grass cutting for The Glebe)

22-23/12 Reports and discussion for ongoing items:

- East West Rail, Cambridge Approaches and Harlton Working group updates
- Village Hall Trustee Liaison:
- Management of the Clunch pit:

22-23 /13 Report from Annual Village Meeting held on 26 April 2022

22-23/ 14 Correspondence received:

2022-05/04 CAPALC May Bulletin
2022/05/04 EWR South Cambridgeshire East Group – upcoming date
2022/05/03 Cambridgeshire Highways report update
2022/05/03 SCDC New Register of Interest Forms for Parish and Town Councillors
2022/05/03 PCC Office - Hold the date! Virtual roundtable for local Councillors
2022/05/02 GCSP, Planning applications summary week commencing 25/04/2022
2022/04/29 RoSPA Play Safety Inspection Reports/ Invoice
2022-04-28 SLCC Membership Renewal Notice
2022/04/27 Cambridgeshire County Council Highway Maintenance Service Review

22-23/15 Incidents and observations relating to the village

22-23/16 Meeting Dates 2022/23 and Matters for Consideration at next meeting Parish Council Accounts and AGAR Return, Parish Councillor Responsibilities

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