

HARLTON PARISH COUNCIL

Minutes of the Annual Meeting of Harlton Parish Council held on Tuesday 10 May, 7.30 pm in the Village Hall, Harlton.

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

In attendance: Newly elected District Councillor Lisa Redrup

22-23/1 Election of Chairman To elect the Chairman for 2022/23. Cllr (CC) proposed Cllr Ben Banks (BB), Cllr (GJ) seconded. All in support. Declaration of Office Acceptance form for the office of Chair was signed by Cllr (BB)

22-23/2 Election of Vice- Chairman To elect the Vice-Chairman for 2022/23. Cllr (BB) proposed Cllr Chris Coleridge (CC), Cllr (RC) seconded. All in support. Declaration of Office Acceptance form was completed for the office of Vice-Chair by Cllr (CC)

22-23/3 Apologies for Absence – None received

22-23/4 Councillors' Declarations of Interest

- To receive any updated Members Interest Forms: No updated Members Interest forms were received. Cllrs duly signed the new Declaration of Acceptance of Office forms.
- To receive declarations of interest from Councillors on items on the agenda – none received.
- To grant any requests for dispensation as appropriate – dispensation was granted to pay the clerk's Society of Local Council Clerk's membership fee.

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: No members of the public were present.

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

- To approve the minutes of the meetings on the 19th April 2022. The minutes of 19th April meeting were accepted and signed by the Chair as a correct record of the meeting.
- To receive meeting action updates: Cambridgeshire County Highways advised that Cambridgeshire Police are responsible for dealing with the issue regarding the potential risk of an accident or collision due to vehicles parked on the grass verge on the bend of Eversden Road and Washpit Lane.

ACTION: It was agreed for Chairman (BB) to make enquires with local residents to try and find the owners to point out the hazardous nature of the parking. All supported.

22-23/7 County and District Council Matters: County Councillor Annual May 2022 report received. This will be made available on the village website. The chair extended a welcome to the newly elected South Cambs District Councillor who was in attendance.

22-23/8 Planning Matters: To receive any new Greater Cambridge Shared Planning Notifications – none received.

22-23/9 Review of the Annual Children's playground Inspection Report 2022. Minor re-medial works to address the moss on the playground surface and repairs to the playground fence were recommended. There were no immediate safety issues.

ACTION Cllr (GJ) to follow up whether a Community volunteer would be available to power wash the area.

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22-23/10 Annual Business

- a) **Review of Inventory of land, street furniture and assets including buildings and office equipment.** The Asset Register was updated with a minor updates (there were 5 teak benches not 6). Noted that the Village notice board was in need of repair or possible replacement.
- b) **To review, approve and adopt Standing Orders** – ratified with no changes. All supported.
- c) **To review, approve and adopt Financial Regulations and Internal System of Financial of Controls** – ratified with no changes. All supported
- d) **To ratify the appointment of Kim Quince as the Responsible Financial Officer (RFO)** – All supported.
- 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 account. All agreed to keep the current mandate of Cllr Ben Banks, Chris Coleridge, Garry Johnson as signatories on the bank accounts. Cllr (BB) and (GJ) were appointed to authorise BACS payments.
ACTION: Cllr Chris Coleridge agreed to investigate with Barclays’ what is needed for him to have the mandate to authorise online payments on the Parish Council accounts.
- f) **To confirm Internal Auditor 2022/23** LGS Services have been appointed to carry out the Internal Audit as agreed at 1 March meeting.
- g) **To appoint members to the relevant Committees and/or Working Groups** – Cllr (BB) and (IR) were members of the Harlton Working Group and Cambridge Approaches Action Group. Cllr IR was PC representative to the Village Hall Trustees.
- h) **Review of the Council’s policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation** – All supported ratification of the Information & Data Protection Policy adopted October 2020; **ACTION:** To carry over review of FOI policy document.
- i) **Review of Council’s Complaints Procedure.** **ACTION:** Carry over review of Complaints Procedure.
- j) **Review of the Council’s Employment policies and procedures.** **ACTION:** It was agreed for the Clerk to draft a brief Employment Policy document to outline employer responsibilities for approval.

22-23/ 11 Finance

To receive bank reconciliation / bank statements – to carry over to the next meeting
Receipts, £1.00 – VHT village hall rent (2022), £4.250 SCDC Precept 22/23 - noted

To resolve to approve and pay order of invoices, BACs transfers and standing orders:-

Payments listed below were approved. Clerk to email payment details to Cllr (BB) and Cllr (GJ) to authorise and counter approve BACs transfers:-

£98.00 SLCC, Annual membership fee

£84.00 Play Safety Ltd, Annual RoSPA Inspection

£29.00 K. Quince, Ink cartridge

£28.38 K. Quince – Annual Village refreshments

£300 donation to Harlton PCC (in lieu of grass cutting for The Glebe) was approved

DK Marketing, Danielle Kinsella, Annual Web and email hosting invoice - Awaiting invoice.

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

- **East West Rail, Cambridge Approaches and Harlton Working group updates.** There had been no concrete information from EWR. Awaiting confirmation of the next Local liaison meeting date for

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South Cambridgeshire East.

- **Village Hall Trustee Liaison:** No financial contribution for the village event on the Glebe had been requested.
- **Management of the Clunch pit:** Noted a bowl of wood off-cuts had been gathered with the potential for a bonfire. **ACTION:** All it was agreed for Cllrs to seek community volunteers to distribute within the Clunch pit when visiting the area.

22-23 /13 Feedback report from Annual Village Meeting held on 26 April 2022. There was a brief discussion to address the concerns raised during the Open Forum session. A request to identify a no mow area, to create a wildlife area, will be added as an agenda item at the next PC meeting. It was noted that large Lorries, confused by the Unsuitable vehicle signage at the entrances to Washpit Lane, were increasingly coming into the village. It was suggested that Access Only signs should replace the current signage. The Parish Council will investigate with the local authority. Concern also had been voiced regarding burning of waste and thick black smoke coming from Bartle Frere Farm recently. It had been pointed out that any Environmental issues should be addressed with SCDC. The Parish Council agreed to write to the landowner to inform him, out of courtesy, that the matter had been raised at the village meeting.

22-23/ 14 Correspondence received and circulated.

- 2022-05/04 CAPALC May Bulletin
- 2022/05/04 EWR South Cambridgeshire East Group – upcoming date
- 2022/05/03 Cambridgeshire Highways report update – See item 22-23/6 Clerk’s report
- 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 for Parish Councils.

22-23/15 Incidents and observations relating to the village – It was reported that a tree which looked in danger of falling into the village pond had been removed.

22-23/16 Date of next meeting

14 June 2022

Matters for Consideration at next meeting

Parish Council Accounts and AGAR Return, Parish Councillor Responsibilities, LGA New Model Code of Conduct and revised Register of Interest Form

Meeting ended 9 15pm

Signed Chairman.....