

HARLTON PARISH COUNCIL

Minutes of the Meeting of Harlton Parish Council held on Tuesday 16 January 2024, at 7.30 pm in the Village Hall, Harlton.

In Attendance: Cllrs Ben Banks, Chair (BB), Cllr Chris Coleridge (CC) Richard Cottam, Garry Johnson (GJ), Isabel Robinson (IR); Clerk, Kim Quince (KQ)

UNCONFIRMED MINUTES

24-1. To receive apologies for absence – Apologies received from Councillor Lisa Redrup.

24-2. To receive declarations of interest and requests for dispensations from Councillors with regards to items on the agenda – None received.

24-3. To approve and sign the minutes of the meeting of 28 November 2023 – the minutes were approved and signed by the Chair. All supported.

24-4. Public Forum - For members of the Public to raise any matters of interest (15mins).
No members of the Public were present.

24-5. To receive District Cllr's Report (Lisa Redrup) – Report received and posted on the website. LR advised that the traffic counters in Haslingfield Road were in place as part of a traffic census. She also provided information on the requirements for temporary pink bins (for small electrical appliances) from Shared Wasted Services and had asked if the Parish were interested in the loan of a smaller bin 'roaming' bin, to be sited on a suitable village location **Action: BB** to enquire with the landlord of the Hare & Hounds.

24-6. To receive County Cllr's Report (Michael Atkins) – No report received. See item 12 (f)

24-7. Notification of Planning Applications from Greater Cambridge Shared Planning:

Planning Application 24/00137/FUL received 15/01/2024 – the public access link to view the application and make comments is available from the village website.

Change of use from use class E(c)/B8 to a combination of use class E(c)/B8 and E(d) - internal works to form new space with new entrance doors to new area. Site Address Manor Farm Washpit Lane. The proposal will form a learning pool and facilities and parking for the disabled. Cllrs discussed material consideration of increased traffic - No Comments/Recommendation Agreed.

24-8. To receive Clerk's report – advised by the village volunteer carrying out the monthly defibrillator site checks that the battery is due for replacement. Haslingfield PC have asked if Harlton would like to be involved in a Youth survey about what provision young people would like in the village (Haslingfield). The Clerk was asked to find out more details.

24-9. To discuss website and email hosting provision – The current web hosting provision is due for renewal 1 May. It was agreed to investigate costs for WCAG compliant website and hosting packages and gov.uk domain.

24-10. Finance:

a) **To receive the bank statements/ bank reconciliation** – Approved and signed by Cllr RC and the Chair.

- b) **To review and approve Local Government Service/NJC Pay Agreement Clerk's Salary 2024** – the Clerks LGSPA pay award was approved. To be implemented from 1 Jan 2024. All supported. **Action: BB to update the standing order.**
- c) **To consider donation to Harlton PCC in lieu of grass cutting costs 2023/24** – A £300 donation to Harlton PCC in lieu of grass cutting on the Glebe was approved. All supported.
- d) **To discuss Glebe Purchase Fund:** It was agreed to ask donors if they would like a refund of surplus funds (pro-rata) or contribute the monies to an earmarked reserve for future Playground Improvements.
- e) **To resolve to pay outstanding accounts BAC's payments, SO and DD** – the following accounts and payments were approved. **Action: KQ to send details to BB and GJ for online payments.**
 - K. Quince Salaries - Confidential
 - HMRC/ PAYE deductions December - Confidential
 - £15.02 SSE Southern Electric, Energy supply December (DD)
 - £1910.15 Barr Ellison Legal fees Adverse possession application (retrospective)
 - K Quince, £29.95 – Microsoft 365 Subscription (November to March 2024)

24.11 To review and confirm the Precept 2024/25 – A precept requirement of £9,500 was approved as outlined and agreed at the November budget meeting. All supported.

24-12. Report and/ or discussions for ongoing items:

- a) **Glebe Management** – The trees on the Glebe will be included in the next quadrennial professional tree safety inspection April 2024
- b) **Playground – remedial works boundary brick wall and playground surface clean:**
The play surface cleaning is underway. It was agreed to contact the PC's preferred local contractor to find out availability to inspect the brick wall and advise on wall and coping repairs.
- c) **Village Hall Trustee Liaison** – A copy of the Trustees' January minutes has been received. The Chair had met with a contractor to inspect the hall roof who confirmed it is not leaking water.
- d) **East West Rail** – there is now a combined South Cambridgeshire East & South Cambridgeshire West Local Reps group. Next meeting scheduled for 21 February.
- e) **Clunch Pit Management** – No concerns to report. Cllr GJ reported an application has been submitted to the SCDC Six Free Trees Scheme. It was agreed the saplings would be planted along the path boundary up to the Clunch Pit or on the Glebe.
- f) **Traffic Calming in the village – To review Harlton's 20mph design scheme.** The draft design plan received from CCC project team was discussed. This has been shared with residents via the village website and news 'Digital Champion'. Correspondence has been received from two residents regarding the position of the 20 mph / terminal signs in Washpit Lane and Eversden Road. The PC were asked to consider moving further back the 20mph extent in Washpit Lane and consider a 30mph replacing the 40mph from the La Pergola/ Wheatsheaf A603 junction onwards to the

20mph limit. It was agreed to approve the extent of the 20mph design, subject that the project delivery team give consideration for 30mph buffers zones, in both Eversden Road (from A603 junction) and Washpit Lane, which is planned to stay at the national speed limit – to the first house (Fryers Cottage). All supported.

A **Local Highway Improvement Initiative Application** for mobile vehicle activated signs (MVAS) in support of the 20mph limit has been submitted. The application has support from County Councillor Michael Atkins.

- g) **Playground Land Registration and Adverse possession applications.** The solicitors had submitted the applications to the Land Registry on the 12 December. They will keep us posted on any correspondence received.

24-13. Correspondence: Circulated

- 09/12/2023 Barr Ellison referee request for Legal 500 submission. The PC were happy for the Clerk to be referee but not for any transaction details to be published.
- 20/12/2023 Cambridgeshire & Peterborough, Local Transport & Connectivity Plan Approved.
- 20/12/2023 SCDC, Civil Parking Enforcement Scheme Live across South Cambridgeshire
- 04/01/2024 Connections Bus Report – circulated. Item 24.8 refers.

24-14. Incidents and observations relating to the village – no matters reported.

24-15. Matters for consideration at the next meeting -

Annual Parish Meeting (Village) Tues 30 April
Review and consideration of WCAG compliant website and hosting packages/quotes.

24-16. To confirm date of next Meeting Tuesday 26 March 2024