

## HARLTON PARISH COUNCIL

### **Minutes of the Meeting of Harlton Parish Council held on Tuesday 11 October 2016 starting at 7.30 pm in the Village Hall, Harlton**

#### **Present:**

Councillor: Ben Banks (BB) - Chairman

Councillor: Richard Benson (RB) – Vice-chair

Councillor: Garry Johnson (GJ)

Clerk: Kim Quince

In attendance: District Councillor Doug Cattermole

1. **Apologies for absences** – apologies received from Cllr Evans (sickness), Cllr Coleridge (delayed in London), and County Cllr Kindersley (attending a public meeting in his Gamlingay constituency)
2. **To receive Members' declaration of interest and dispensations**  
Cllr Benson and Cllr Banks declared an interest and membership of the Steering Group, in support of working towards a community bid to purchase the Hare and Hounds
3. **Public Participation** – an open forum session of 10 minutes for members of the Public to speak on matters that concern the Parish. A resident raised the matter of an application which had been submitted to SCDC, by them in 2014 in respect of a footpath running from Public Footpath No1 to St Mary's Church Yard. This is not shown on the published consolidated Definitive Statement/ Map of Public Rights of Way.  
The parish council agreed to investigate with the Asset & Commissioning office CCC.  
**Action:** Clerk to write to CCC
4. **To approve and sign the minutes of the meeting held on 19 July 2016**  
The minutes were approved and duly signed by the Cllr Benson has a correct record
5. **To receive Clerk's report and updates on business actions from previous meeting**  
The Clerk gave an overview of the Pension Regulator automatic enrolment for employers and ongoing legal duties. The parish council nominated contact details have been updated so correspondence is sent to the current Chairman. The clerk has signed up to the Government Gateway, in order to complete the employer's declaration of compliance, which comes into effect January 2017. It was agreed to consider the parish council's 'ongoing duties' for staff pensions with the clerk's annual salary review.  
The annual parish insurance renewal quotation and documents were circulated and discussed.  
**Action:** Clerk will confirm acceptance and send payment £1089.10 for the policy renewal 1/11/2016 – 31/10/2017  
The new bench for the village (opposite the pub) will be fixed on site, time permitting, by Ben Banks.  
**Village incidents and observations-** noted there had been some vandalism to the library telephone kiosk, a car had been keyed, and a bike stolen in the village.
6. **To receive report from Cambridgeshire County and District Councillors**  
Councillor Kindersley's written report had been received and circulated to members.  
Councillor Cattermole briefing notes were circulated with a verbal update. Chief Executive, Jean Hunter had resigned. Parish Council members were encouraged to respond to the Grosvenor Sporting Village facility and additional housing planning application next to Trumpington meadows, via the SCDC planning website. There are concerns about building on the green belt

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and the impact on traffic it will have on traffic with all roads into Cambridge becoming gridlocked.

### 7. Finance:-

External auditor certificate and report 2015/16 – the clerk reported the satisfactory completion of the review for the year ended 31 March by the external auditors PKF Littlejohn. A copy of the certified Annual Return, together with a Notice of the conclusion of Audit has been published on the Parish Council website.

**Telephone and online banking arrangements with Barclays.** Cllr Johnson reported that in order to use both services the bank's new security measures had to be met. This involves two members with signatory authorisation to be available to verify the transaction by telephone/or online for each request. Both members require security details for the PC to access the service. Agreed to manage BAC's transactions with the bank as required by telephone as most accounts are settled by cheque in any one year.

**Action:** Clerk to send bank account / security details to Ben Banks and Garry Johnson to enable them to arrange a BACs payment of £300 to Jenny Reavell in settlement of her account.

**Parish Council Budget 2017** – the clerk presented a budget for 2017 with a bank reconciliation for the parish accounts. Following a discussion on anticipated expenditure, it was agreed to maintain the precept at the current level of £8,500 for 2017. An earmarked reserve for a village hall maintenance fund is in place, however it was felt this should be kept in line with specific projects planned for 2017 rather than sit on high reserves unnecessarily.

**Consideration of grant towards support of Connections Youth Club Bus in Haslingfield 2017.** A termly report on attendance and activities was discussed. Of the 64 young people attending the session September 2015 – July 2016, seven were from Harlton. The council recognise the need to support activities for this age group and agreed a further grant of £1,000, payable to Haslingfield PC towards the costs of running the bus project (approximate costs overall £8,000).

**Action:** Clerk to ask Haslingfield parish council if they can promote the use of the bus, particularly for Harlton, to encourage more young people to use it.

**Invoices and order of payments for approval:** the following invoices were approved and cheques signed for payment

£ £1089.10 Annual Parish Insurance cover renewal fee, 1 November 2016 – see item 5

£120.00 PKF Littlejohn LLP Professional Services re external audit review

£30.00 CALPALC Annual Catch up day

£548.48 Ben Banks/ Cyan invoice re purchase wooden bench & fixing and protector

### 8. Parish council monthly children's playground inspection – no matters to report

### 9. Dog waste bins in the village

Concern has been raised about dog excrement left in carrier bags along the Wholeway footpath. It was agreed investigate if South Cambs offer a service to provide / empty a second dog waste bin for the village.

**Action:** RB will check out the website and report back.

### 10. Quotation for village hall replacement door and alteration work to the front entrance

Members had considered the quotations received from Offord & Camp & MKA services.

It was agreed for Cllr Johnson to contact MKA Services to clarify their specification/ quotation and request a copy of Public Liability/ employer's insurances. To report back to members via email to agree a decision on the quotes. It was noted for any future maintenance works for the village hall, the parish council will ask the VHT to submit a request and draft specification for the works and the parish council will seek the necessary quotations, to avoid delays in the process.

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### **11. Meeting of representatives of both Eversden and Harlton Parish Council, District & County Council to discuss viable road safety improvements to the A603 Wheatsheaf junction**

Options were discussed, at a meeting held on 4 October at the Wheatsheaf. These included improved visibility and measures to slow the traffic; such as improved signage, clearing tree sprays, road markings and providing a police mobile speed detecting vehicle - although a hard standing needs to be in place for this . A member of the CCC safety team, in attendance, advised the Wheatsheaf junction was not classed as an accident cluster site (despite a number of incidents). Harlton parish council will support ongoing discussions, and any proposals put forward by Eversden PC.

### **12. Reports and consideration for ongoing business including**

**Village Hall Trustee Liaison** – see item 10. RB will send a copy of the VHT minutes to the clerk.

**Management of the Clunch pit** – see item 13. GJ will reply to the letter from the Forestry Commission / meet with them in the Clunch pit re National inventory of woods

**Assets of Community Value** – BB to send the clerk ownership info for Cricket pit ACV application. It was agreed to defer making application for the Glebe until the playground registration with the Land Registry was in place.

#### **Local Government Boundary Commission Review of electoral and ward arrangements.**

Harlton will now be in the Hardwick division (comprises Barton, Caldecote, Comberton, Coton, Grantchester, Great Eversden, Harlton, Hardwick, Kingston, Little Eversden, Madingley and Toft). The parish council request to stay with Haslingfield, (who will be in the Sawston division) was not acknowledged.

**Greater Cambridge City Deal (GCCD), Bus hub and traffic congestion in Cambridge** – discussions to make transport work better in the region are ongoing for the GCCD team

**Cycle path – Harlton to Haslingfield.** The parish council agreed that a cycle path would see the school bus withdrawn, therefore will not take this project forward.

### **13. To discuss correspondence received via email – circulated to members. Correspondence noted/ discussed where applicable with actions agreed.**

09/08/2016, SCDC DN Retrospective consent for erection of flag poles, Caravan Storage Land, Lords Bridge Farm – **Permission granted by SCDC**

12/08/2016 CCC, Local Highway Improvement funding 2017/18 – South Cambs

12/08/2016, SCDC, Devolution Seminar, 20 September, Melbourn Community Hub

14/09/2016 CCC Highways, Definitive Map and Statement of Public Rights of Way – **see item 3**

19/08/2016, CCC, Community Reach Funding

19/08/2016 Forestry Commission Letter, Inventory visit Clunch Pit woodland – **see item 12**

22/08/2016, SCDC Community Highways Volunteering Scheme

03/08/2016, SCDC Planning Policy Monthly Update September 2016

08/09/2016, CCC, Electoral Review of Cambridgeshire: Final Recommendations – **see item 9** above.

21/09/2016 SCDC Parish Planning Forum

23/09/2016 CCC, Flood Awareness and Preparedness Questionnaire

23/09/2016 SCDC Parish e-Bulletin Sept 16

### **14. Matters for consideration at the next meeting - Meeting dates 2017**

### **15. To approve date and time of next meeting Tuesday 22 November**

Chairman .....Date .....