

## HARLTON PARISH COUNCIL

### **Minutes of the Annual Meeting of Harlton Parish Council held on Tuesday 23 May 2017, held in the Village Hall, at 7.30pm**

#### **Present:**

Councillor: Ben Banks (BB) – Elected Chairman  
Councillor: Richard Benson (RB) – Elected Vice-chair  
Councillor: Chris Coleridge (CC)  
Councillor: Garry Johnson (GJ)  
Councillor: Isabel Robinson (IR)  
Clerk: Kim Quince  
In attendance: County Councillor Lina Joseph and District Councillor Doug Cattermole

#### **1. Election of the Chair of the Parish Council**

Cllr Ben Banks was duly elected as Chairman and the Declaration of Office was duly signed; proposed by Cllr Richard Benson seconded by Cllr Chris Coleridge

#### **2. Election of Vice-Chair of the Parish Council**

Cllr Richard Benson was duly elected Vice Chairman; proposed by Cllr Garry Johnson and seconded by Cllr Chris Coleridge.

#### **3. Receipt of any updated Disclosable Pecuniary Interest Forms and Declarations of Interest from Councillors for any items pertaining to the agenda listed below.**

Members were asked to update their Interest Forms and declaration of office to abide by the Council's Code of Conduct and return to the Clerk. No interests were declared for items pertaining to the agenda below. **Action: All / Clerk** to post Councillor Interest forms on the Parish Council website and send the updated copies to South Cambs Monitoring Officer.

#### **4. Apologies for Absence – none received**

#### **5. To approve and sign the minutes of the meeting held on 28 March 2017 as a correct record - the minutes were approved by council and signed by the Chairman as a correct record of the meeting.**

#### **6. Public Participation – with the Chairman's consent, for members of the Public to speak on matters that concern the Parish – no matters were raised**

#### **7. To receive District & County Councillor reports – Verbal reports were received. Lina Joseph was welcomed by the parish council in her new role. She thanked the community for all their amazing work with the Hare & Hounds community buyout and is looking forward to working with the parish council.**

#### **8. To ratify the appointment of Kim Quince as Clerk and Responsible Financial Officer. Clerk/ RFO Salary review for 2017**

It was resolved to ratify the appointment of Kim Quince as Clerk and RFO.

The Clerk confirmed that the Council had met its statutory duties with the Pension Regulator. **Action:** To hold over the Clerks annual increment review pending clarification of current NALC/ NJC clerk pay scales for 2017/18

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- 9. Parish Council Vacancy** – having waited for the statutory period for ten electors of the Parish to request an election, South Cambs confirmed that the vacancy can be filled by means of co-option. It was resolved by council to co-opt Isabel Robinson. **Action: IR/Clerk** to send Isabel a copy of the Annual Accounting statements and relevant Council policy documents, including the Councils Code of Conduct. Isabel to complete her Disclosable Pecuniary Interest Forms and return to the Clerk.
- 10. To consider and agree roles and responsibilities of Parish Council Members** – responsibilities and area of focus were discussed and agreed.
- 11. Review and ratification of the Parish Council Standing orders** – it was resolved to ratify the Standing orders reviewed and updated in July 2016
- 12. Review and ratification of the Financial Regulations and effectiveness of the system of internal controls and consideration of internal audit report**  
Members agreed adequate measures were in place to safeguard resources and public money in its charge. It was resolved to adopt and ratify the NALC/ model for Financial Regulations, subject to the values set by the Council in July 2016. The internal auditor, Jenny Reavell, had completed the review of the Council records and accounts for Year ended 31 March 2017 and concluded adequate practices were in place and the accounting statements reflect the financial activities and position of the Parish Council.
- 13. Finance:-**  
**To approve the Annual Governance Statement of the Annual Return 2016 -17**  
**Council approved** The Annual Governance Statement was approved and signed by the Chairman in line with statutory requirements.  
**To consider and approve the Accounting Statements for Year Ended 31 March 2017**  
The accounts statements were and approved by council and the Annual Return was duly signed by Chairman. The period for the notice for the exercise of Public Rights and inspection of the accounts is 5 June to 14 July (including publication of sections 1 & 2 of the approved and signed un-audited Annual Return – the completed return and supporting documents must be returned to PKF external auditors by 12 June). **Action: Clerk**  
**To receive Bank reconciliation / Bank Statements** current funds stand at £15,943.42. It was resolved to approve order of payments for invoices & bank transfers and clerk's monthly payments listed below. Council also approved the retention payment of £200 to MKA Services, on the premise they would return to complete a small area of painting to the door frame. It was felt £200 was a lot to hold back, proportionate to the snagging work left to do.
- MKA Services, £3,286 (inclusive vat)
  - CAPALC, £159.78 Affiliation membership fee
  - SLCC, £67 Clerks annual membership fee
  - Playsafety Ltd, £79.80 Annual RoSPA Inspection
  - Daniella Kinsella, £118.78 annual web & email hosting fee
- Receipts:  
£4,250 – Precept SCDC  
£1.00 – village hall rent, VHT
- 14. To consider the ROSPA Annual Inspection Report for the Playground**  
The annual RoSPA inspection had been carried out with the overall rating as low. It was recommended to remove the redundant catch and remove algae and sweep the play surface.

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Members agreed unanimously to remove the latch as a working spring return is in place. It was noted that the playground fence needs a coat of timber protector. Agreed to place a request in the newsletter for interested volunteers to paint the fence. **Action BB to remove latch/ remove algae. Clerk to put out a call for volunteers in the Newsletter**

### **15. To receive reports on business actions from previous meetings and feedback from the Annual Parish Meeting:-**

There was continued interest for a cycle path between Harton and Haslingfield. It was noted that the latch on the children's playground was broken (see item 14). There was a request to for council to enquire if the aggressive grass cutting of the grass verges can be scaled back. It was pointed out that Highways CCC have a safety policy and rota schedule to adhere to. **Action:** Clerk to place the CCC online portal link to report safety issues relating to grass cutting on the village website. It was agreed to invite reports from Harlton PCC next year **Planning Meeting Friday 21 April 2017 – S/1060/17/FL** Proposed extension to existing restaurant and associated works – parish council recommended to support.

### **16. Reports and discussion for ongoing items:-**

- Village Hall Trustee Liaison – the VHT meeting had been rescheduled - no matters to report. Clerk to request a copy of the 2016/17 gas registration service report
- The council have received a quote from MKA Services and scope of work for Window Refurbishment in the Village Hall. It was agreed to seek 2 further quotes for consideration. **Action: IR/Clerk** to inform Roger Mortimer of the decision. To draft a scope of works and ask Offord & Camp if they are interested in quoting. Isabel will ask the builders working on her house if they would like to quote.
- Management of the Clunch pit – Cllr Garry Johnson will follow up and attend the Tree safety management training opportunity with Huntingdon Council ( item 17)

### **17. To discuss and consider correspondence: Circulated and noted.**

20/04/2017 Pension Regulator- Letter of Acknowledgement of declaration of compliance  
05/05/2017 SCDC Local Plan Hearings programme update  
09/05/2017 SCDC Monthly Planning Policy update- May  
16/05/2016 SCDC Training opportunity - Common sense tree safety management

**18. Incidents and observations relating to the village** – the goals posts on the Glebe are broken. The clerk had received a letter from a resident expressing concerns for the safety of pedestrians using Washpit Lane to access the local footpaths. Members discussed proposing a 30mph limit to Highways, South Cambs. **Action: Clerk** to write and invite views from parties concerned

**19. Matters for consideration at the next meeting** – replacement Goal posts and nets for the Glebe. Washpit Lane, Emergency Plan for the Village. PC Newsletter/ Annual Report

### **20. To approve date & time of next meeting: Tuesday 11 July 2017**

Signed..... Dated.....