

Minutes of the meeting of Harlton Parish Council held on Tuesday 21 November 2017 in the village hall at 7.30pm

Councillors Present: Chairman Cllr Ben Banks (BB), Vice Chair Cllr Benson, Cllr Garry Johnson (GJ), Cllr Isabel Robinson (IR), Cllr Chris Coleridge, Clerk: Kim Quince

In attendance: District Councillor Doug Cattermole

MINUTES TO BE APPROVED AT THE NEXT PC MEETING IN JANUARY 2018

1. **Apologies for absences** Apologies received from Cllr Coleridge and County Cllr Lina Joseph
2. **To receive Members' declaration of interest and dispensations** – none declared
3. **Public Participation – open forum session of 10 minutes for members of the Public to speak on matters that concern the Parish** – no members of the public were present
4. **To approve and sign the minutes of the Planning and Parish Council meeting held on 26 September 2017** – the minutes were approved as a correct record of the meeting by council. The clerk will bring a hard copy to the meeting in January for the Chair to sign.
5. **Planning:**
 - 5.1 **S/1852/17/FL** Hillview House, 20, Haslingfield Road, two storey and rear extension. Non material amendment to planning application accepted by South Cambridgeshire District Council (SCDC)
 - 5.2 **S/2663/17/FL** Sycamore Cottage, 9 Haslingfield Road, two storey side and front extension. Application amended – window on North West Corner reduced and tree report submitted: Permission granted by SCDC
 - 5.4 **S/1060/17/FL** Wheatsheaf, La Pergola PH and Restaurant, single storey side extension: Permission granted by SCDC
6. **To receive Clerk's report and updates on business actions**
 - The clerk had spoken with the Highways maintenance officer at Cambridgeshire County Council about extending the 30mph limit in Washpit Lane. She was told that the Policy and Regulation team can advise on the criteria /feasibility for implanting speed limits. It was recommended that any proposal should be supported by evidence, such as information from the Speedwatch team. An enquiry had been logged on the Highways portal.
 - Apologies were given for the delay in circulating the PC Newsletter. This will be ready for print December/early January.
 - Cllr Lina Joseph, had recently been become the 'area champion' for South Cambs with a focus on deprivation and inequalities such as domestic abuse, children's mental health and modern slavery. The clerk had received minutes

from a Working in Partnership parish meeting held in Barton on 31 October. Harlton had not received an invitation to attend. The clerk was asked if Harlton would like to host the next session, yet to be confirmed.

- Game & Company confirmed that Aviva have agreed monthly inspections of the children's playground and amended the parish insurance policy schedule accordingly.
- Cycle path and Village hall window quotes – see items 7 and 10 below

7. To receive report from District Councillors and County Councillor

Verbal update received from District Cllr Cattermole. He is waiting on the South Cambs Officer to get back to him about the feasibility of a cycle path on the A603 to Barton and Harlton to Haslingfield. Haslingfield Parish Council had decided not to go ahead with the traffic calming scheme following a recent consultation with residents. He was asked by members to find out whether grants were available towards the purchase of defibrillators for villages.

8. Finance:-

Bank reconciliation for the parish council community and business accounts were presented by the clerk. Current funds were reasonably healthy amounting to a total £19,163.78, however a considerable expenditure for village hall window repairs is anticipated, pending finalised quotations. The PC are awaiting report from HPC and from the Connections bus project team before committing to a further grant for 2018. **Action:** Clerk to circulate an updated budget report to members, together with the proposed budget for 2018 before the precept meeting in January.

Order of payments approved:

STO £400.22 Clerk's salary (October, November)

Cheque No. 100620, £1,000 approved awarding grant 2017 to Haslingfield Parish Council (HPC), towards the running costs for the Connections bus (youth Club bus)

Cheque No. 100621, £300 Parochial Church Council (PCC) donation approved in the budget 2017, in lieu of grass cutting costs for the village Glebe.

9. Parish council monthly children's playground inspection

Cllr Ben Banks reported that the monthly inspections for October and November had been carried out with no matters to report.

10. Reports and consideration for ongoing business including:-

10.1 Village Hall Trustee Liaison – Cllr Benson had forwarded a copy of the VHT minutes from the October meeting to the clerk. She had also received a copy of the gas boiler safety inspection for 2017 from Linda Brown.

10.2 Management of the Clunch pit – Agreed Cllr Johnson would prepare a mission/policy statement outlining how the parish council would manage the Clunch pit going forward. The clerk was asked to forward any electronic documents held and copies of quotations for work carried out to date, and to

remove the old Greenwillows reports/ plans from the village website. **Action: Clerk/GJ**

10.3 Quotations for repair/ maintenance of the Village Hall window

WJ Meads has provided a summary and guide price for repairs /paint work as considered necessary. It was recommended the repairs would be best carried out in the spring. Members agreed to invite a representative from the VHT to meet on site with Cllr Banks and Cllr Johnson to review the two proposals received (Offords & Meads) as a next step. **Action: BB/ GJ**

10.4 Emergency Plan for the village - the draft document by Cllr Benson was approved for publication (village website and a copy to SCDC), pending updating email and emergency contact details with the view of reviewing each year. **Action: RB/Clerk**

11.To consider correspondence received – noted.

29/09/2017 SCDC Newsletter

04/10/2017 Heidi Allen MP, Monthly Newsletter – posted on Village website

10/10/2017 Cambourne Sector Panel Meeting – 18/10/2017. Cllr Coleridge had attended the meeting. He reported there had been a surge in teenager anti-social behaviour in Cambourne, but no significant matters relating to Harlton.

18/10/2017 LDF Planning Policy monthly update

31/10/2017 CCC Newsletter

04/11/2017 CCC Lina Joseph – Working in Partnership meeting notes

07/11/2017 SCDC Taxi policy Consultation

08/11/2017 CAPALC AGM, 7 December 2017- Histon

09/11/2017 SCDC Parish Precept Consultation Letter

14/11/2017 SCDC update on South Cambridgeshire Local Plan

21/11/2017 SAAA Ltd Notification of external auditor appointments (PKF Littlejohn LLP) for the 2017/18 financial year for Harlton

12.Matters for consideration at the next meeting

Defibrillator and Speedwatch signs for the village.

Precept requirement and meeting dates for 2018

13.Incidents and observations relating to the village –

The Speedwatch team were now sharing the tripod with Haslingfield as they were asked to return the Police equipment that had been on loan to them. It had been noted that traffic coming into the village had increased by at least 20% during peak times.

A concern that road verges were sinking in Washpit Lane was raised with the council.

Action: RB to check out and report to CCC Highways if necessary

14.Approve date and time of next meeting- Tuesday 16th January 2018

HARLTON PARISH COUNCIL

Meeting finished at 9.15pm

Signed..... Date.....

DRAFT