

**Minutes of the meeting of Harlton Parish Council held on Tuesday 27 March 2018 in the Village hall, Coach Drive at 7.30pm**

**Councillors Present:**

Chairman Cllr Ben Banks (BB), Vice Chair Cllr Benson (RB), Cllr Chris Coleridge (CC), Cllr Garry Johnson, Cllr Isabel Robinson (IB), Clerk Kim Quince

In Attendance: District Councillor (Gamlingay) Bridget Smith and County Councillor Lina Joseph

**1. Apologies for absences** - none received

**2. To receive Members' declaration of interest and dispensations**

None declared

**3. Public Participation** –no members of the public were present

**4. To approve and sign the minutes of the Parish Council meeting held on 27 February**

The minutes were approved and duly signed as a correct record.

**5. To receive Clerk's report and updates on business actions**

The clerk reported that applications for the purchase and erection of speedwatch signs were considered by the County Highways network. She was currently waiting to hear back from the Divisional Highways manager to clarify permissions required and current contractual costs. She had attended a CAPALC workshop about the new Data Protection Laws coming in on 25 May. The Parish Notice of Elections for the upcoming elections on 3 May had been displayed on the village notice board (legal requirement). Reminders were given that the deadline for receipt of nominations was the 6 April. Cllr Banks confirmed the drain issues in the High Street had been reported via the online highways portal. These are ongoing and relate to concerns dating back to the street lighting and water mains upgrade.

**6. To receive report from District Councillors and County Councillor**

County Councillor Lina Joseph was present until 9.15pm. She had circulated a report for February /March. District Councillor Bridget Smith also attended to provide a verbal update on South Cambs District matters.

**7. Finance**

The Parish council considered a grant application from Little Owls preschool group. Currently 2 children from Harlton attend with another due to start in September. The council agreed unanimously to approve a £300 grant towards running costs 2018.

A Bank reconciliation and bank statements were presented to members.

Invoices and order of payments approved:

£64.60 K. Quince (re printing of newsletter Cambridge Print & Copy invoice)

£35 CAPALC – GDPR Workshop 15/03/2018

£300 Little Owls preschool grant

## **8. Parish council monthly children's playground inspection**

The playground inspection was held over pending the annual RoSPA inspection in April. Cllr Robinson offered to give the area a tidy up and brush clean the tarmac surface.

## **9. Goal posts and nets for the Glebe**

It was noted the goal posts and nets need replacing. It was agreed to replace with a similar low cost portable option as before, to allow for easy movement when cutting the grass. Clerk to investigate whether any other parish council clerks can recommend any good suppliers **Action RB/ Clerk**

### **9.1 Village website hosting (ISP) the annual hosting fee is due next month.**

It was agreed to review the current web hosting options and costs.

**Action Clerk**

## **10. Village meeting – Tuesday 24 April**

Invites will be sent to local community groups and organisations, including Church representation as agreed at the village meeting last year. Wine and nibbles will be provided.

**Action Clerk**

## **11. Reports and consideration for ongoing business including:-**

**Village Hall Trustee Liaison: Repairs to rectify damp in the village hall corridor.** The parish council are still awaiting a quotation from Offord & Camp following a survey to assess the damp in the village hall.

**Quotations for repair/ maintenance of the Village Hall window**

Following receipt of a revised quotation the parish council agreed to award the contract to Offord and Camp at an estimated cost of £3,247.00 excluding VAT. The clerk will write to confirm acceptance of the quote. It was noted that a figure of approximately 6% for contingencies should be included in the estimate for the work. There is an estimated lead in time of 6-7 weeks before works commence. Cllr Johnson will liaise with the VHT and Offord and Camp

**Action Clerk/ GJ**

**Management of the Clunch pit and the trees on the Glebe**

Harlton Parochial Church Council (PCC) have asked if the parish council would like to include an inspection and report for the trees on the glebe, the cost will be £100, if done at the same time as the church yard (Church yard cost £425+ vat). It was agreed to go ahead as this would provide an immediate report at reasonable costs (the next PC tree inspection for the Clunch pit and village is not planned until June 2019)

**Action BB**

## **12. To consider correspondence received – circulated**

07/03/2018 SCDC Planning Monthly update

12/03/2018 CAPALC e-bulletin

13/03/2018 Heidi Allen MP Newsletter

14/03/2018 SCDC Elections

19/03/2018 SCDC Parish e-bulletin

## **13. Incidents and observations relating to the village – none were reported**

**14. Matters for consideration at the next meeting**

Approval of the Annual Governance and Accounting Statements  
Internal Audit  
Annual Parish Council business  
Declarations of Office and Interest forms following re-election.

**15. Next Meeting Date**

Annual Parish Meeting Tuesday 24 April  
Annual Parish Council meeting Tuesday 15 May

Meeting finished at 21.30 pm

**Signed**..... **Date**.....