

HARLTON PARISH COUNCIL

Minutes of the Annual Meeting of Harlton Parish Council held on Tuesday 15 May 2018, held in the Village Hall, at 7.30pm

Present: Councillor: Ben Banks (BB) – Elected Chairman, Cllr Garry Johnson, Cllr Isabel Robinson (IR), Clerk: Kim Quince

In attendance: District Councillor Philip Allen

UNCONFIRMED MINUTES FOR APPROVAL AT THE NEXT MEETING IN JUNE

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 Isabel Robinson seconded by Cllr Garry Johnson

2. Election of Vice-Chair of the Parish Council

Cllr Chris Coleridge was duly elected Vice Chair; proposed by Cllr Ben Banks and seconded by Cllr Garry Johnson

3. Register of Parish Members' financial and other interests.

The forms were duly completed by Cllrs Ben Banks, Garry Johnson and Isabel Robinson, including members' Declaration of Acceptance of Office. The register of interests is maintained by the Monitoring Officer at South Cambridgeshire District Council, and will be published on the District Council's website. No declarations of interest were given pertaining to the agenda below.

ACTION: CLERK to forward forms to SCDC

4. Apologies for Absence – none received.

5. To approve and sign the minutes of the meeting held on 27 March 2018 as a correct record

The minutes were approved and duly signed by the Chairman as a correct record

6. Public Participation – with the Chairman's consent, for members of the Public to speak on matters that concern the Parish

No members of the public were present

South Cambridgeshire District Councillor Philip Allen was welcomed as the new ward councillor for Harlton. Other councillors representing the ward are Cllr Tony Mason and Cllr Ian Sollom. They have agreed Cllr Allen will attend Harlton meetings, or if unavailable one of them would attend.

7. To ratify the appointment of Kim Quince as Clerk and Responsible Financial Officer: Salary review for 2018

The council resolved to ratify the appointment of Kim Quince as Clerk/RFO.

Council approved a salary increment in line with the National Joint Council for Local Government Services SCP/pay scale 2018-19. It was agreed to increase the clerk's hours of work by 1 hour per week from 1 May 2018, to cover additional responsibilities (village website content management, publishing PC documents in line with the transparency code, and other work associated with the new data protection regulations).

8. Parish Council Vacancy

Richard Cottam has expressed an interest in becoming a parish councillor. The PC agreed to invite him along to the next meeting with the view co-opting onto the council.

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9. To consider and agree roles and responsibilities of Parish Council Members

It was agreed Chairman Cllr Ben Banks will have oversight of meetings and finance (to include setting the budget, checks on expenditure, telephone banking, direct debit and standing order payments. Cllr Garry Johnson is the Village tree warden and has oversight for management of Clunch pit and risk assessments for the area. He also agreed to carry out the monthly inspection of the playground on behalf of the PC, and report findings. Garry also liaises with the community speedwatch group. Cllr Isabel Robinson agreed to speak with the Chair of the Village Hall trustees, with the view of undertaking the VHT liaison role for the PC. Cllr Chris Coleridge will support the clerk with GDPR compliance and attend Police liaison meetings.

10. Review and ratification of the Parish Council Standing orders

It was agreed to adopt the NALC new model standing orders 2018, with standing order 19 amended to read that the handling of staff matters should be in line with the Clerk's/ RFO contract of employment.

11. Review and ratification of the Financial Regulations and effectiveness of the system of internal controls and consideration of internal audit report.

It was agreed to ratify the PC's Financial regulations adopted 2014, updated 2016. The internal financial controls were reviewed and updated to outline agreed policy of seeking 3 written quotations for goods and services between £1,500 - £25,000, except in areas of extreme risk or where work/ services is deemed critical.

12. To receive reports on business actions from previous meetings and feedback from the Annual Parish Meeting 24 April 2018.

The Local Highways Officer acknowledged the request for Speedwatch operation signs and will be in touch shortly. The clerk is still investigating options for suppliers/ costs of goal posts/ nets and web hosting packages.

The annual Parish meeting was in good attendance. Continued interest for the cycle path between Harlton and Haslingfield was acknowledged. It was suggested the children's playground needs a 'facelift'. The parish council agreed to give consideration and look at what grants are available.

The Chairman had received a letter from a resident asking for council indorsement for a small group of villagers to take forward interest for the pathway between Haslingfield and Harlton. It was agreed to invite a representative along to the next meeting. The Chairman advised he had written a letter in support of a project led by 'Pub is the Hub', to fund a screen and projector in the village pub, which will offer film afternoons/ evenings. It was felt this was a desirable way of engaging with the wider community.

13. Report from Planning meeting 24 April 2018 – see appendices A

14. Annual Governance and Accountability Return (AGAR) 2017/18 and internal audit

The Annual Governance and Accountability Returns and instructions is being provided through email links from 2018. The parish council can certify themselves exempt from a limited assurance review as the income and expenditure for the year will not exceed £25,000. The clerk is preparing the year end accounts and will make these available for the internal audit, and circulate to members in readiness for approving the annual governance and accounting statements at the next meeting in June. These will be published on the village website in line with the transparency code, along with the notice of the public rights to inspect the accounts.

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The following order of payments for invoice and the clerk's monthly standing payments were approved.

- £200.11 Salary costs
- £162.57 CAPALC Affiliation membership fee
- £72.00 SLCC Clerks annual membership fee
- £41.43 K. Quince, Toner and stationery and postage
- £16.00 K. Quince village meeting refreshments
- £117.50 CCC, Street Lighting energy
- Receipts: £4,250.00 – SCDC Precept; £1.00 – VHT, village hall rent

15. To consider the ROSPA Annual Inspection Report for the Playground

The ROSPA safety inspection was in hand, but had not been carried out to date. The PC had inspected the area and there were no issues to report.

16. Reports and discussion for ongoing items:-

- Village Hall Trustee Liaison: the parish council approved and accepted the quotation from Offords for works relating to the lobby ceiling dampness in the village hall - £ 1,437 plus vat. The contractor has advised that the start of the window repairs has been put back a couple of weeks because recent wet weather has delayed other external building works.
- Management of the Clunch pit: the tree survey report for the Glebe had been circulated. It was agreed to address the remedial recommendations outlined for the trees needing attention. Garry Johnson will liaise with the tree consultants to see what services they offer. The invoice for the survey work was £315 (inc vat), slightly higher than expected due to a misunderstanding on the overall costs. However, it was felt that the level of detail in the report and the number of trees inspected was commensurate with the fee payable, and costs were approved.

17. To discuss and consider correspondence: circulated and noted.

28/03/2018 SAAA – AGAR and external auditors instructions 2017/18
05/04/2018 SCDC Monthly Planning Policy update
27/04/2018 SCDC Precept remittance advice
30/04/2018 CAPALC updates: Year end, GDPR, Payscales 2018/19

18. Incidents and observations relating to the village

It was noted there had been 2 day-time burglaries in the village.

19. Matters for consideration at the next meeting

Annual Governance and Accounting statements
Pathway/cycle lane and the school bus
Review of the children's playground facility

20. To approve date & time of next meeting

Planning Meeting Thursday 24 May.

The date of the next Parish Council meeting was brought forward to Thursday 14 June.

Meeting closed 9.50pm

Signed..... Dated