

HARLTON PARISH COUNCIL

Minutes of the Meeting of Harlton Parish Council held on Tuesday 28 March 2023, 7.30 pm in the Village Hall, Harlton.

Present: Parish Cllrs Ben Banks, Chair (BB), Richard Cottam; Isabel Robinson (IR); Clerk, Kim Quince (KQ)

- 22-23/1 To receive apologies for absence** - Apologies received from Cllr Chris Coleridge, Cllr Garry Johnson and District Councillor Lisa Redrup.
- 22-23/2 To receive declarations of interest and dispensations from any Councillor with regard to items on the agenda** - None declared
- 22-23/3 Open Forum for members of the public to raise questions of interest or discuss items on the agenda** – No members of the public present
- 22-23/4 To approve the minutes of the meeting of 28 February 2023** – The minutes were approved as a correct record and signed by the Chair (BB).
- 22-23/5 To receive Clerk’s report and updates from actions from the previous meetings.**
- The Clerk reported that she will undertake a review of the Parish Council’s documents for retention and disposal in line with CAPALC and CCC Archives records management. She will draft a policy document for approval.
 - She had attended the Church & Village Magazine AGM on 20th March. Minutes.
 - Further to the request for a ‘no mow’ area in the centre of the village, CCC Highways Officer have advised they will have concerns over the visibility of vehicles coming round the bends and entering/exiting of Washpit Lane. Awaiting confirmation from Highways that they are happy to remove the grass cutting programme for this year and to monitor going forward.
 - The Highways Project team have advised that the extent of the footpath resurfacing maintenance works are complete. The Clerk was advised to submit a maintenance request via the Highways fault reporting portal with regards to repairs in the High Street footpath, at the junction of Washpit Lane.
 - Haslingfield Clerk reports that the Connections bus is still out of action awaiting parts. The bus team are providing Youth Club sessions at the Methodist Church. Year Group 6 have been invited to attend to help increase numbers of children attending. Haslingfield PC are monitoring the service and will review in the autumn.
- 22-23/6 To receive District Councillor’s and County Councillor reports** – written reports for March received and circulated.
- 22-23/7 Finance:**
- a) **To receive bank reconciliation for March** – Bank reconciliation presented and accepted.
 - b) **To approve and pay order of invoices, BAC’s transfers and Accounts** –Approved: Clerk to send order of payments to Cllr BB and GJ to authorise BAC’s online payments.
£46.50 Harlton Farms Ltd, 2 Fruit Trees

£39.68 K .Quince, Emapsite.com and Ely Print Centre invoices

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£180.80 HMRC/PAYE deductions, K. Quince salaries April (SO)

- c) **AGAR 2022/23 external auditor instructions and submission dates** – Dates for completion of AGAR return are in hand with the Clerk.
Action: Clerk
- d) **Internal Auditor appointment 2022/23**- All supported LGS Services Ltd undertaking the internal audit 2022/23

22-23/8 To consider traffic calming measures for the village - A resident has raised concern with speeding vehicles through the village. It was agreed to look at the evidence and stats from the Speedwatch team and explore options for traffic calming such as eligibility for funding for the CCC Highways 20mph, Local project scheme and costs for mobile vehicle activated signs which were considered less invasive than speed bumps or chicanes.

Action: Clerk

22-23/9 To consider grass cutting management for Parish owned land. The Parish Council (PC) have been asked to consider the management of the small parcel of Parish owned land next telephone box in the High Street. It was noted that Parish managed land grass has historically been cut by volunteers with a donation given in lieu of grass cutting for the Glebe Village Green to the Harlton PCC. It was agreed to enquire with nearby householders if they would share the task of cutting the grass on the land in the High Street going forward.

Action: Chair (BB)/ Clerk

22-23/10 To consider the arrangements for the Annual Village Meeting (18 April).

As is customary the Clerk will invite local community groups and the Village Hall Trustees to give an update on activities. Cllr BB will prepare a Chairman's report on behalf of the Parish Council. All supported providing a complimentary glass of wine or juice and nibbles.

Action: Clerk/ Chair (BB)

22-23/11 Reports and discussion for ongoing items:

a) **Purchase of Land off High Street (The Glebe) from the Ely Diocese.** Donations towards the Glebe purchase has reached the anticipated funds required. The final solicitor costs will be known once the purchase has concluded. Grant research to date has not found any eligible funding pots to tap into. The Clerk will contact individuals with a date for the pledges to be honoured. An update will be provided to the Village at the Village Meeting in April. Barr Ellison have advised they need to be in receipt of funds of £2,400 (inc vat) to give an undertaking to be responsible for the seller's solicitor fees before they will commence works. Payment was approved. **Action:** Clerk/ BB and GJ

b) **East West Rail, Cambridge Approaches and Harlton Working Group updates** – No new feedback from the Local Reps Group meeting 3 March. David Revell at Cambridge Approaches will host an event for Parish Council's on 24 April. Cllr IR will attend. **Action:** IR

c) **Management of the Clunch Pit** – no matters to report.

d) **Children's playground** – no concerns to report. Thanks to all the volunteers for tidying up the play area. Risk Assessments and a check list for the Parish Council checks will be reviewed following the annual ROSPA safety inspection in April.

Action: Clerk/ BB

e) **Playground Registration/Ownership** –The land is unregistered with the Land Registry or included in the village hall conveyance deeds of 1973. Ownership was presumed by the

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Parish Council as the area has been maintained by way of fencing, the refurbishment of the play equipment and play surfaces over decades. It was agreed to explore the requirements and take forward an adverse possession application with Barr Ellison at the estimated costs of £1,500 plus vat. **Action:** Clerk/BB

- f) **Village Hall Trustee Liaison** – The council approved full authority for the Village Hall Management Committee to manage the village hall floor replacement and underfloor heating project. Cllr GR will represent the PC at the working group committee meetings, IR will stand in if he can't make it.

22-23/12 Incidents and observations relating to the village – no matters to report.

22-23/13 Meeting dates:

Tuesday 16 May - Annual Parish Council Meeting
Tuesday 18 April – Annual Parish (Village) Meeting

Signed

Chairman.....