

# HARLTON PARISH COUNCIL

**Minutes of the Meeting of Harlton Annual Parish Council held on Tuesday 16 May 2023, 7.30 pm in the Village Hall, Harlton.**

**Present:** Parish Cllrs Ben Banks, Chair (BB), Richard Cottam; Garry Johnson, Isabel Robinson (IR); Clerk, Kim Quince (KQ). In attendance: County Cllr Michael Atkins (MA)

**23-24/1 To elect the Chair 2023/24 and Declaration of Acceptance of Office.**

Cllr Ben Banks presided. Cllr Garry Johnson Proposed Ben Banks as Chairman, Seconded by Cllr Richard Cottam. All supported. BB signed the Declaration of Acceptance of Office

**23-24/2 To elect the Vice-Chair 2023/24.**

Cllr Richard Cottam proposed to nominate Cllr Chris Coleridge to be Vice-Chair, Seconded by the Chair Ben Banks. All supported. CC to confirm happy to accept the position.

**23-24/3 To confirm the appointment of the Clerk, Kim Quince as the Responsible Financial Officer.**

All supported.

**23-24/4 To receive Apologies of Absence**

Apologies received from District Cllr Liza Redrup; and from Cllr Chris Coleridge, who had a prior work commitment.

**23-24/5 To adopt the Model Code of Conduct from the Local Government Association (LGA), 2020 as**

adopted by South Cambridgeshire District Council (SCDC), May 2022. It was agreed to adopt the LGA Model Code of Conduct. All supported.

**23-24/6 To receive updated Interest Forms and any Declarations of Interest to the Agenda and grant any dispensations as appropriate.**

Updated Interest Forms were received from Cllrs BB, RC, GJ, and IR

Cllr BB declared an interest in agenda item 23-24/12 (neighbour consultee)

**23-24/7 To approve the minutes of the meeting of 28 March 2023**

The minutes were approved as a correct record and signed by the Chair (BB).

**23-24/8 Public Participation - Open Forum. No members of the Public were present.**

**22-24/9 To receive District Councillor's and County Councillor reports**

County Cllr Michael Atkins provided an update on County and District Council activities.

He addressed questions from Councillors regarding issues raised at the Annual Village meeting which included: potholes, the SCDC 4-day week, and early mowing in April of the highway verges when there was no vegetation to cut – he will feed back these concerns to the Highways team.

**22-24/10 To receive Clerk's report and updates from actions from the previous meetings**

- CCC Highways were happy to remove the village 'no mow - triangle' from the grass cutting programme and monitor the location for any visibility concerns.
- CCC Highways have agreed to carry out repairs to the High Street footpath which were not included in recent works carried out by the Local Project team – it may be several months before the work is undertaken as they will need to obtain a quote and raise an order with contractors.
- The Connections bus is up and running again in Haslingfield.
- The Haslingfield & Harlton Eco Hub have requested permission to run a Nature Survey on 1 July/ 2<sup>nd</sup> July in Harlton Woods, as an activity for Cambridge Past Present and Future and the Cambridge Nature Network Nature Festival – the PC were happy to grant permission.

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**23-24/11 Feedback report from the Annual Village Meeting held on 18 April 2023.** The meeting was well attended by approximately 25 people. The Speedwatch team reported more volunteers are needed. Speedwatch has been reasonably successful with speeding down from 1 in 8 vehicles speeding (2011) to 1 in 20 now. Traffic volumes have not fully recovered after Covid presumably as a result of people working from home. During the Open Forum session several people expressed disquiet on the condition of the footpaths and roads in the County and asked for an explanation of how the County budget was allocated; concerns were raised regarding the waste of money spent by Highways on the early April grass verge cutting, when there was no vegetation, to cut and asked for the matter to be raised with Cambs County Council; questions were raised regarding the SCDC 4-day week and how the District Council would manage services across teams.

**23-24/12 Planning Matters:**

23/00393/FUL – 4 Haslingfield Road, application withdrawn

23/01640/FUL – 4 Haslingfield Road, demolition of an existing bungalow and replacement detached two-storey house and alteration to access – All objected to the application on the basis of the scale (height and mass) and proximity of the new dwelling to the neighbouring property boundary.

**23-24/13 To consider Annual Business**

- a) To approve and adopt Standing Orders 2023 – All supported.
- b) To approve and adopt Financial Regulations and Internal System of Financial of Controls 2023 – All supported.
- c) Review and consideration of the Council's general policies and Complaints Procedure, and practices in respect of its obligations under Freedom of Information and Data Protection (GDPR). The Complaints Procedure was reviewed and updated. No change required with the GDPR /Privacy documents. The FOI publication fee charges and Archive and Retention policy are under review by the Clerk.
- d) To review the Asset Register 2023 - No change required.
- e) To appoint members to the relevant Committees/Working Groups – All supported GR to represent the Parish Council on the Village Hall, Floor Sub-Committee, IR will continue as Village Hall Trustee Liaison representative and member of Harlton EWR working group.

**23-24/14 Reports and discussions of ongoing items:**

**East West Rail, Cambridge Approaches and Harlton Working group updates** – IR reported on the CA meeting held in April. There are still a lot of unknowns. A decision from EWR on the route update is expected this month.

**Village Hall Trustee Liaison** – the council discussed the village hall improvement investigative works undertaken by the Village Hall Committee, on behalf of the Parish Council; it was noted that a heat pump source and underfloor heating is not feasible due to the age of the building and costs. The quotation from Toucan Builders and works for a replacement floor was approved by the PC; all agreed for the work to proceed. The Village Hall Trustees have offered funding by way of a donation to pay for the costs of the work. However, the PC has reservations on claiming the VAT. It has investigated the matter through its member association advisors, and while a definitive response is not given, it is suggested it is not our VAT to reclaim. It was agreed that the council should not receive the invoice or donation monies for the works. All supported.

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**Management of the Clunch pit** – no matters to report.

**Monthly play area safety check and review of the RoSPA Annual Safety report 2023** – the report was discussed. It was agreed overall the play area is low risk. The PC will address the surface nettles and monitor maintenance findings/ tasks

**Playground Land Registration (HMRC Land Registry)** – no matters to report.

**Purchase of Land off High Street (The Glebe) from the Ely Diocese** – Awaiting the contract from the Diocese’s solicitors. The Clerk will ask for pledges to be honoured at the end of May.

**Traffic calming measures for the village** - Investigations on costs of mobile vehicle activated signs and the necessary permissions to install are in progress. A draft CCC, Local Project 20 mph funding application has been submitted to meet the deadline for a funding application 2023/24 (30 April). The Clerk was advised by CCC that the PC are able to readdress the application.

## **23-24/ 15 Finance**

- a) To approve order of invoice payments, BACs transfers, standing orders and salaries:-  
All supported for following payments. Awaiting the invoice from DK Marketing (re web/email hosting).
  - £175.40 HMRC/PAYE deductions, Salaries SO, April, May 2023
  - £101.00 SLCC, Annual membership fee
  - £90.00 Play Safety Ltd, Annual ROSPA inspection
  - £25.25 K. Quince, Annual Village Meeting refreshments
  - Receipts, £4.250 SCDC Precept 2023/24,
- b) To review bank signatories on the bank accounts and online BACS payment authorisations. All supported continuing with the current banking mandate authorisation.
- c) To confirm LGS Services, as the Internal Auditor 2023 – All supported.
- d) Clerk’s Salary Review – carry over to the next meeting, pending circulation of NALC/ NJC pay scales.
- e) To consider the quotation from Toucan Builders for a replacement village hall floor. The quotation for £13,650 + vat was approved.
- f) To consider SSE Energy 12 month Offer Contract, from 1 July for Unmetered Street. It was agreed to accept the renewal tariff offer rates. All supported

## **23-24/ 16 Correspondence received** - circulated and discussed.

2023/03/28 CAPALC Renewal Invitation, Affiliation fee 2023/24 – the renewal invitation was discussed. All supported to continue with the membership and approved payment of £224.15

2023/04/05 SCDC, Email notification, Parish Cabinet Liaison meeting 5<sup>th</sup> June

2023/04/07 Resident, Planning letter for Consideration

2023/04/28 Clerk’s SLCC Membership Renewal Notice – All supported.

2023/05/05 RoSPA Play Safety Inspection Report – item 23-24/14 refers.

2023/05/10 GCSP, 23/01640/FUL Parish Consultation.

2023/05/11, email Comberton PC, Planning application, proposal for retirement village.

## **23-24/17 Incidents and observations relating to the village** – none reported.

## **24-24/18 Matters for Consideration at the next meeting:** Tuesday 20 June

Approval of Year End Accounts, Annual Governance and Accountability Return (AGAR) 2023

Signed .....

Chairman.....