

HARLTON PARISH COUNCIL

Minutes of the Meeting of Harlton Parish Council held on Tuesday 20 June 2023, 7.30 pm in the Village Hall, Harlton.

Present: Parish Cllrs Ben Banks, Chair (BB), Chris Coleridge (CC), Richard Cottam; Garry Johnson, Isabel Robinson (IR); Clerk, Kim Quince (KQ).

- 23-24/1 To receive apologies for absence** – none received.
- 23-24/2 To confirm the appointment of Cllr Chris Coleridge as Vice Chairman** – Cllr CC accepted the position of Vice Chair and signed the Declaration of Office
- 23-24/3 To receive declarations of interest and dispensations from any Councillor with regard to items on the agenda** – None received. The new updated Declarations of Interest Form was completed by Cllr CC.
- 23-24/4 To approve the minutes of the Annual Parish Council Meeting 16 May 2023** – the minutes were approved and signed as a correct record by the Chair BB.
- 22-23/5 Open Forum - For members of the public to raise questions relating to the agenda** - no members of the public were present.
- 23-24/6 To receive Clerk's report and updates on actions from the previous meeting.**
Haslingfield Parish Council have advised they are to draft a Neighbourhood Plan and have asked if Harlton is interested in a joint plan. The clerk will find out more details.
- 22-23/7 To receive District Councillor's and County Councillor reports** – District Councillor report received and available from the website.
- 23-24/8 Planning Matters:**
- 22/04712/FUL** – 54 Eversden Road, Erection of 1no 4bed two storey detached dwelling
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/04712/FUL>
No recommendation. Overall the PC felt the proposed dwelling is oversized for the plot and would overshadow neighbouring properties.
- 23/02031/HFUL** 67 Eversden Road, Modifications to and extension of existing outbuilding.
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/02031/HFUL>
No recommendation. The PC discussed and had no objections.
- 23/01908/S73** – 43 High Street, S73 to vary condition 2 (Approved plans) of planning permission S/3682/18/FL (Conversion of existing garage into habitable accommodation with attendant glass link to existing dwelling) to amend to a more sympathetic design – noted.
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01908/S73>
- 22/03218/HFUL**, Notification of a Planning Appeal - The Old Post Office 72 High Street, Demolition of existing conservatories and erection of part two storey, first floor rear extension with Juliet balconies – Noted.
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/03218/HFUL>
- 23-24/9 Finance:**
- a) **To receive a bank reconciliation for June** – circulated.
 - b) **To approve BAC's online payments, SO and Direct Debit** – the following payments were approved. HMRC/ PAYE deductions, K. Quince Salaries – Confidential; £90 LGS Services Internal audit fees
 - c) **To consider and approve the Parish Council Accounts for Year End 31st March 2023** – The accounts were considered and approved. All supported.

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- d) **To resolve to declare the Parish Council exempt from a Limited Assurance review** (Local Audit (Smaller Authorities) Regulations 2015) – All supported the motion to declare the PC exempt from a limited assurance review.
- e) **To receive the Internal Auditor Report for Year ended 31st March 2023** – the PC received the internal audit report and the Annual AGAR internal report 2022/23 from the internal auditor, LGS Services.
- f) **To consider and approve the Annual Governance Statement 2022/23 of the Annual Governance and Accountability Return** - All supported approving the Annual Governance Statement (Section 1 of the AGAR).
- g) **To consider and approve the Accounting Statements 2022/23** – All supported approving the Annual Accounting Statement (Section 2 of the AGAR)
- h) **To complete the Certificate of Exemption - AGAR 2022/23** – the Certificate of Exemption was approved. All supported.
- i) **To publish the Period of Notice for the Exercise of Public Rights – 26 June to 4 August 2023** – Noted. Clerk to publish on the website together with the AGAR documents as required by the Accounts and Audit Regulations 2015, Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code.

23-24/10 Reports and discussion for ongoing items:

- a) **Purchase of Land off High Street (The Glebe) from the Ely Diocese** - In progress. A request for donations to be received for the Glebe fund has been sent to pledgers to ensure the PC can proceed swiftly upon receipt of the draft contract.
- b) **Village Hall Trustee Liaison** – The contractors are scheduled to carry out the Village hall replacement floor in August. The parish council has project reserves of up to £5,000 which could be allocated towards any sub-floor structure emergency work that may emerge once the old floor is taken up – All supported. **ACTION: Cllr CJ to feed back to the Village Floor committee.**
- c) **East West Rail, Cambridge Approaches (CA) and Harlton Working Group updates** – there were no solid details on the preferred route alignment from EWR at the Local Reps Group meeting on the 13 June. CA will hold a meeting for Parish Council's on 28 June in Haslingfield to consider how to influence EWR going forward.
- d) **Management of the Clunch Pit** - no matters to report. Cllr CJ reported the six free trees (SCDC scheme) planted on the Glebe were thriving having cleared back the nettles.
- e) **Traffic calming measures in the village** –in progress. Options and costs to install MVAS signs are being investigated. **ACTION** Clerk.
- f) **Children's play area safety check**– no matters to report.
- g) **Playground Land Registration (HMRC Land Registry)** – on going no matters to report.

23-24/11 Correspondence

- 31/05/2023 Connections Bus Half Term Update – attendance numbers are increasing.
- 31/05/2023 May 2023 parish e-bulletin from South Cambridgeshire District Council
- 30/05/2023 GCSP - Housing Trajectory/ Five Year Housing Land Supply Report
- 30/05/2023 SCDC, Street Trading Consented Premises - The Hare and Hounds, Harlton
- 25/05/2023 Comberton Parish Council - proposal for a large Retirement and Care facility
- 19/05/2023 SSE, Contract Confirmation
- 01/06/2023 EWR Co South Cambridgeshire East LRG Meeting 5, 13 June
- 01/06/2023 GCSP – Planning Notifications – **see Item 23-24/8**

22-23/12 Incidents and observations relating to the village – None

22-23/13 Matters for Consideration and date of next meeting Tuesday 25 July – ongoing business

Signed

Chairman.....