

HARLTON PARISH COUNCIL

Minutes of the Meeting of Harlton Parish Council held on Tuesday 2 April 2024, at 7.30 pm in the Village Hall, Harlton.

In Attendance: Cllrs Ben Banks, Chair (BB), Cllr Chris Coleridge (CC) Richard Cottam (RC), Garry Johnson (GJ), Isabel Robinson (IR); Clerk, Kim Quince (KQ).

In Attendance, Cllr Lisa Redrup and one member of the public.

- 24-1. To receive apologies for absence** – None received.
- 24-2. To receive Declarations of Interest and requests for dispensations from Councillors on items on the agenda.** None declared.
- 24-3. To approve and sign the minutes of the meeting of 16 January 2024** - the minutes were approved and signed. All supported.
- 24-4. Public Forum - For members of the Public to raise any matters of interest (15mins)**
The council were asked to consider removal of a dead shrub on the boundary of Glebe land opposite the Old Schoolhouse and the removal of the broken goal nets. It was agreed BB would remove the shrub and put in a replacement if needed. He will look at the goals nets on the village green and tidy up/ replace with new nets if required. The clerk confirmed Coach Drive was Public Highways.
- 24-5. To receive District Councillor's Report (Lisa Redrup)** –Cllrs were asked if they had any questions relating to the report circulated prior to the meeting. Cllrs thanked her for arranging the siting of a pink bin (for small appliance recycling) at the Hare & Hounds car park and would be interested in having a bin again.
- 24-6. To receive County Councillor's Report (Michael Atkins)** - No urgent updates to report. MA is on leave until 16th April and will circulate a report on his return.
- 24-7. Notification of new Planning Applications from Greater Cambridge Shared Planning**
24/01037/HFUL – 43 High Street, Erection of new single pitched glazed link structure **between** the cottage and the outbuilding to the rear of the house. No comments agreed.
24/00801/HFUL - 76 High Street: Extend the outbuilding to the rear and convert it to create garden room with bathroom. Installation of solar panels on the roof of the outbuilding. No comments agreed.
- Notification of outcome of Decisions by GCSP**
24/00137/FUL Site at address: Manor Farm, Washpit Lane: Change of class use – Granted Permission
- 24-8. To receive Clerk's report** – An application for free portrait of HM King from the Cabinet Office scheme for Parish Councils had been made. The replacement village defibrillator battery has been installed. There is a SCDC Engagement Planning Support meeting for Parish Council Clerks on the 17 April. The Haslingfield Youth Survey had been delayed. South Cambs Constabulary Online Community Meeting dates will be posted on the village website – next one 22 May.
- 24-9. To consider CAPALC Affiliation renewal 2024-25** – All supported membership renewal at the cost of £234.47
- 24-10. To discuss WCAG compliant website and hosting packages and gov.uk domain quotations** – 3 proposals were considered of which 2 offered a competitive price for the provision of the PC's email and web hosting with support. It was agreed to purchase a .gov domain and move the hosting accounts to one of the 2 suppliers reviewed. The Clerk was authorised to make the decision on the preferred supplier subject to clarification of some of the detail in the quotes. All supported.

24-11. To discuss renewal of PC street light energy supply contract – the current contract is due for renewal 1 July. A credit of £80 has been received from the SSE Business Support Fund in respect of 2022 wholesale energy prices. The Clerk has asked for a new tariff offer quote and will investigate tariffs/options from other suppliers.

24-12. Finance:

- a) **To receive bank statements/ bank reconciliation** – Approved and signed by Cllr RC and the Chair.
- b) **To resolve to pay outstanding accounts BAC's online payments, SO and DD** The following payments were approved, including payment of surplus Glebe Purchase donation funds. Clerk to email the details of the outstanding payments to BB and GJ to set up and authorise online payments.
 - K. Quince Salaries – Confidential
 - HMRC/ PAYE deductions – Confidential
 - SSE Southern Electric, Energy charges £32.02, £15.02 (DD)
 - CHT Battery for the village defibrillator and spare pads £357, £73.14 (retrospective)
 - CAPALC Affiliation renewal 2024-25, £234.47
- c) **Receipts: HMRC Vatr claim £ 1874.00** – noted
- d) **To discuss AGAR submission, external and internal audits** – LGS Services Ltd will carry out the internal audit during the first week of May. The AGAR forms and Accounting Statements will be presented for approval at the PC meeting in May. The submission deadline for the AGAR return is Monday 1 July 2024.

24-13. To discuss the arrangements for the Annual Parish (Village) Meeting –30th April

It was agreed to provide a complimentary glass of wine or fruit juice again this year. The Clerk will invite local community groups to give reports including the Chair of Village Hall Trustees, CIG of Hare and Hounds and the Member District and County Councillors.

24-14. Updates and discussions with ongoing items:

- a) **Children's Playground:** remedial works boundary brick wall – no matters to report. The moss and algae on the play surface is being addressed. The Annual RoSPA play area inspection is booked for April.
- b) **Village Hall Trustee Liaison** – there will be a wine tasting fundraising evening on 27th April.
- c) **East West Rail Updates** – Cambridge Approaches (CA) held a briefing on 26th March on the impact of the EWR construction in South Cambs. EWR will hold a series of events in May – there is one in Comberton Village Hall on 22 May – to provide information on the next statutory consultation process (the public statutory consultation is expected in June time). They will pre-consult with local authorities as a first stage consultation engagement on areas affected by the EWR route, but this does not include Parish Councils as part of this process. Land Interest Questionnaires (LIQ) are being issued as part of the first stage statutory consultation.
- d) **Clunch Pit Management** – No matters to report. GR reported that the sapling trees from SCDC Free Tree initiative had been planted on the Glebe.

- e) **Traffic Calming in the village** – Awaiting an update from CCC on the Traffic Regulation Order (TRO) for the Harlton 20mph. CCC have agreed to include 40mph buffer zone (400m from the planned 20mph location in Washpit Lane). Advised: It is not possible to move back the 20mph terminals due to lack of street infrastructure. The 40mph speed for buffer zones is a standard speed used across the country and county given the use in conjunction with 20 and 30 limits. The road from the Wheatsheaf / A603 junction is not appropriate for a 30 mph limit due to the lack of infrastructure. The LHI funding application outcome for Mobile Vehicle Activated signs is not expected until July of this year.
- f) **Playground Land Registration/ Adverse possession application** – no matters to report. Clerk to make enquires with the solicitor on progress.

24-15. Correspondence received: Circulated and noted.

- 26/01/2024 SCDC – Letter Cllr Bridget Smith Parish Council Planning Engagement
- 21/02/2024 SCDC – Letter Cllr Bridget Smith, 4 Day Week Report
- 18/03/2024 PKF Littlejohn - 2023/24 AGAR external auditor instructions
- 21/03/2024 March 2024 parish e-bulletin from SCDC

24-16. Incidents and observations relating to the village – The condition of the roads and number of potholes was noted. Residents should report any issues or concerns to Highways through the CCC online fault reporting tool and include a photograph.

24-17. Matters for consideration at the next meeting – Annual Parish Council Business

24-18. To confirm next meeting Annual Parish Council Meeting – 14 May 2024

Meeting closed at 9.15pm

Signed.....

Chairman.....