

HARLTON PARISH COUNCIL

Minutes of the Meeting of Harlton Parish Council held on Tuesday 24 September 2024, at 7.30 pm in the Village Hall, Harlton.

In Attendance: Cllrs Ben Banks, Chair (BB), Richard Cottam (RC), Garry Johnson (GJ) Isabel Robinson (IR), Clerk, Kim Quince (KQ). In Attendance, Cllr Lisa Redrup (LR)

- 24-1. To receive apologies for absence** - Received from Cllr Chris Coleridge
- 24-2. To receive declarations of interest and requests for dispensations from Councillors with regards to items on the agenda** – None declared.
- 24-3. To approve the minutes of the Parish Council meeting of 16/07/2024**
The minutes of the meeting were approved and signed. All supported.
- 24-4. Public Forum - For members of the Public to raise any matters of interest (15mins)**
No members of the Public were in attendance.
- 24- 5. To receive District Councillor’s (Lisa Redrup) & County Councillor’s (Michael Atkins)**
District Cllr Lisa Redrup reported SCDC are working to identify those who are missing out on the Winter Fuel Payment and Pension Credits. Residents and businesses are asked to feed into the six-week Consultation to help inform District Council priorities and Corporate Plan 2025 – District Council’s written report is available from the village website. LR was not aware of an appointment of the replacement Highways Officer for Harlton. Highway concerns should be reported via the Highways portal. No report received from County Cllr Micheal Atkins.
- 24-6. Planning: Outcome of Decisions by Greater Cambridge Shared Planning (GCSP)- noted.**
- 24/02561/HFUL, 67 Eversden Road, Householder Works- Approved
24/01037/HFUL43 high Street – Granted Permission.
24/01304/FUL 83 High Street, Granted Permission
24/01879/FUL- The Church of The Assumption, Coach Drive- Granted Permission
- 24-7. To discuss Parish Council Insurance cover and premium renewal 1 November 2024**
It was agreed for the Clerk to seek a reinstatement valuation of the Village Hall to ensure there is adequate buildings insurance cover. The policy and premium renewal fee as per Long Term Agreement - £703.26 was approved, and payment of any additional premium on confirmation of re-instatement values. Noted the policy’s Public Liability cover includes Officer’s Indemnity.
- 24-8. To receive an update on the next tree inspection for trees under Parish Council care –**
RGS Arboriculturist Consultants have been appointed to carry out the inspections. The surveys would be completed by the end of the month.

24-9. To receive updates for ongoing Parish Council business and previous agenda items:

- a) Village Hall Trustee Liaison** – IR reported the Chair of the VHT had asked if the Parish Council had a view on whether Trustee appointments should be village residents only. The PC would seek guidance from parish councils' member association on village hall management agreements. The King Charles Portrait is to hang in the Hall's Meeting Room.
- b) East West Rail** – IR representing the Harlton Working Group has written to County Cllr Atkins to ask that he consider local parish council views and concerns with EWR proposals when completing the questionnaire circulated to county Cllrs by County Council, to help reach a collective view about the railway. Harlton will be one of the villages worst affected by the railway. Awaiting a reply.
- c) Clunch Pit Management** – No matters to report. The PC agreed to change the ongoing agenda item to include tree management for the village.
- d) Traffic Calming in the village** – CCC project delivery team expect the 20mph speed limit works to be installed late autumn/ early winter. They are also looking at what signs and lines can be refreshed at the same time. LHI funding for the MVAS scheme has been approved subject to confirmation from the Highways & Transportation Committee in October. BB / GJ will meet with CCC for a walk through Harlton to discuss the location and installation of posts. It was noted that the County policy for attachments to streetlights will restrict this as an option to display the MVAS units in Harlton. Going forward there needs to be a process in place to manage the mobile signs / recharge batteries/ and move about regularly.
- e) Playground Land Registration/ Adverse possession application** – the application is still awaiting processing. Barr Ellison advise that Land Registry currently do not have quick timescales for processing applications.

24-10. To consider the Parish Council's Scheme of Delegation – the Clerk has prepared a draft and will circulate to Councillor's for comments with the view of adoption at the next PC meeting.

24-11. To consider Parish Council Archive and Documents retention & destruction policy – the policy draft presented was approved and adopted. All supported. This will be posted on the website and reviewed bi- annually.

24-12. To discuss IT provision for the Parish Council – the Clerk reported the PC's laptop and printer needed updating. The laptop was developing several hardware issues, including a problem syncing documents to OneDrive, which had been resolved by IT for Startups, who provide MS Office 365 software and laptop support, billed on as required basis for parish councils. The Clerk will investigate options and costs for a replacement scanner/document feeder printer and new laptop.

24-13. Clerk's Report – the playground wall repairs had been completed. An application to change the contact details / address in the title register for the village hall to that of HPC care of Kim Quince (Clerk) had been confirmed by the Land Registry. An action note would be put on file to update the register in the event of future staff changes.

24-14. To consider the CPCA bus franchising consultation 14 August - 20 November 2024.

It was noted that the online links to participate in the consultation had been circulated via the village Digital Champion, John Hooper. A notice with a QR code has been placed on the village notice board, the Clerk will also post the links on the village website encouraging users of the buses to provide feedback.

24-15 Finance:

- a) A bank reconciliation for the month was received.
- b) To receive External Auditor's Report and Certificate 2023/24 – the audit has been concluded satisfactorily. The Clerk has published the closure notice and Auditor's Certificate on the website as required.
- c) To resolve to pay outstanding accounts BAC's online payments, SO – All supported
 - K. Quince Salaries – August, September (SO) Confidential
 - MGS – Brickwork playground wall repairs (paid) £280.00
 - HMRC/ PAYE deductions £140.00
 - PKF Littlejohn External audit (paid) £252.00

24-16 To consider correspondence received – circulated.

15/09/2024	CPALC - NALC Legal Bulletin Update – August 2024
13/09/2024	CBC Community Update Event: Invitation 23 October, Biomedical Campus
14/08/2024	GPCA signed for letter re Bus Franchising Consultation 14 Aug – 20 Nov 24
06/09/2024	CCC, Engaging New and Emerging Communities Conference, Sat 05 Oct

24-17. Incidents and observations relating to the village – the PC expressed thanks to village to Oliver and Charlie Harrison for cleaning the children's playground, and Lon Spencer and Cllr Garry Johnson for the refurbishment of the telephone kiosk (book library). It was noted that the Mail Letter box needs a repaint, the clerk will make enquiries with Royal Mail. The Clerk was asked to report Parish Council concern with potholes in the village, encroachment of the hedgerows on roads and signage along the A603, particularly Wimpole, and the gullies in front of the post box which need cleaning.

24-18. To confirm the date of the next meeting: 15 October 2024.

Matters for consideration - Connections Bus Funding Contribution
Additional Notice board in the village for Public to use
Budget report

Meeting closed at 9.25pm

Signed.....

Chairman.....