

HARLTON PARISH COUNCIL

Notice Meeting: Full Council

Date: Tuesday 6 May 2024 at 7.30 pm

Harlton Village Hall, Coach Drive, Harlton CB23 1EN

To All Members of the Council. You are hereby summoned to attend the Meeting of Harlton Parish Council for the purpose of transacting the business as set out below.

The Meeting is open to members of the Public and Press

Kim Quince - Parish Clerk, 27/04/2025



AGENDA

- 25-27 To elect a Chair and sign the Declaration of Office**
- 25-28 To elect a Vice-Chair**
- 25-29 To ratify the appointment of the Clerk, Kim Quince as the Responsible Financial Officer**
- 25-30 To receive Apologies of Absence**
- 24-31 To receive Members Declarations of Interest and Dispensations:**
 - 25.31.1** To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting
 - 25.31.2** To receive requests for dispensations of disclosable pecuniary interests
 - 25.31.3** To grant any requests for dispensations as appropriate
- 25-32 To approve and sign the minutes of the meeting of 11/03/2025**
- 25-33 Open Forum for Public Participation (15minutes)**
- 25-34 To receive County and District Councillors' Reports**
- 25-35 Notification of Planning Applications from GCSP**
- 25-36 To consider Parish Council Statutory Documents and updated policies**
 - a) To Approve Standing Orders 2025
 - b) To Approve Financial Regulations and Internal System of Financial of Controls 2025
 - c) Asset Register 2025
 - d) Information & Data Protection Policy 2025
 - e) Risk Management Policy and Risk Register 2025
 - f) Biodiversity Policy
- 25-37 Finance and Annual Governance and Accountability Return (AGAR)**
 - a) To approve the Parish Council Accounts for Year End 31 March 2025
 - b) To review effectiveness of the Council's internal system of control 2025
 - c) To appoint a non-signatory councillor of the bank accounts to undertake periodic financial checks and review of year end Accounts.
 - d) To receive the Internal Auditor Report for Year 2024/25
 - e) To approve and sign the Annual Governance Statement of the Annual Governance and Accountability Return (AGAR) 2024/25
 - f) To review and approve the Annual Accounting Statements (AGAR 2024/25)

clerk@harltonparishcouncil.org.uk (01223) 262294

Chair: Cllr Ben Banks Vice Chair: Cllr Chris Coleridge

HARLTON PARISH COUNCIL

- g) To resolve to declare the Parish Council exempt from a Limited Assurance review 2024/25 (Local Audit (Smaller Authorities) Regulations 2015).
- h) To approve and sign the Certificate of Exemption
- i) To note the dates of the period of Notice for the Exercise of Public Rights 3 June to 14 July

- j) To consider a donation of £300 to Harlton PCC lieu of grass cutting costs for the Glebe.
- k) To consider Clerk's Society of Local Council Clerks (SLCC) Membership Renewal

- l) To review and confirm bank signatories on the bank accounts and online payment authorisations.
- m) To approve the schedule of account payments: BACs, transfers, DD and standing orders:

| | |
|---|---------------------|
| • Clerks Salary SO: May, June | Confidential |
| • SSE, DD energy supply 15/12 /2024 to 14/03/2025 | £ 32.28 inc vat |
| • Playsafety Ltd (RoSPA inspection) | £ 96.00 inc. vat |
| • PCW – web/ email hosting/ support 1/5/2025 to 1/5/2026 | £ 329.04 inc vat |
| • K. Quince, Village Meeting refreshments. | £ 16.00 |
| • Harlton PCC Donation (grass cutting Glebe) | £ 300.00 |
| • SLCC Clerk's Membership fee | £ 110.00 |
| • Foxcotte Fencing (tree works) – PAID | £ 3,972.00 inc. vat |
| • Bank transfers from PC Business account to the Community £1,000 - 31 March £1,000 - 14 April. | |
| • Receipts: £10,000 SCDC Precept 2025/26 ; £1 VHT Village hall rent | |
| • VAT refund Claim submission £1050 | |

25-38 SSE Electricity Contract (due to end 30/6/2025 and changes to SSE unmetered supply billing)

25-39 To consider the annual RoSPA Safety Inspection Report for the Children's playground

25-40 To consider feedback from Annual Parish Meeting held on 22 April 2025

25-41 Clerk's report

25-42 Updates for ongoing Parish Council business:

- a) East West Rail,
- b) Village Hall Trustee Liaison
- c) Tree Management
- d) Children's Playground: Monthly PC checks; Land Registry Registration/ Adverse possession application
- e) Mobile Vehicle Activated Signs (MVAS) Scheme

25-43 Consultations and Correspondence:

| | |
|------------|--|
| 2025/03/10 | SSE Energy Solutions Changes to electricity billing |
| 2025/03/24 | PKF Littlejohn 2024/25 AGAR external auditor instructions |
| 2025/03/31 | SLCC Membership Renewal Notice |
| 2025/04/16 | GCSP Planning consultation for 25/01359/S106A, Variation of Section106 |

25-44 Incidents and observations relating to the village

24-45 Date of the next Parish Council Meeting Tuesday 8 July 2025, Harlton Village Hall

clerk@harltonparishcouncil.org.uk (01223) 262294

Chair: Cllr Ben Banks Vice Chair: Cllr Chris Coleridge