

HARLTON PARISH COUNCIL

Notice Meeting: Full Council

Date: Tuesday 12 May 2026 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 Annual 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, 05/05/2026



AGENDA

- 26-28 To elect a Chair and sign the Declaration of Office**
- 26-29 To ratify the appointment of the Clerk, Kim Quince as the Responsible Financial Officer**
- 26-30 To receive Apologies of Absence**
- 26-31 To receive duly elected Parish Councillor Declarations of Office and Interest Forms and consider dispensation requests relating to the agenda**
- 26-32 To elect a Vice-Chair**
- 26-33 To approve and sign the minutes of the meeting of 17/03/2026**
- 26-34 Open Forum for Public Participation**
- 26-35 To receive County and District Councillors' Reports**
- 26-36 Notification of Planning Applications and Decisions from GCSP**
- 26-37 To consider Parish Council Statutory Documents and policies**
 - a) To Approve Standing Orders
 - b) To Approve Financial Regulations
 - c) To review the Asset Register
 - d) Information & Data Protection Policy - Updated
 - e) Risk Management Policy and Risk Register
 - f) To approve a draft IT Policy
- 26-38 Annual Governance and Accountability Return (AGAR) 2025/26**
 - a) To approve the Parish Council Accounts for Year End 31 March 2026
 - b) To review effectiveness of the Council's internal system of control
 - c) To receive the Internal Auditor Report for Year
 - d) To approve the Annual Governance Statement
 - e) To review and approve the Annual Accounting Statement
 - f) To resolve to declare the Parish Council exempt from a Limited Assurance review (Local Audit (Smaller Authorities) Regulations 2015).
 - g) To approve and sign the Certificate of Exemption
 - h) To note Electors Exercise of Public Rights 3 June to 14 July 2026

clerk@harltonparish.gov.uk 07426377128

Chair: Cllr Ben Banks Vice Chair: Cllr Chris Coleridge

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26-39 Finance

- a) To review and confirm and confirm the bank signatories for online payments
- b) To review Clerks salary and approve the Standing Order Payment
- c) To approve outstanding accounts and invoice payments:

Community Heartbeat Trust Defibrillator pad replacements	£77.94 inc vat
Community Heartbeat Proforma Invoice Spare pads	£77.94 inc vat
Playsafety Ltd (RoSPA inspection)	£99.60 inc vat
K. Quince, expenses Village Meeting	£24.68
Microsoft 365 Subscription	Costs tbc

26-40 To consider feedback report from Annual Parish Meeting held on 21 April 2026

26-41 Clerk's report

26-42 To discuss Parish Council Public Liability Insurance for events and activities on the Glebe

26-43 Updates for ongoing Parish Council business:

- a) East West Rail
- b) Village Hall Trustee Liaison
- c) Tree Management
- d) Children's Playground: Update on play area refresh project: Monthly PC check and the Annual RoSPA inspection report
- e) Mobile Vehicle Activated Signs (MVAS)

26-44 Consultations and Correspondence:

2025/03/24	PKF Littlejohn 2024/25 AGAR external auditor instructions
2025 /03	SCDC Parish e-Bulletin April

26-45 Incidents and observations relating to the village

26-46 Date of the next Parish Council Meeting TO BE CONFIRMED 14 July 2026