

HARLTON PARISH COUNCIL

Minutes of the Meeting of Harlton Parish Council held on Tuesday 12 May 2026, at 7.30 pm in Harlton Village Hall. UNCONFIRMED FOR APPROVAL AT NEXT PC MEETING

Present: Cllrs Ben Banks, Chair (BB), Chris Coleridge (CC) Vice Chair, Richard Cottam (RC), Isabel Robinson (IR), Parish Clerk, Kim Quince (KQ). One member of the public was present.

26-28 To elect a Chair and sign the Declaration of Office - Cllr Ben Banks was nominated and elected as Chair. Proposed (IR), Seconded (RC). All supported.

26-29 To ratify the appointment of the Clerk, Kim Quince as the Responsible Financial Officer (RFO) It was resolved to ratify the appointment of the Clerk, Kim Quince as RFO. All supported.

26-30 To receive Apologies of Absence – Apologies were received from District Councillor Lisa Redrup (SCambs Harston & Comberton Ward), and Cllr Lawrence Damary-Homan, also elected County Councillor for Sawston, Shelfords & Haslingfield Ward Division.

26-31 To receive duly elected Parish Councillor Declarations of Office and Interest Forms And consideration of dispensation requests relating to the agenda Following notice of re-election of Parish Councillors without contest, the new Declarations of Office were completed and signed by Councillors. The Clerk circulated new register of Interest Forms to Councillors which must be completed and submitted to SCDC Monitoring Officer by 8 June.

ACTION – Councillors to complete and return forms to the Clerk for submission by due date.

26-32 To elect a Vice-Chair

Cllr Chris Coleridge was nominated and elected Vice-Chair. Proposed (BB), Seconded (IR). All supported.

26-33 To approve and sign the minutes of the meeting of 17/03/2026

It was RESOLVED that the minutes were approved and signed by Chair. All supported.

26-34 Open Forum for Public Participation – One member of the Public was present.

26-35 To receive County and District Councillors' Reports

There was no District Councillor report this month. Harlton representatives following the Election results are Cllrs Lisa Redrup, Laurence Damary-Homan and Ariel Cahn. Cllr Laurence Damary-Homan was happy to support Harlton and attend meetings at both District and County Council matters. Cllr Chris Morris remains Harlton representative at County Council level (Comberton and Harwick Ward Division)

26-36 Notification of Planning Applications and Decisions from GCSP

26/00790/HFUL – 53 High Street front porch and alterations. Permission Granted (GCSP)

26-37 To consider Parish Council Statutory Documents and polices

- a. To Approve Standing Orders
- b. To Approve Financial Regulations
- c. To review the Asset Register - updated

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- d. Information & Data Protection Policy
- e. Risk Management Policy and Risk Register
- f. To approve a draft IT Policy – approved.

The policies were circulated prior to the meeting. It was resolved to accept the policies as read with amendments noted.

26-38 Annual Governance and Accountability Return (AGAR) 2025/26

The Annual Return was circulated prior to the meeting. The council considered the following:

- 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
- g. (Local Audit (Smaller Authorities) Regulations 2015).
- h. To approve and sign the Certificate of Exemption –.
- i. To note Electors Exercise of Public Rights 3 June to 14 July 2026 – noted.

The Council’s system of internal control arrangements and the Governance and Accounting Statements for the Year Ended 2025/26 were reviewed. It was resolved to approve the Parish Accounts, the Annual Return and Certificate of Exemption: it was agreed to hold submission of the certificate of exemption and publication of the Annual Return until receipt of this year’s internal audit this month. The dates for the Electors Exercise of Public Rights were noted.

26-39 Finance:

- a. **To review and confirm and confirm the bank signatories for online payments.** – Cllr BB and GR were confirmed as the signatories; and confirmed BB would manage the direct debit and standing order arrangements. It was agreed Cllr RC would carry out periodic bank reconciliation and financial year end checks.
- b. **To review Clerks salary and approve the Standing Order Payment** – It was resolved to approve a pay increase in line with the National Joint Council for Local Government Services 2025-26 agreement. To apply from 1 May 2026. All supported. Clerk to circulate NJC pay scales and send the updated standing order amendment to BB.
- c. **To approve the following 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
Cambridge Ground Care Ltd (playground fence replacement)	£3994.13 inc vat
SLCC Renewal Membership Fee	£116.00
Harlton Village Hall (Repair Café Hire fee)	£51.00
Foxcotte Fencing, Tree Surgery remedial works	£660 inc vat

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

It was noted that the meeting Chair had been asked by a resident whether the Parish Council had allocated funds in the Parish budget towards any future grant funding requests from Cambridge Approaches in support of mitigation or possible judicial review for the East West Rail railway project.

26-41 Clerk's report Notification (B237- change of address) received from Land Registry to confirm the updated contact details in the register for the land adjoining the Village Hall, (play area), Coach Drive. The Clerk's membership to Society of Local Council Clerks (SLCC) was considered and approved.

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

There were discussions about the Parish Council insurance cover for activities and events on the Glebe. The council's insurance policy does not provide insurance cover for events held on the Glebe by community groups or for organised activities that extend from events held in the village hall. Users of the Glebe for events must have their own Public Liability. We would need to see a copy of the certificate. It was agreed to ask the Trustees if this could be included in the VH Hire Agreement. Clerk to action.

26-43 Updates for ongoing Parish Council business:

- a. **East West Rail** – The EWR Co fourth consultation is open until 9 June. A Village Meeting was held on 6 May to help residents understand the proposals and agree priorities for Harlton. The BBC were filming interviews with residents outside the Hare & Hounds this week for broadcast on local news channels. The South Combs Parish rail working group (SCPRG) met with the mayor Paul Bristow on 30 April. A meeting with the rail minister is scheduled for the 2nd of June.
- b. **Village Hall Trustee Liaison** – IR reported that the St Georges Day social fund-raising quiz was excellent and made a profit of £ £580.74.
- c. **Tree Management** – Urgent remedial tree works have been carried out following a professional.
- d. **Children's Playground:** The timber fence replacement works have been completed: the play equipment painting is in hand. The Annual RoSPA Safety Inspection report findings were noted. The Chair (BB) will liaise with the contractor to ask them to make the recommended adjustments to the playground gate installation.
- e. **Mobile Vehicle Activated Signs (MVAS)** – BB will move the sign to the Haslingfield Road location.

26-44 Consultations and Correspondence: circulated

2026/03/24 PKF Littlejohn 2024/25 AGAR external auditor instructions

2026 /03 /28 SCDC Parish e-Bulletin April

26-45 Incidents and observations relating to the village

There were reports of a doorstep parcel theft this month.

26-46 Date of the next Full Parish Council Meeting Tuesday 14 July 2026

Signed..... Chair Harlton Parish Council