

HARLTON PARISH COUNCIL

Notice Meeting: Full Council

Date: Tuesday 14 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 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, 08/05 2024



AGENDA

24-1 To elect the Chair 2024/25 and signing of the Declaration of Office

24-2 To elect the Vice-Chair 2024/25

24-3 To confirm the appointment of the Clerk, Kim Quince as the Responsible Financial Officer

24-4 To receive Apologies of Absence

24-5 To receive Declarations of Interest relating to the Agenda

24-6 To approve the minutes of the meeting of 2 April 2024

24-7 Public Participation (15mins) - Open Forum for members of the public to raise matters of interest or raise questions pertaining to the agenda.

24-8 To receive District Councillor's and County Councillor reports.

24-9 To receive Clerk's report and updates on actions from the previous meeting.
a) Website and email hosting provision

24-10 Report from Annual Village Meeting held on 30 April 2024

24-11 Greater Cambridge Shared Planning (GCSP)- New Planning Notifications

[24/01304/FUL](#) - 83 High Street, erection of a new dwelling

[24/01204/FUL](#) - Land Adj. 54 Eversden Road, erection of a detached four-bedroom dwelling

[24/01065/HFUL](#) - 64 Eversden Road, remove glazed conservatory roof and replace with part pitch, part flat roof.

[23/03674/FUL](#) - Notification of Planning Appeal – site address 4 Haslingfield Road

[24/01427/PRIOR](#) - 21 Church Street, Haslingfield Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses.

clerk@harltonparishcouncil.org.uk (01223) 262294

Chair: Cllr Ben Banks Vice Chair: Cllr Chris Coleridge

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24-12 To consider Annual Council Business – Adoption of Statutory Documents and Policies

- a) Adoption of Standing Orders 2024
- b) Adoption of Financial Regulations and Internal System of Financial of Controls 2024
- c) To review and update the Asset Register 2024
- d) To consider and adopt the Council's Risk Management Policy and Risk Register 2024
- e) To review and adopt Model Publication Scheme

24-13 Finance

- a) To approve the Parish Council Accounts for Year End 31st March 2024
- b) To receive the Internal Auditor Report for Year ended 31st March 2024
- c) To consider and approve the Annual Governance Statement 2023/24 of the Annual Governance and Accountability Return (AGAR).
- d) To consider and approve the Annual Accounting Statements 2023/24 (AGAR)
- e) To consider the Period of Notice for the Exercise of Public Rights and publication of unaudited Annual Return (AGAR) – 3 June to 12 July 2024
- f) To review and confirm bank signatories on the bank accounts and online BACS payment authorisations.
- g) To approve Southern Electricity 12 month, Offer Contract 1 July 2024 for Unmetered Street Lights
- h) To consider Clerk's SLCC Membership Renewal
- i) To approve the schedule of payments - invoices, BAC transfers, standing orders and salaries:
 - Clerks Salaries Standing Order Update – April, May
 - £18.67 K. Quince, Annual Village Meeting refreshments
 - £ 105.00 Clerk's Annual SLCC Membership fee
 - £326.24 BWP Creative Ltd (Parish Council Websites – web & email hosting)

Receipts £9,500 SCDC Precept 2024/25, K. Quince deposit re PAYE deductions

24-14 To consider what the Parish Council can do with regard to conserving biodiversity.

24-15 Reports and discussions for ongoing items:

- a) East West Rail, Cambridge Approaches and Harlton Working group updates.
- b) Village Hall Trustee Liaison
- c) Management of the Clunch pit
- d) Playground Land Registration (HMRC Land Registry)
- e) Traffic calming measures in the village – 20mph limit Update.

24-16 Correspondence received:

2024/04/03 SCDC, Street Trading Policy

2024/04/05 GCSP Adoption of Greater Cambridge Statement of Community Involvement (SCI) 2024

2024/04/22 Connections Bus Newsletter

2024/04/28 SLCC Membership Renewal Notice

2024/04/30 Email from Haslingfield resident re planning application 21 Church Street

24-17 To consider reports and observations relating to the village.

24-18 To confirm the date of the next meeting

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