



## HARSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm, on 3<sup>rd</sup> July 2025, 7.30pm  
at Harston Village Hall, Large Committee Room, Cambridge, CB22 7PX

**Present:** Councillor Peace Gould (chair); Councillor Luffman; Councillor Wilson;  
Councillor Clarke; Councillor Carroll ; Councillor Stierer; Councillor Reynolds;  
Councillor Ormerod; Councillor Naik

There were 2 member of the public present & County Councillor Laurence Damary-Homan & District Councillor Lisa Redrup

**7.59Pm Councillors Stierer left the meeting**

**Members 11: Quorum 4**

**25-26/37 Approval of Apologies and Reasons for Absence**

*(LGA 1972 s 85 (1))*

It was proposed by Councillor Luffman , seconded by Councillor Reynolds and resolved that apologies for absence with acceptable reasons from Councillor Holdom; are approved

**25-26/38 Members' Declaration of Interest for Items on the Agenda**

*(Localism Act 2011 s 31 s 33)*

None

**25-26/39 Open Forum for Public Participation (15 Minutes)**

An explanation was provided by a Neighbourhood Plan Working Group member outlining the Examiners' amendments made to the Plan that had now been agreed as the Referendum version. A resident also informed councillors that a meeting had taken place with the Highways Officer and local residents to discuss concerns relating to the pavement and road near the surgery. Highways have agreed to carry out work to improve access and egress to the surgery, with planned dates of 16th July and 18th September 2025.

Additionally, the resident asked the Parish Council to consider organising a fire safety presentation by the Fire Service, and to explore ways of sharing information from eCops, particularly relevant to those living with dementia

**25-26/40 Councillor Vacancy**

The Chair informed members that the notice of vacancy had been published and has now expired, allowing the Parish Council to proceed with the co-option process.

**25-26/41 Minutes of Previous Meeting**

- a. It was proposed by Councillor Luffman, seconded by Councillor Carroll and resolved that the minutes from the 5<sup>th</sup> June 2025 are approved and signed by the Chair
- b. It was proposed by Councillor Wilson, seconded by Councillor Luffman and resolved that the minutes from planning committee meeting on the 11<sup>th</sup> June 2025 are approved and signed by the Chair

**25-26/42 To Receive Committee Meeting Minutes**

The Minutes from the Finance Committee meeting held on 5<sup>th</sup> June 2025 have been received.

**25-26/43 Clerks Update**

1. The land adjacent to the footpath has been cleared by South Cambridgeshire District Council (SCDC) and a request has been submitted for this area to be included in their annual maintenance schedule as allotments.
2. Update from Kerry Allen on the Melbourn Greenway – work on the detailed design is ongoing, with the aim of advertising the Traffic Regulation Order for the double yellow lines and speed humps on Church Street this summer. They are also preparing the final business case for approval.
3. One quote has been received for the war memorial repairs and the recreation ground bench installation; currently waiting additional responses.
4. There is still uncertainty regarding responsibility for the tap and drain on adjacent to The Green. The Clerk has contacted the Drainage & Resilience Team regarding the issues and concerns with the Tap/Drains. The suggestion was made to contact both SCDC and the County Council to clarify the groundworks issue
5. A2B Travel Company have sent the updated bus timetable changes which takes effect from the 30th June, this information has been shared on our website and social media page. Other copies will be displayed in the village

**25-26/44 County and District Councillors Report**

**County Councillors:** The report will be submitted, shared with Councillors, and uploaded to the Parish Council website.

**District Councillor:** The report has been submitted, shared with Councillors, and uploaded to the Parish Council website.

**25-26/45 Committees and Working Groups**

1. The Clerk informed councillors that there is currently a vacancy on the Finance Committee and that one parish councillor is required to fill the position. This appointment is necessary for the Finance Committee to continue functioning. If no councillor volunteers to join, the Finance Committee may need to be merged with the Full Council.

**25-26/46 Harston Neighbourhood Plan Examiners Comments**

**It was proposed by Councillor Naik, seconded by Councillor Reynolds, and resolved that the Parish Council Approve the Referendum Version of the Neighbourhood Plan.**

Councillors discussed the referendum date proposed by SCDC and expressed a preference for a later date either 25th September or 2nd October to allow for greater local engagement.

*Action: Clerk to inform SCDC of the decision and the referendum suggested dates.*

**25-26/47 Insurance Claim**

1. The Clerk informed councillors prior to the meeting that Harston Parish Council's insurance provider has made a settlement offer to replace the damaged bus shelter and has referred the case to their solicitors/recovery team. It was noted that the restoration process may take a significant amount of time. Councillors agreed that the Clerk should write to Tesco's Head Office to request that they accept liability for the incident before the Parish Council proceeds with accepting the Insurer's settlement offer, in order to avoid any potential increase in insurance premiums.

**25-26/48 Recreation Ground**

1. Councillor Reynolds informed the Council that the inspection of the recreation ground has been completed and the report has been sent to the Clerk. No work was required

2. Councillor Wilson submitted a report prior to the meeting, providing an update on the proposed basketball court. It was agreed to look at the detail of possible costings and the location prior to a meeting with the Pavilion Committee.

**25-26/49 Harston Cemetery**

**It was proposed by Councillor Carroll, Seconded by Councillor Luffman and resolved that the Parish Council approve the Harston Cemetery burial ground fees/Policy 2025.**

The Clerk was asked to add in the comparative costs from other local graveyards for completeness

**25-26/50 Harston Parish Council Flag Flying Policy**

It was proposed by Councillor Clarke, Seconded by Councillor Luffman and resolved that the Parish Council approve the Flag Flying Policy 2025.

**25-26/51 Local Government Reorganisation Survey**

**It was proposed by Councillor Luffman, Seconded by Councillor Wilson and resolved that the Parish Council will not be responding to the local government reorganisation survey.**

Individuals were encouraged to write in. The Clerk advised councillors that the survey link has been published on the parish council website for residents to complete.

**25-26/52 Public Rights of Way Engagement**

The Clerk shared the public rights of way engagement spread sheet, the spread sheet will be circulated again to councillors to include other public rights of way and include pavements etc. This will be updated and then submitted before the deadline of 31<sup>st</sup> July.

**25-26/53 Harston All Saints Church**

Councillor Luffman informed councillors of the request for a donation towards the upkeep and maintenance of the grounds of All Saints Church . The finance Committee recommend that the request be considered as part of the 2026/27 budget discussions .

**It was proposed by Councillor Luffman, Seconded by Councillor Wilson and resolved that the Parish Council will consider the request as part of the 2026/2027 budget discussions.**

**25-26/54 Coronation Tree Plaque**

**It was proposed by Councillor Carroll, seconded by Councillor Reynolds, and resolved that the Parish Council approve expenditure of up to £200 from the Orchard and Meadow budget to purchase a plaque for the Coronation tree.**

**25-26/55 Litter & Storage in Village Highstreet**

Councillors Pearce Gould and Councillor Wilson will arrange a meeting with the owners of the Post Office re the frontage on the High Street after its change of branding to discuss how the Parish Council could support further improvements.

**25-26/56 Draft Minutes**

This item was discussed Draft minutes are not published on the website until they have been approved, in line with the guidelines to publish approved minutes and are always released within 30 days of the meeting.

**25-26/57 Bus Shelter Maintenance/Review**

The Chair informed the Council that the bus shelters within Harston are in need of some cleaning and 1 places had been defaced. The Clerk advised that the last maintenance of the bus shelters was carried out in May 2024.

*Action - Clerk will make enquiries regarding an annual clean of the shelters with maintenance requirements being reported.*

**25-26/58 Street Furniture/Street Signs/Assets Register Review**

The Chair informed councillors that a review of street furniture and signage within Harston should be undertaken, as some items appear to require cleaning or replacement.

Councillor Reynolds and Councillor Pearce-Gould will carry out a review a list of street furniture and signs with an update of the Parish Council's asset register. The Clerk will seek to identify the bodies responsible for their maintenance if not the Parish Council.

**25-26/59 Agenda Items for Next Meeting**

*Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.*

- *Policy Reviews*
- *Insurance renewal*

**25-26/60 Date of Next Meeting**

**Date/Time:** 7<sup>th</sup> August 2025- Finance Committee(7pm) Parish Council Meeting(7.30pm)

**Location:** Harston Village Hall, Large Committee Room, Cambridge, CB22 7PX

Meeting closed 9.10pm

**Chairman:** .....

**Date:** .....