



HARSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.30pm, on 7th August 2025,
7.30pm at Harston Village Hall, Large Committee Room, Cambridge, CB22 7PX

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

There were 4 member of the public present & County Councillor Laurence Damary-Homan & District Councillor Lisa Redrup

7.52pm Councillors Stierer left the meeting

Members 11: Quorum 4

25-26/61 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; Councillor Clarke are approved

25-26/62 Members' Declaration of Interest for Items on the Agenda

(Localism Act 2011 s 31 s 33)

None

25-26/63 Open Forum for Public Participation (15 Minutes)

A resident raised concerns about overhanging branches from neighbouring properties obstructing the cycle path and another resident highlighted that contractors working on a property on the High Street (A10) have been parking on the cycle path, which is obstructing the pathway. The Clerk noted these issues and confirmed where the responsible party can be identified they will be requested to remove the overhang.

25-26/64 Minutes of Previous Meeting

- a. **Amendment to 25-26/52 - It was proposed by Councillor Luffman, seconded by Councillor Carroll and resolved that the minutes from the 5th June 2025 are approved and signed by the Chair**
- b. **Amendment to 25-26/13 - It was proposed by Councillor Stierer, seconded by Councillor Luffman and resolved that the minutes from planning committee meeting on the 17th July 2025 are approved and signed by the Chair**

25-26/65 To Receive Committee Meeting Minutes

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

25-26/66 Co-Option to fill casual Vacancy

The Clerk reported that an application for co-option to the Council had been received from Mrs Irene Richards

It was proposed by Councillor Reynolds, seconded by Councillor Wilson and It was resolved that the co-option be confirmed and completed at the next meeting, at which Mrs Richards would be in attendance to sign the Declaration of Acceptance of Office and complete the Register of Members' Interests form, in accordance with statutory requirements.

25-26/67 Clerks Update

- **Public Rights of Way (PROW) Spreadsheet:**
The updated PROW spreadsheet has been submitted to Cambridgeshire County Council (CCC) as part of our ongoing liaison on local access routes.
- **Sundial Repairs:**
The sundial has now been successfully repaired and is back in place. Many thanks to all involved in arranging the work.
- **VJ Day Flag:**
A new VJ Day flag has been purchased. Cllr Clarke has kindly agreed to arrange for its erection in time for the commemorations.
- **Policy Development:**
Drafts of both the **Grant Policy** and the **Publications and Press Policy** are currently being prepared and will be presented to councillors for review and approval at an upcoming meeting.
- **Digital Bus Timetables:**
The Clerk is currently seeking clarification on which authority or contractor is responsible for the installation of digital bus timetables, with the aim of arranging for them to be installed at all parish bus shelters.

25-26/68 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.

25-26/69 Conclusion of External Audit

Councillors received and noted the External Audit report

25-26/70 Committees

No councillor came forward to join the Finance Committee

25-26/71 Harston Neighbourhood Plan

Following advice from CAPALC the date for the Neighbourhood Plan Referendum was retrospectively agreed as being set for the 4th September and the District Council notified accordingly.

25-26/72 East West Rail

It was proposed by Councillor Ormerod , seconded by Councillor Reynolds and resolved that parish council should if necessary seek Historic England to carry out an archaeological background survey along the East West Rail corridor

25-26/73 Planning Application for Consideration

1. 25/02509/S73

Site address: 2 High Street Harston Cambridgeshire CB22 7PX
S73 to vary condition 2 (approved drawings) of ref: 20/03394/FUL (Demolition of an existing public house and the development of the site to provide an E(a) convenience store at ground floor with 4no. C3 Apartments at first floor together with all associated access and parking - Resubmission of S/3708/19/) to show reorganisation of floor plans and external footprint, reorganisation of the car park to suit the footprint changes, raising of eaves to remove the need for dormers and associated external changes to reflect amended floor plans.

It was proposed by Councillor Wilson, seconded by Councillor Reynolds, and resolved that the Parish Council objects to planning application 25/0209/S73.

- Lack of allocated disabled parking bays – The plans do not include any clearly designated or accessible disabled parking spaces. This is a failure to comply with inclusive access standards and does not meet the requirements outlined in national planning policy and local accessibility guidance.
- Highway safety risks due to insufficient access for service vehicles – The proposed layout does not appear to allow sufficient space for safe and unobstructed access by larger vehicles, including delivery vans and refuse collection lorries. This raises serious concerns about potential obstruction of the highway, especially on the narrow access roads, which could compromise both road safety and the effectiveness of essential services.
- Shortage of off-road parking - The neighbourhood plan (in draft) calls for off road parking for all new residential units. We anticipate that some of the new units may contain two residents and will also require space for visitors; consequently, one parking space per housing unit is not sufficient and especially in a rural village. Please note that there are limited extra parking spaces on Station Road and non-spares at certain times of day due to the school and pre-existing housing on or just off that road.

Councillors discussed whether the Pemberton Arms is designated as a Community Asset and agreed to investigate its status. The Clerk will look into this and report back to councillors in due course.

25-26/74 Insurance Renewal and Long Term Agreement 2025

It was proposed by Councillor Wilson, seconded by Councillor Luffman, and resolved that the Parish Council continue the long-term agreement until 2027 at a cost of £1,435.31

25-26/75 Insurance Claim

It was proposed by Councillor Carroll, seconded by Councillor Luffman, and resolved that the Parish Council formally close the insurance claim relating to the bus shelter repairs, following Tesco's acceptance of liability

25-26/76 Bus Shelter Damage

It was proposed by Councillor Wilson, seconded by Councillor Luffman, and resolved that the Parish Council accept Tesco's offer to repair the bus shelter, subject to a like-for-like replacement, with design changes to be shared with the Parish Council for prior approval.

It was discussed to request that Tesco's, as a gesture of goodwill, fund the cleaning of all bus shelters within Harston

25-26/77 Recreation Ground/Pavilion Matters

1. Councillor Reynolds informed councillors that the play area inspection was completed with no comments. Councillor Luffman informed members that dogs continue to be walked off-lead at the recreation ground and that, despite the signage, members of the public are still allowing their dogs to run without leads. Councillors discussed considering the purchase of more signs to inform the public.
2. **It was proposed by Councillor Luffman, seconded by Councillor Reynolds, and resolved that the Parish Council instruct Zion Landscapes to undertake weed spraying of the play area at a cost of £50.00**

The Recreation Ground will need to be closed to allow the weed spraying to take place and for the treatment to dry, which may take up to four hours. Councillors have agreed that it is best practice to close the Recreation Ground for this period, and the clerk will arrange public announcement to that effect. .

3. **It was proposed by Councillor Luffman, seconded by Councillor Wilson, and resolved that the Parish Council approve the quotation of £3204 inc VAT received for the bench installation and agree for the expenditure to be allocated from the earmarked Section 106 reserves.**

Councillors on the Pavilion Planning group would meet to discuss and agree on the locations for the bench installations

25-26/78 War Memorial

It was proposed by Councillor Reynolds, seconded by Councillor Wilson, and resolved that the Parish Council approve the repair cost of £340.00 + VAT for the two war memorial bollards, to be allocated from the War Memorial budget.

25-26/79 Croquet Lawn

The Meldreth Croquet Lawn team presented the details about their club. It was noted that the croquet lawn itself (inc surrounds) would be fully funded by the club through grants and club funds. The club would also cover the ongoing annual maintenance costs and arrange any insurance. The only requirement from the Council would be permission for the club to use the pavilion facilities for toilet access and tea breaks. Councillors discussed the matter and agreed that a further meeting would be required to consider whether a suitable space and if the meadow could be allocated for the croquet lawn before agreeing a formal proposal.

25-26/80 Allotment

The Councillors reviewed the report on the allotment areas, specifically the surplus plots 5A, 5B, and 5C, . The Council recommends SCDC to convert these plots into three or four useable allotments. The allotment closest to the road would be designated as an amenity allotment, intended for disabled users etc. The Council requests that all other free allotments are advertised as vacant – including in the Village News; however, the SCDC officers responsible have not been effective in promoting these vacant plots to date.

It was proposed by Councillor Wilson, Seconded by Councillor Luffman resolved that the parish council approach SCDC and request the plots to be split for this use and advertised

25-26/81 The Green

The Clerk reported receipt of an email from Nicola Burden of the Drainage and Resilience Team, which included a map of all the gullies within the Harston Parish boundary. Councillors noted that several pipes from the gullies appear to be blocked, as they continue to overflow when there is heavy rain fall. The clerk was asked to request a map showing the drainage pipes leading from the gullies , their discharge points and ownership. ; and ascertain whether they have been checked.

25-26/82 Harston & Newton Primary School PTFA

Councillors discussed the request from Harston and Newton Primary School regarding the Parish Council's input on a proposed firework event within the village. The Clerk informed councillors that the budget for donations is very limited for 2025/2026, as a previous donation has already been made to the primary school. A proposal had been submitted, but it was received too late to be included on the agenda.

It was agreed that the Clerk will respond, asking the school to submit a full proposal to the Parish Council, including details of the insurance cover and any third party contributions .

25-26/83 Harston Village Shop

Cllr Pearce Gould reported that he and Cllr Clarke had been made contact with the shop owner regarding the footpath/pavement area outside the village shop and the location of

storage cages etc. Councillors noted that there are two waste bins on the pavement, collected by SCDC, and an old bicycle rack on the adjacent pavement in addition to the seat owned by the Parish Council. The Clerk will seek to establish the ownership and responsibility for these items. The owner had been requested to put forward a proposal for enclosing his storage cages.

25-26/84 Bench Replacement

The Clerk has been investigating the ownership of the bench outside the Ducati showroom. Councillors are keen to see the bench removed or reinstated, as it appears to have deteriorated over the years. It is believed that the bench was donated some years ago. The Clerk will continue to investigate with the owners of the “showroom” and report back with findings.

25-26/85 Terms of Reference Planning Committee

The Chair informed councillors that, following the Neighbourhood Plan referendum vote, the Planning Committee will redraft its Terms of Reference to include responsibility for amendments to and the upkeep of the Neighbourhood Plan and review of the new Local Plan due at the end of 2025 , all under the committee’s delegated authority.

25-26/86 Local Government Services Pay Agreement for 2025/2026.

It was proposed by Councillor Wilson, seconded by Councillor Luffman, and resolved Harston Parish Council will implement the 3.2% national pay increase for the clerk and back date the pay increase to the 1st of April 2025.

25-26/87 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*

25-26/88 Date of Next Meeting

Date/Time: 4th September 2025- Finance Committee(7pm) Parish Council Meeting(7.30pm)

Location: Community Room, Meadow Way, Harston, CB22 7NQ

Meeting closed 9.32pm

Chairman:

Date: