



HARSTON PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held at 7.30pm on 2nd April 2026

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

Present: Councillor Wilson, Councillors Reynolds, Councillor Clarke, Councillor Wedgbury, Councillor Carroll, Councillor Ormerod, Councillor Naik and Councillor Holdom.

In Attendance: District Councillor Lisa Redrup; County Councillor Laurence Damary-Homan; Clerk Jessica Harding.

Members: 11 | **Quorum:** 4

Public: 3

Councillors Stierer left the meeting at 7.57pm

25-26/232 Appointment of chair

It was proposed by Councillor Stierer, seconded by Councillor Carroll and resolved that Councillor Wilson be appointed Chair of the meeting.

25-26/233 Apologies and Reasons for Absence

(LGA 1972 s 85(1))

It was proposed by Councillor Reynolds; seconded by Councillor Carroll and resolved that apologies for absence with acceptable reasons from Councillor Pearce Gould and Councillors Richards are approved.

25-26/234 Members' Declaration of Interest for Items on the Agenda

(Localism Act 2011 s 31 s 33)

Councillors Clarke and Councillor Naik declared a Members' Declaration of Interest in relation to item 25-26/244 on the agenda, noting that they are involved with Harston Village News.

25-26/235 Open Forum for Public Participation (15 Minutes)

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman

1. A member of the public made comments regarding Item F25-26/244 (Donation/Grant Request – Harston Village News) and Item F25-26/241 (Wildlife Survey, including reference to Button End Industrial Estate). The comments included queries about the availability of accounts and the use of leaflets for the village news and the timing of the last wildlife survey.

25-26/236 Minutes of Previous Meeting

1. The item was deferred as the confidential minutes were not available to be signed.
2. It was proposed by Councillor Reynolds; seconded by Councillor Carroll and resolved That Harston Parish Council herewith agree the minutes of the Parish Council meeting held on 5th March 2026

25-26/237 To Receive Committee Meeting Minutes

1. Minutes of Planning Committee Meeting 19th February 2026 have been received.
2. Minutes of Finance Committee Meeting 5th March 2026 have been received.

25-26/238 Clerks Report

The Clerk's report had been reviewed in advance of the meeting. The Clerk advised that a volunteer is required for the watering of the cherry tree. Councillors discussed that the suggested location may not be appropriate due to the lack of volunteers. Councillor Clarke suggested that she will pot the tree until further discussion on the location takes place.

Action – Clerk to liaise with Councillor Clarke to arrange potting of the tree.

25-26/239 County and District Councillors Report

1. County Councillors Report to be submitted
2. District Councillors Report submitted and received

25-26/240 General Reserves

It was proposed by Councillor Reynolds; seconded by Councillor Naik and resolved that £636.48 be allocated from General Reserves to meet the overspend resulting from the Microshade invoice, following approval by the Finance Committee.

25-26/241 Harston Parish Council Property Matters

1. Recreation Ground

Play Area Monthly Report received.

2. Environmental Stewardship (Orchard & Meadow)

It was proposed by Councillor Naik, seconded by Councillor Wedgbury, and resolved that the annual Environmental Stewardship (ES) claim be submitted.

Action – Clerk to submit the ES claim forms

3. Arboricultural Inspection

- a. The arboricultural report was received
- b. A summary report from Councillor Pearce Gould was received.
- c. It was proposed by Councillor Carroll, seconded by Councillor Reynolds and resolved to adopt the arboricultural report for the required safety works, approve obtaining quotations for high-priority actions, note Councillor Pearce Gould's plan and approved to develop a phased Action Plan (2026–2029) following completion of the priority works.

Action – Clerk to obtain quotations for the high-priority actions.

4. Harston Green Spaces Report

The Harston Green Spaces report was received. Councillors discussed that the implementation of the actions would be phased into the Action Plan (2026–2029), and the working group would return with a list of actions to be incorporated into the long-term plan.

Action – Open Spaces Working Group to submit actions for incorporation into the long-term action Plan 2026/2029.

5. Wildlife Survey

Councillor Naik proposed a wildlife survey of the orchard and meadow, noting the previous survey was in 2012. An updated survey would support biodiversity preservation, land management and Neighbourhood Plan objectives. Councillor Wilson suggested considering other council-owned land for a broader approach.

Item deferred until further information is sought.

Action - Councillor Naik to gather further information on the survey, including scope, and explore extending it to other Parish Council-owned sites.

25-26/242 Pavilion

It was proposed by Councillor Clarke, seconded by Councillor Ormerod, and resolved that the Parish council should refuse the cash settlement at this stage and ask the insurance company whether their appointed contractor could carry out the work.

Action – Clerk to contact the insurance company.

25-26/243 Car park upgrade

1. Councillors discussed the drafting of standard terms and conditions for contracting works and agreed that having a standard document would be beneficial. Councillors emphasised the need for a proportionate approach, noting that an overly complex document could be unsuitable for a small parish council and might deter smaller suppliers. The Clerk informed councillors that the Financial Regulations set out procurement thresholds and requirements. It was advised that the Clerk seek further guidance from CAPALC regarding standard terms and conditions and the procurement process for parish councils.

Action – Clerk to engage with CAPALC for further advice/guidance.

2. The working group is to define the specification and provide this information to the Clerk, who will prepare the final specification based on the working group's recommendations for approval by the council.

Action – Clerk to arrange working group meeting.

25-26/244 Donation/Grant request – Harston Village News

It was proposed by Councillor Holdom, seconded by Councillor Ormerod, and resolved that the Parish Council approve a donation of £1,500 to Harston Village News, to be funded from the Grants and Donations budget.

25-26/245 Creating calendar of future grants

Councillor Wilson informed councillors that it would be good practice to create a record of previous grants, including deadlines and expected publication dates, to allow the Parish Council to plan ahead for submitting applications.

Action: Clerk to create a calendar of future grants, including previous deadlines and anticipated publication dates.

25-26/246 Planning Application for consideration

1. **Reference:** 26/00745/HFUL

Proposal: New garden wall adjoining the house, new front porch. Erection of a 1.2M high metal fence to the front boundary. New entrance gates and walls and minor alterations to widen access/drop kerb driveway.

Site address: Tiptofts House, Station Road, Harston Cambridgeshire

It was proposed by Councillor Holdom, seconded by Councillor Reynolds, and resolved that the Parish Council objects to planning application 26/00745/HFUL.

The objection is based on the proposed boundary treatment not complying with Policy HAR 1 of the Neighbourhood Plan, which is a material consideration. Policy HAR 1 states: “Boundary Treatment: New boundary treatment should respond positively to the prevailing character of the street and character area within which a development proposal is located as set out in the Design Guidance and Code (LD03.2 Boundary Treatment). Wherever practicable, boundary treatments should primarily consist of hedgerows. Boundary treatments that would undermine the rural character of the village, or would otherwise be inappropriate or unsympathetic to the street scene will not be supported. This includes brick walls and fencing above one metre in height fronting directly on to the street, unless such structures can be demonstrated not to be harmful to the public realm and respond sensitively to the context of the site concerned.”

The Parish Council would consider withdrawing its objection if the proposal were amended to comply with the Neighbourhood Plan policy.

25-26/247 Social Media Policy

Councillors discussed the internal and external policies and agreed to defer further consideration to the June meeting. This will allow councillors additional time to review the content and determine the requirements.

Action – Councillors to review the documents and submit comments at the June meeting.

25-26/248 Action Plan 2026/2027

It was proposed by Councillor Naik, seconded by Councillor Wedgbury, and resolved that the Parish Council approve the adoption of the Action Plan 2026/2027, with an amendment to align it with the Neighbourhood Plan.

25-26/249 Asset Register

The Clerk informed councillors that the asset removal and adoption will take effect from 1st April 2026. As the decision was made after 31st March, it will not be reflected in the 2025/2026 AGAR.

- 1. It was proposed by Councillor Holdom, seconded by Councillor Reynolds, and resolved that the Parish Council approve the removal of the 2 speed indicator devices from the asset register and dispose.**
- 2. It was proposed by Councillor Reynolds, seconded by Councillor Carroll, and resolved that the Parish Council approve the adoption of the bus shelter on the A10, North of London Road and to obtain quote for cleaning.**

Action – Clerk to obtain quote for cleaning of bus shelter on the A10. North of London Road.

25-26/250 Community Orchard and Meadow

1. Item deferred pending the meeting with the lead volunteer
- 2. It was proposed by Councillor Wedgbury, seconded by Councillor Reynolds, and resolved that the Parish Council approve engagement with the lead volunteer of the Orchard and Meadow Community Group, together with two other councillors.**

Action – Clerk to arrange a meeting with the lead volunteer, together with two other councillors

25-26/251 Risk Assessment 2026/2027

- a. It was proposed by Councillor Carroll, seconded by Councillor Reynolds, and resolved that the Parish Council approve and adopt Harston Parish Councils Community Orchard risk assessment.
- b. It was proposed by Councillor Carroll, seconded by Councillor Reynolds, and resolved that the Parish Council approve and adopt Harston Parish Councils Litter Pick risk assessment.

25-26/252 Vision ICT Contract

It was proposed by Councillor Wedgbury, seconded by Councillor Reynolds, and resolved that the Parish Council approve the Finance Committee's decision to issue one month's notice to terminate the .org email domain contract with Vision ICT

Action- Clerk to write a letter issuing one month's notice

25-26/253 Display Screen Equipment (DSE)

It was proposed by Councillor Ormerod, seconded by Councillor Clarke, and resolved that the Parish Council approve the Finance Committee's decision to reimburse the Clerk for a Display Screen Equipment (DSE) eye test, to be funded from the general reserves.

25-26/254 Agenda Items for Next Meeting

Any business, 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.

- Button End industrial estate
- East West Rail update

25-26/255 Date of Next Meetings

- **Planning Committee Meeting** – 6.30pm, 16th April 2026, Small Committee Room, Harston Village Hall (Pending TBC)
- **Parish Council Meeting** – 7.00pm, 14th May 2026, Harston Village Hall, Large Committee Room, Cambridge, CB22 7PX
- **Finance Committee Meeting** – 9.00pm, 14th May 2026, Harston Village Hall, Large Committee Room