BARNBURGH & HARLINGTON PARISH COUNCIL

Clerk: Catherine Mullen

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To: All Members of Barnburgh and Harlington Parish Council

You are summoned to the Ordinary Meeting of Barnburgh and Harlington Parish Council on Tuesday 20th October 2026 at 7.00 pm. This meeting will be held in the Village Hall in Barnburgh for the purpose of transacting the following business.

Catherine Mullen **13th October 2026**
Parish Clerk and Responsible Finance Officer

Recording and Reporting Rights
Members of the public have the right to film, photograph, audio-record and report on this meeting under the *Openness of Local Government Bodies Regulations 2014*.
Anyone intending to record is asked, as a courtesy, to inform the Clerk or Chair before the meeting begins so that the meeting can be managed appropriately. The Council may only intervene if recording disrupts the proper conduct of the meeting.

Attendance and Participation

- Due to venue capacity, members of the public are encouraged to notify the Clerk if they plan to attend.
- Written questions or statements may be submitted in writing to the Clerk at clerk@barnburghandharlingtonpc.org by 12 noon on the day of the meeting.
- A maximum of 15 minutes is allocated for public participation. Individual contributions are limited to three minutes.
- The Council **cannot lawfully make decisions** during Public Question Time but may refer matters for consideration.

Agenda

1. Public Question Time
To receive questions and statements from members of the public. Public Bodies (Admissions to Meetings) Act 1960 s1 extended by the Local Government Act 1972 s100

2. Apologies
2.1 To receive and accept apologies for absence

2.2 To consider whether to approve reasons for absence from the meeting Local Government Act 1972 s85(1).

3. Exclusion of Press and Public
To identify any items for which the press and public may be excluded Public Bodies (Admissions

to Meetings) Act 1960

4. Variation to the Order of Business

To consider motions to vary the order of business (if any).

5. Minutes – Ordinary Parish Council Meeting 15 September 2026

To consider and resolve to approve the minutes of the Ordinary Annual Parish Council Meeting held on 15 September 2026 (Appendix A).

6. Declarations of Interest and Dispensation Requests

6.1 To receive declarations of interest in items on the Agenda.

6.2 To consider any dispensation requests received by the Clerk Localism Act 2011 s33.

7. Business Raised During Public Question Time

To consider any matters raised by the public and determine appropriate action or referral.

8. Ward Councillor Update

8.1 To authorise Ward Councillors to speak during this item.

8.2 To receive updates from Ward Councillors

9. Casual Vacancy as a Result of Cllr Lynette Robinson's Resignation

To note the formal notice required by Local Government Act 1972 S. 87(2) and Local Elections (Parishes and Communities) Rules 2006, whereby electors decide if the vacancy should be filled by holding an election was issued 13 October.

10. Neighbourhood Plan

10.1 To authorise members of the Neighbourhood Plan Working Group to speak during this item.

10.2 To consider and agree the proposed Area Based Character Study as the first stage of completing a Housing Design Policy for inclusion in the Neighbourhood Plan (Appendix B).

11. Allotments

11.1 To receive and consider a report reviewing allotment rents for 2027 and to authorise all appropriate future actions. .. (Appendix C)

11.2 To note that the agreed 2027–28 allotment rent (annualised) must be factored into the Budget Working Group's preparation of the 2027–28 Budget

12. Water Connection for the Village Planters

12.1 To consider and if appropriate approve the quote from Yorkshire Water for £3,883.20 to connect a water supply to the mains water to facilitate watering the village planters. (Appendix D)

12.2 To note that, should the water connection be approved, the annualised cost will need to be incorporated into the 2026–27 revised Budget and factored into the Budget Working Group's preparation of the 2027–28 Budget.

13. Fox Lane Hedge Maintenance

13.1 To receive an update on the Fox Lane hedgerow maintenance and to note recent concerns raised by residents regarding the hedge not being cut before late September.

13.2 To note that the timing of the hedge-cutting reflects updated DEFRA and Natural England advisory guidance, which recommends delaying hedge maintenance until September due to late bird-nesting activity.

14. Cemetery

14.1 Cemetery Fees Review (from 1 January 2027)

To receive and consider a report reviewing cemetery fees from 1 January 2027 and to authorise all appropriate future actions (Appendix E)

14.2 Cemetery Extension

14.2.1 Ward Councillors

To authorise Ward Councillors to speak and contribute to discussion on this item.

14.2.2 Position Update

To receive and note email correspondence with CDC detailing the current position regarding the cemetery extension, including the Planning officer being on maternity leave until April 2027 delaying planning advice being available until April 2027 (Appendix F)

14.2.3 Equality Impact Assessment (EIA)

To receive and consider the Equality Impact Assessment relating to the cemetery extension and the mitigation options. The EIA covers:

- suspension of pre-purchase of burial plots;
- review of eligibility criteria, including restricting out-of-parish burials;
- acceptance of temporary suspension of burial provision if capacity is exhausted;
- acceptance of the worst-case scenario that the project may be unviable and burial provision may end when capacity is reached, with ashes interments continuing;
- cumulative equality impacts;
- introduction of a scheduled 6-month review cycle beginning April 2027.

To determine whether to adopt the EIA and authorise the Clerk to update it at each review point. (Appendix G)

14.2.4 Impact of Delay on the Cemetery Extension Project and Mitigation Options

To receive and consider a paper setting out the implications of delay to the cemetery extension project including
aper in receiving planning advice the mitigation options set out in the briefing paper, including:

- a revised project timetable;
- the realistic risk of a capacity gap between late 2031 and mid-2032;
- implications for burial provision within the parish.
- Mitigation Options including
    - suspension of pre-purchase of burial plots;
    - review of eligibility criteria (e.g., restricting out-of-parish burials);
    - acceptance of temporary suspension of burial provision if capacity is exhausted;
    - acceptance of the worst-case scenario that the project may be unviable and burial provision may end when capacity is reached, with ashes interments continuing;
    - adoption of a scheduled 6-month review cycle beginning April 2027.

And to determine which mitigation options, if any, should be adopted at this stage. (Appendix H)

14.3 Cemetery and Memorials Policy

To receive and consider the current Cemetery and Memorials Policy, including its provisions relating to memorial safety, permitted memorial types, maintenance responsibilities, and compliance with statutory and inspection requirements.
To determine whether to re-adopt the Cemetery and Memorials Policy (with or without amendments) and authorise the Clerk to publish the updated version on the Parish Council website. (Appendix I)

14.4 Cemetery – Legal Quotes

To receive and consider a quote from Callidus Law regarding:

14.4.1 The costs of registering the Lower Cemetery with the Land Registry.

14.4.2 The costs of conveying the land at the back of the Lower Cemetery on Belvoir Avenue from CDC to the Parish Council as part of the project to extend the cemetery.

14.4.3 The costs of advising the Parish Council on the ownership of the wall dividing the Upper and Lower Cemeteries and responsibility for maintaining the wall.

(Appendix J)

14.5 Burial Plot E074 – Request for Additional Memorial

To receive and consider a request from the family of the deceased regarding Burial Plot E074, one of the oldest plots in the cemetery. The family wish to reinstate the existing headstone following the recent funeral but have been advised by the funeral director that there is insufficient space to add any further inscriptions.

To consider the family's request to install an additional small headstone at the foot of the existing memorial to accommodate new inscriptions.

In considering this request, the Council should note the operational and safety concerns associated with placing a second headstone at the foot of an existing memorial, including:

- increased risk during grounds maintenance (strimming, mowing, and access around the plot);
- potential trip hazards for visitors and contractors;
- long-term stability and implications for future memorial safety inspections.

To note that the Council's grounds maintenance contractor has been asked to provide professional comments on the operational concerns associated with the proposed placement of a second headstone.

15. Winter/Spring Plants for Planters and Flower Beds

To receive, consider and if appropriate approve a quote for winter spring plants and to authorise all appropriate future actions. (Appendix K)

16. Recreation Ground

16.1 Grass -Cutting from April 2027

To receive an update on the possibility of the Parish Council taking on responsibility for cutting the grass of the Recreation Ground from 1 April 2027.

16.2 Sign for Recreation Ground Car Park

To receive and consider a quote for a sign to be installed in the Recreation Ground Car Park informing users of the car park that they use it at their own risk

16.3 To receive and consider a quote for a sign to be installed in the MUGA), setting out the required legal and safety responsibilities as advised by RoSPA playground inspectors.

To note that the sign will include the standard RoSPA-recommended safety information, including age guidance, prohibited activities, jewellery warnings, safe use expectations, emergency contact details, and site ownership information.

To consider whether to approve the quote and authorise the Clerk to proceed with the purchase and installation of the sign. (Appendix L)

17. Plaques for Memorial Benches on Harlington Green

To receive and consider quotes for memorial plaques to go on the two benches remembering late Councillors Guy Taylor and Neil Semley (Appendix M)

18. Planning Applications

As at the date of issuing the Agenda no planning applications have been received.

19. Financial Matters

19.1 Current and Deposit Account Statements as at 1 October 2026

Nat West Current	32,837.52
Nat West Liquidity 35	10,449.47
Cambridge & Counties Deposit Account	15,000.00
Total	**£58,286.99**

19.2 Payment Schedule

To receive and note the schedule of payments made since the September meeting and those due for payment in October 2026 (Appendix N).

19.3 Income from Cemetery

To note the payments of £1,100 received from CT Butterfield Funeral Directors

20. Bank Reconciliation Statements

To consider and, if appropriate, authorise the signing of the bank reconciliation statements for 30 September 2026, together with supporting bank statements, for:

- NatWest Current Account
- NatWest 35-Day Notice Account (Appendix O)

21. Internal Audit Spot Checks -

To note that in accordance with the Parish Council's Financial Regulations Cllr Leah inspected the finance files in October to ensure accuracy and to verify the Parish Council's payments and receipts.

22. AGAR 2025 – 26 Conclusion of Audit and Website Accessibility Requirements

22.1 Conclusion of Audit

To note that the Annual Governance and Accountability Return (AGAR) for 2025–2026 has been completed, and that the Notice of Conclusion of Audit has been duly published on the Parish Council's noticeboards and website in accordance with statutory requirements.

22.2 Assertion 10 – Website Accessibility Compliance

To note that, as a result of the new Assertion 10 introduced into the AGAR, the Parish Council is required to ensure that documents published on its website are accessible and compliant with current digital accessibility standards.

Assertion 10 requires councils to move away from uploading documents in PDF format and instead publish documents as HTML5 webpages, except where legacy exemptions apply. This necessitates a review of the Parish Council's current website and may require a significant redesign or full replacement of the existing site.

22.3 Website Review and Developer Quotes

To receive and consider quotes for ensuring the Parish Council's website complies with Assertion 10 and determine:

- whether to proceed with a redesign or replacement of the Parish Council website;
- which supplier to appoint;
- any further actions required to ensure compliance with Assertion 10 and digital accessibility regulations.

(Appendix P)

23. Budget 2026 – 27 and Suspension of Standing Order 7

23.1 To consider and if appropriate suspend Standing Order 7 in order to revise the Budget

23.2 To consider the Budget Working Group's proposed revisions to the 2026 – 27 budget (Appendix Q)

24. Budget Setting for 2027 -28

To note that the Parish Council had intended to begin consideration of the 2027–28 Budget at the October meeting. Councillors were invited to submit any proposals, priorities, or projects for inclusion on the October Agenda by 9 October.

At the last meeting, the Parish Council established a Budget Working Group to prepare initial recommendations for full council to discuss and ultimately approve and adopt at the January 2027 meeting.

To support a more collaborative and well-informed approach, the commencement of budget setting for 2027–28 will begin at the November meeting. This additional time will allow the Working Group and councillors to shape the draft budget together and ensure it reflects shared priorities for the year ahead.

Councillors are encouraged to contribute any events, projects, or other budget-related ideas they would like the Budget Working Group to explore as part of its deliberations. Submissions should be provided to the Working Group and/or the Clerk as soon as possible, and no later than 6 November, so they can be included on the Agenda for discussion at the November meeting.

25. Review of Policies and Procedures

To review, consider and, if appropriate, (re) adopt the following

25.1 Grant Awarding Policy (Appendix R)

25.2 Sexual and General Harassment Policy and Procedure (for employment) (Appendix S)

25.3. Members are asked to consider and approve the proposed amendments to the Freedom of Information Policy to ensure compliance with the Data (Use and Access) Act 2025, with all changes taking effect from 1 June 2027. (Appendix T)

25.4 Members are asked to consider and approve the proposed amendments to the General Data Protection Regulations Policy to ensure compliance with the Data (Use and Access) Act 2025, including the requirement that all public documents be published in accessible, machine-readable formats (HTML5) by 1 June 2027. (Appendix U)

25.5 To consider and approve amendments to the Parish Council's Complaints Policy and Procedures required to ensure compliance with the Data (Use and Access) Act 2025, effective from 19 June 2026. (Appendix V)

25. Date of Next Meeting

To note the date of the next ordinary meeting of the Parish Council will be held on Tuesday 17 November 2026 at 7.00pm in Barnburgh Village Hall.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status, bio-diversity and any disability); Crime & Disorder, Health & Safety and Human Rights.