



Longstanton Parish Council

Minutes of the Full Council Meeting, held at
The Village Institute, 24 High Street, Longstanton
Monday 13th March 2017 at 7.53pm

Those Present: Cllr Street (Chair), Cllr Burns, Cllr Sinclair, Cllr McPhater

Clerk: Libby White

In attendance: County Cllr Hudson

Rory Caborn, Kiera White and Akshita Anand – Youth representatives
7 members of the public

16-17/210 To Receive and Accept Apologies for Absence

Apologies were received and accepted from Cllr Mrs Wilkins, Cllr Dr Sastry (work commitments) and Cllr Samm and Cllr Mrs Brash-Hall (personal).

Power Action

16-17/211 Councillors' Declarations of Interest for items on agenda

Declarations of interest from Councillors on items on the agenda: None

Requests to Speak: None required

To receive requests for dispensations: None

Grant of dispensations: None required.

16-17/212 Open Forum for Public Participation (10min)

None

16-17/213 Approval of Minutes

- a) It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the minutes of the full council meeting held on 13th February 2017 be approved and signed.

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the minutes of the planning meeting held on 27th February 2017 be approved and signed with the amendment under point c that either Cllr Mrs Brash-Hall or Cllr McPhater had seconded the motion.

b) **Matters to report from previous meeting (for information)**

- Letters continue to be received from the applicant for the Mills Lane Development. Further discussions are due to take place under item 16-17/217e.
- Laptop has been purchased and now up and running.
- A further Youth Café was held on 28th February – item 16-17/216a covers this point.
- Cllr McPhater has looked into the lonely and vulnerable – Cllr McPhater will provide a report for next meeting.

c) **Clerks Report**

- Cllr Mrs Brash-Hall and Clerk yet to meet re Photographic Competition but the Clerk has had some further thoughts on this going forward.
- John Henry Group have signed up to the voluntary Commercial Vehicle Covenant meaning that they will not use the village for any of their HGVs unless it is to do with some work to be carried out in the village. Waiting to hear from G Webb and Harradines.
- County Council Policy and Regulations have been in to see the Clerk with respect to the new Village Gateways. It appears that this should have gone through County Council to order but they are looking to see if the Parish Council can continue working on this. Through the CCC incurs 20% increase in cost due to the admin on their part.
- No further response has been received with respect to the outstanding invoices for the Pavilion. A further letter has been sent, and should there be no response, the matter will be closed.

- The new S137 allowance has been set for 2017/18 at £7.57 per head.
- The clerk confirmed that she had attended the Practitioners Conference during February. A report had been provided to all members.

16-17/214 County Council Matters

- a) C Cllr Hudson stated that he had one small thing to add to the report circulated prior to the meeting. Some additional funds have been allocated from Government meaning that the following will be received for the coming 3 financial years - £8.3m for 2017/18 (equivalent to 3.8% rise in council tax), £6.5m for 2018/19 and £3.3m for 2019/20. All funds are ringfenced for adult social care.
- b) i. It was **noted** that the parish bulletin for February had been received. Bulletins will be distributed on a bimonthly basis but not until after the May elections.

16-17/215 District Council Matters

- a) None available.
- b) i. It was **noted** that formal correspondence had been received from South Cambridgeshire District Council confirming that Longstanton Parish Council's elections will be next year in line with District Council.

16-17/216 Youth Provision

- a) This item was brought before the opening of the meeting to allow 3 young members of the community to make a presentation to Council asking that the Parish Council consider helping them set up a Youth Council. Members praised for the younger members for their informative presentation. It was noted that there needed to be better engagement between younger members of the community and the Council.

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to support the group in setting up a Youth Council.

Clerk

- b) The young members who were attending the meeting were asked their views on the Connections Bus.

After discussion, it was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to cease the bus after Easter and for the Youth Council to look at setting up a Youth Café at the Village Institute.

Clerk/
Youth
Council

16-17/217 Planning Matters

Planning Matters - for comment

- a) S/0639/17/FL – roof extension and extension to existing double garage to create home office at 25 Lofthouse Way, Longstanton for Mr & Mrs Lanchriet.

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council SUPPORT.

- b) S/2306/12/FL – revised structural landscaping scheme including earthworks to create revised landform to serve the Home Farm development at land adjacent to B1050, Over Road, Longstanton for Mr Stroude, c/o Agent.

The Clerk informed members that following receipt of this application, she and the Chairman had met with the planning officer to discuss some details of the application due to some initial concerns from the Clerk including management of land, errors on plans and what had been requested by SCDC

It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that Council cannot make any recommendation as the plans are out of date and therefore, not showing the true situation with the land as it currently is. For example:

Clerk

- It shows some work to be completed on land which has since been transferred in ownership and is no longer the applicants
- A hedgerow that is noted on the plans was cut down 2 years ago
- Neighbours to this land have asked that the decision on this application be extended due to the errors in place and the fact that correspondence was

only received last week for a decision to be made today by 14th March 2017.

In summary, Councillors would appreciate the plans being updated to show the correct ownership, etc. before any recommendation can be made.

- c) S/0709/17/FL – change of use from A1/A2 to D2 and associated signage at 99 High Street, Longstanton for Mrs Claire Grain, Bellaclaire Childcare Limited.

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council SUPPORT with a condition that the D2 is only or this business and reverted back to A1/A2 should the occupant change.

Clerk

- d) S/0735/17/OL – outline planning permission with some matters reserved for 5 bedroom dwelling to include access, layout and scale at land adjacent to 2 Railway Cottages, Station Road, Longstanton for Mrs Linda Sanderson.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council SUPPORT.

Clerk

- e) S/2482/16/OL – Mills Lane

The Clerk confirmed that South Cambridgeshire District Council would not provide professional advice on the correspondence from the applicant due to the conflict of interest with them having an open planning application. The Clerk stated that she had sought advice from CAPALC. It is their feeling that the letters offering £100,000 constitute coercion and any response should state that should the money be included in a correct and proper application a response would be considered.

It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to write to the applicant to thank him for the letter but state that the Council's position has not changed and to make a statement in Longstanton Life to cover the issues with this application.

Northstowe Planning Matters - for Information only

- f) It was **noted** that S/0555/17/DC discharge for Condition 12 (future management and maintenance of proposed streets) and 16 (adoptable highway specification) of planning permission S/2776/16/RM for Parcel H3, Northstowe Phase 1 for Taylor Wimpey East Anglia Limited had been received.
- g) It was **noted** that S/0556/17/D discharge for Conditions 24, 31 and 43 of planning permission S/0388/12/OL for Parcel H12, Northstowe Phase 1 for Linden Homes Eastern.
- h) It was **noted** that S/0557/17/DC discharge for Condition 5 (planting plans) of planning permission S/2776/16/RM for Parcel H3, Northstowe Phase 1 for Taylor Wimpey East Anglia Limited.

16-17/218 Northstowe Matters

The Clerk informed members that she and the Chairman had attended an onsite meeting to look at the potential effects of dewatering on Northstowe. It was noted that an independent drainage expert had been employed to look at whether the lack of water is anything to do with activities on Northstowe Phase 1. The Clerk confirmed that Bloors have released 20 plots so far, 17 of which have been reserved. It is expected that there will be 5 completions in April, 5 in May and 9 in June with 3 on average each month after this.

- b) The Clerk informed members that during discussions at the Northstowe Community Working Group meetings, it had been noted that the 'businesses and trades' section of the community website was out of date. It had been suggested to update this in preparation for the construction of Northstowe and S106 money from Northstowe was provided for the initial upgrade.

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the cost of \$15.99 be incurred by the Parish Council on an annual basis as part of the ongoing website costs.

16-17/219 Highways Matters

- a) The Clerk confirmed that information had been received confirming that the road adoption at Soham had been completed which was acting as the precedent for the Longstanton procedure. All draft transfer documents have been produced and are out for circulation and wording approval. In addition, there will be a highway inspection week commencing 20th March including a streetlight inspection. Sewer inspections are to be confirmed and the Deed of Discharge for sewers is progressing. Work is to be agreed and tendered for pricing by April 17.
- b) The Clerk informed members that during the Northstowe Community Forum in January, it had been mentioned that the A14 work has a mobile visitors centre which can visit villages.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this centre be invited to attend the St George's Day event on 22nd April 2017 (with agreement of Friends of All Saints).

Clerk

- c) The bulletin received from Highways England with respect to the A14 works was **noted** by members.

16-17/220 Police Matters

- a) Since the meeting held on 13th February the following incidents have occurred:
 - 1 x criminal damage at Longstanton Park and Ride
 - 2 x break ins of sheds

The Clerk and Chairman will be attending a Community Safety Day, at South Cambs, hosted by the Police on Saturday 18th March and will report back at the next meeting.

Clerk/
Cllr
Street

- b) The Clerk confirmed that she had met with the security company who had provided the Village Institute CCTV. They confirmed that it would not be suitable to have CCTV on the Pavilion to cover the playground. They are, therefore, quoting for 2 cameras to go on posts (1 either end of the playground) and one for the Pavilion to cover the otherside of the Recreation Ground. Unfortunately, these had not been received in time for the meeting.

Clerk

16-17/221 Finance Matters

- a) The Clerk informed the members of the meeting that the bank account balances as at 28th Feb 2017 were as follows:

Current Account	£37,862.41
CCLA Current Account	£140,000.00
Home Farm Account	£208,723.85
CCLA Home Farm Account	£100,000.00
S106 Account	£3,082.04
CCLA S106 Account	£60,000.00
CCLA Reserves Account	£75,000.00
Community Reserves Account	<u>£876.11</u>
	£625,544.41

Dividend payments have been received with money held with CCLA as follows:

CCLA Current Account	£28.20
CCLA Home Farm Account	£20.13
CCLA S106 Account	£12.05
CCLA Reserves Account	<u>£15.08</u>
	£75.46

- b) Members reconsidered the state of the wall surrounding the churchyard at St Michaels Church. The Clerk confirmed that she had approached some referees provided by Mr Darby.

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote to use Mr Darby with approval of works from Diocese and the confirmation of what has been handed over for maintenance.

Clerk



- c) Further to the request made at the February meeting, it was noted that NFU do not currently provide Parish Council insurance. The Clerk had approached Zurich at the conference she attended and by email, to see if there was anything that could be done on price. They had revised their price down to £1,189.21.

It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that continue with Zurich.

Clerk

16-17/222 Health & Safety Matters

The Clerk provided members with costings for work to be completed on items raised in the risk assessments as medium risk.

Clerk

It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to get the work completed.

- b) The Clerk updated the members on her training to carry out routine playground inspections. She has been carrying out a weekly inspection on the main Recreation Ground playground due to the amount of use this gets and the 2 LEAPs on Duddle Drive will be inspected monthly. It was noted that in addition to these inspections and the annual inspection carried out, there should be quarterly inspections carried out too. These are more in depth than the routine inspection and look more into wear and tear. The Clerk provided some costings for consideration.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to use Play Maintain for Operational Inspections and Play Inspection Company for the Annual Inspection.

Clerk

16-17/223 Legal Matters

Costings from 3 solicitors for advice pertaining to the new community hub was considered by members.

All solicitors were looked at in depth and after lengthy discussion it was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote to use Birketts for the legal advice for the Parish Council and community hub. It was felt that Birketts' skill set, capacity for additional advice within the firm and much of the legal advice was in house made them preferable. The other 2 firms provided a more open ended quote which it was felt would be more of an estimate.

Clerk

16-17/224 Community Matters

- a) It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to set the date for the Annual Parish Meeting as 10th May 2017.
- b) A letter received by a resident with respect to the burial ground was considered by members.

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to write to the resident with revised costings.

Clerk

- c) Correspondence received from 2 previous Cllrs was considered by members.

It was **proposed** by Cllr McPhater, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to write to the residents having sought advice from both SLCC and CAPALC to state that they consider the matter closed.

Clerk

- d) It was noted that the Village Events Working Group had been looking at some potential events for 2017. They would like to hold the following:

- Balloon Burst at St George's Day event – a raffle with a difference
- Summer event – perhaps a Beer Festival

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to hold the balloon burst. Research to be carried out and if not suitable held off until 2018.

16-17/225 Committee Matters

Minutes from the Finance Committee held on 21st February 2017 were **noted**.

16-17/226 Correspondence

- Copy of email from All Saints Church to SCDC asking for funding for reordering

16-17/227 Date of Next Meeting

Monday 27th March 2017 – planning (if required)

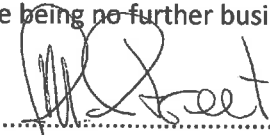
Monday 10th April 2017.

16-17/228 Agenda Items for Next Meeting

Councillors are to notify the Clerk of any business and payments at least 7 days prior to the next meeting.

There being no further business the meeting closed at 10.42pm.

Signed:
Chairman


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Date:

10 April 17
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