



Longstanton Parish Council

Minutes of the ANNUAL Meeting of Full Council Meeting, held at
The Village Institute, 24 High Street, Longstanton
Monday 8th May 2017 at 7.35pm

Those Present: Cllr Street (Chair), Cllr Burns, Cllr McPhater, Cllr Mrs Wilkins, Cllr Samm,
Cllr Mrs Brash-Hall, Cllr Sinclair
Clerk: Libby White

In attendance: 2 members of the public

Power

17-18/1 Election of Chairman

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Brash-Hall and **RESOLVED** by a unanimous vote that Cllr Street is re-elected as Chairman of Longstanton Parish Council for the forthcoming year.

The Chairman signed the Acceptance of Office form.

17-18/2 Election of Vice-Chairman

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that Cllr McPhater is re-elected as Vice-Chairman of Longstanton Parish Council for the forthcoming year.

The Vice-Chairman signed the Acceptance of Office form.

17-18/3 To Receive and Accept Apologies for Absence

Apologies were received and accepted from Cllr Dr Sastry (work commitments), C Cllr Hudson and D Cllr Riley.

17-18/4 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.

17-18/5 Open Forum for Public Participation (10min)

Dr Coldrick will update members on the adoption of Home Farm roads at item 17-18/14.

17-18/6 Approval of Minutes

- a) It was **proposed** by Cllr Burns, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the minutes of the full council meeting held on 10th April 2017 be recorded as a true record and signed.

CARRIED
2 abstentions

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

- It is understood that the application for Mills Lane has been *refused* by the planning authority. The Clerk confirmed that she had met with a planning expert during attendance at her course and had a brief chat about the application. The expert confirmed that should it go to appeal, the Inspectorate will visit the site (they are obliged to) and she was of the opinion that as it is in a conservation area, there is a good chance that this refusal would be upheld.

c) **Clerks Report**

- It was noted that there had been a break in at the Pavilion on the night of 1st May 2017.
- The Council continues to have 3 vacancies.
- Year-end procedures have been completed and the Internal Audit held with Cllr Sinclair present. Report to follow.

17-18/7 County Council Matters

- a) C Cllr Hudson was unavailable to attend as he was meeting with his new parish, Oakington & Westwick following his re-election the previous week. He will be attending the Annual Parish Meeting on Wednesday 10th May 2017.

17-18/8 District Council Matters

- a) D Cllr Riley was unable to attend but will be attending the Annual Parish Meeting on Wednesday 10th May 2017.
- b) i). It was **noted** that the planning policy for April 2017 had been received.

17-18/9 Finance Matters

- a) Section 1 – Annual Governance Statement 2016-17 of the Annual Return for the year ended 31st March 2017 was presented and read to the members by the Clerk. The assembled Council members answered accordingly and the Clerk completed the form prior to signature. Once completed, the statement was signed by the Chairman and countersigned by the Clerk.
- b) Section 2 – Accounting Statements 2016/17 for the year ended 31st March 2017 were presented by the Clerk. It was **RESOLVED** to approve the Accounting Statements for 2016/17 which was then duly signed by the Chairman.
- c) The Clerk informed the members of the meeting that the bank account balances as at 30th April 2017 were as follows:

Current Account	£73,925.35
CCLA Current Account	£140,000.00
Home Farm Account	£180,108.35
CCLA Home Farm Account	£100,000.00
S106 Account	£3,085.55
CCLA S106 Account	£60,000.00
CCLA Reserves Account	£75,000.00
Community Reserves Account	<u>£1,099.50</u>
	£633,218.75

- d) The Internal Auditor Report received following the audit on 25th April 2017 was noted by Cllrs. Cllr Sinclair updated members on the visit.
Cllr McPhater left the meeting at 8.02pm.

17-18/10 Review of Committees and Working Groups

- a) A discussion was held with respect to the number of committees held by Council and the extra workload placed on councillors with so many vacancies. After discussion it was agreed that the committees should be as follows:

- Employment Committee
- Finance Committee
- Village Events Working Group
- Flood Action Working Group

There would no longer be a Pavilion Committee and all matters relating to this and the Recreation Ground would be included in the main monthly council meeting.

- b) Having agreed which committees are to be continued in 2017/18. Terms of reference will remain the same as no changes made.
- c) Members were elected to the various committees as follows:

Finance Committee: Cllr Street, Cllr McPhater, Cllr Burns, Cllr Sinclair, Cllr Dr Sastry

Employment Committee: Cllr Street, Cllr Mrs Brash-Hall, Cllr McPhater, Cllr Sinclair

17-18/11 Review and Adoption of Statutory Documents, Appointments and Policies

- a) It was **proposed** by Cllr Mrs Brash-Hall, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote to approve and adopt the revised Standing Orders with amendments in item 18.

Action: Clerk to update on website.

- b) It was **proposed** by Cllr Mrs Brash-Hall, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Financial Regulations are approved with the amendments as proposed by the Clerk and noted on the document itself.

It was **proposed** by Cllr Samm, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that the following be included in the Financial Regulations:

'All Councillors to receive the agenda for the Finance Committee prior to the Finance Committee meeting in order that all Councillors can see payments to be made and raise questions if necessary.

Action: Clerk to update and update on the website.

- c) It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Burns and **RESOLVED** that the Clerk be reappointed RFO.

CARRIED
1 abstention

- d) It was **proposed** by Cllr Burns, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that all councillors continue as bank signatories for all bank accounts.
- e) It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the Finance Committee members continue to authorise BACS payments from online bank accounts.
- f) It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to continuing the variable direct debits for telephone, Internet and non-domestic rates.
- g) It was **proposed** by Cllr Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that Michael Williamson continue as internal auditor for 2017/18 but to ask CAPALC and SLCC for a wider range of auditors as the choice appears to be slim.

Action: Clerk to write to Mr Williamson to appoint as auditor

- h) Dates for 2017-2018 were noted by members.

Action: Clerk to post dates on website

- i) The Asset Register had been circulated to all members. It was noted that any new items purchased in the year had been added. The Asset Register was approved.
- j) The Risk Management Policy was reviewed and approved with no amendment and signed by the Chairman.

There was a discussion with respect to Duty of Care of the Clerk working alone. It was agreed the Clerk will make her diary available to view, have an appointment system, visitors book to be used by all visitors including councillors.

Action: Clerk to upload the policy to the website, make calendar available and purchase a visitors book.

- k) It was **noted** that the insurance policy had been reviewed and approved in March.
- l) The Complaints Procedure was approved with the amendment to update the Chairman's contact details.

Action: Clerk to upload revised policy to website.

- m) The Freedom of Information – Publication Scheme was approved with no amendment.
- n) The Press & Media Policy was approved with no amendment.
- o) It was **proposed** by Cllr Mrs Brash-Hall, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that the current subscriptions to SLCC and CAPALC were approved.

17-18/12 Planning Matters

Planning Matters - for comment

- a) S/1364/17/TP Crown reduction of lime by 6-7m in height and 4-5m in spread at 4 Ladywalk, Longstanton for Mr Moody

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

Action: Clerk to pass comments to SCDC.

Northstowe Planning Matters - for information only

- c) It was **noted** that S/0815/17/DC discharge for Condition 7 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/1053/17/D discharge for Conditions 11 (fire hydrants) of planning permission S/0388/12/OL for Parcel H3, Northstowe Phase 1 for Taylor Wimpey East Anglia Limited had been received.

17-18/13 Northstowe Matters

The report from the recent Northstowe Community Forum was noted by members.

It was **proposed** by Cllr Mrs Brash-Hall, seconded by Cllr Wilkins and **RESOLVED** by a unanimous vote that a letter of complaint be written to Gallagher Estates about the state of the attenuation ponds.

Action: Clerk to write letter on Council's behalf

17-18/14 Highways Matters

Dr Coldrick stated that Barratts have confirmed they are following the procedures from Soham and all matters are currently with the solicitor having provided template documents to be used in Longstanton. There are ongoing negotiations. Progress of the deed of easements for stormwater sewer adoption is ongoing with 3 of 5 parties having agreed in principle. Enquiries are progressing with respect to preliminary works and investigating including jetting and CCTV of sewers.

It was **proposed** by Cllr Sinclair, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that a formal update be requested on Phase 3 adoption and ask developers about streetlights prior to adoption.

Action: Clerk to formally write to interested parties about the adoption of Phase 3 roads.

17-18/15 Police Matters

The clerk updated members with the reported crimes since the last meeting:

- 1 x theft from shed
- 1 x theft of registration plates from car
- 1 x burglary
- 1 x car taken without permission

It was also noted that there had been a distraction burglary within the last month but it had not been reported via eCops.

Some members noted that the A14 had been closed the previous week for ongoing road works and no one could get through from St Ives to Girton. It was at this time that the police were on airfield road when the A14 was closed.

The Police & Crime Commissioner's newsletter was received.

17-18/16 Charity Matters

It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that £2,500 be lent to the Gravel Pit charity with the proviso that this is repaid with the first tranche of money received from the implementation of the promotion agreement.

Action: Clerk to set up transfer to be approved at the next Finance Committee meeting

17-18/17 Committee Matters

Minutes from the Finance Committee held on 25th April 2017 were **noted**.

Motion to Exclude Public and Press

It was **proposed** by Cllr Burns and seconded by Cllr Sinclair that the public (including representatives of the press) be excluded during the consideration of the following item 18 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Meeting closed at 9.17pm.

17-18/18 Employment Matters

Item 17-8/18 was discussed under the exclusion order.

It was **proposed** by Cllr Burns, seconded by Cllr Wilkins and **RESOLVED** by a unanimous vote that the minutes of exclusion from 10th April 2017 be approved and signed.

Motion to Re-Admit the Public and Press

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Meeting reopened at 9.20pm.

17-18/19 Correspondence

- A14 Huntingdon to Cambridge update

17-18/20 Date of Next Meeting

Wednesday 10th May 2017 – Annual Parish Meeting

Monday 12th June 2017 – Full Council

17-18/21 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 9.27pm.

Signed:

Chairman

Date:

DRAFT