



# Longstanton Parish Council

Minutes of the Meeting of Full Council Meeting, held at  
The Village Institute, 24 High Street, Longstanton  
Monday 12<sup>th</sup> June 2017 at 7.30pm

**Those Present:** Cllr Sinclair (Chairman), Cllr Mrs Wilkins, Cllr Samm, Cllr Mrs Cheung Johnson

**Clerk:** Libby White

**In attendance:** 4 members of the public

**17-18/35 To Receive and Accept Apologies for Absence**

Apologies were received and accepted from Cllr Street, Cllr McPhater, Cllr Mrs Brash-Hall, Cllr Burns, Cllr Dr Sastry and C Cllr Hudson (personal)

**17-18/36 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.

**17-18/37 Open Forum for Public Participation (10min)**

None.

**17-18/38 Approval of Minutes**

- a) It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** that the minutes of the annual council meeting held on 8<sup>th</sup> May 2017 be recorded as a true record and signed.

**CARRIED**

**1 abstention**

It was **proposed** by Cllr Samm, seconded by Cllr Sinclair and **RESOLVED** that the minutes of the extraordinary council meeting held on 16<sup>th</sup> May 2017 be recorded as a true record and signed.

**CARRIED**

**2 abstentions**

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** that the minutes of the extraordinary council meeting held on 5<sup>th</sup> June 2017 be recorded as a true record and signed.

**CARRIED**

**1 abstention**

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

- The Annual Return has been sent to the External Auditor and the accounts are available for residents to view via the website or on the noticeboard at the Village Institute.
- Visitors Book has been ordered.

c) **Clerks Report**

- Cllr Dr Sastry and Cllr Mrs Cheung-Johnson will be attending the SCDC Parish Council Liaison Meeting on 27<sup>th</sup> June at Cambourne. Cllrs to report back at next month's meeting.
- Problems on the Highway have been reported including: blocked drains on the High Street, fallen tree on Wilsons Road, the lack of maintenance of the footpaths (Long Lane and Wilsons Road), street light remaining on on Hattons Road (columns due to be replaced in the next few weeks) and the overgrown roundabout at the junction on the bypass with Ramper Road which seems to be missed from their grass cutting schedule.
- Feedback is being sought from residents to see if they would be interested in both a Farmers' Market and a Repair Café.
- County Councillor Hudson is unable to attend and his report has been circulated prior to the meeting.

- The signs for the play areas on Duddle drive and the road safety signs, designed by students at Hattons Park, have been ordered and should be delivered week commencing 12<sup>th</sup> June 2017.

#### 17-18/39 District Council Matters

- a) D Cllr Riley stated that there is almost nothing to say but SCDC's new Chief Executive, Beverly Agass, is starting towards the end of the month and she is not shared with any other councils.

Cllr Mrs Cheung Johnson confirmed that D Cllr Riley had mentioned at the Annual Parish Meeting that he was on the combined authority scrutiny committee and what was this exactly. D Cllr Riley confirmed that this committee is to ensure that the combined authority works correctly and D Cllr Riley will report back to the parish council with any activity.

- b) i) It was noted that the ongoing uncertainty of the Recreation Ground Extension (and Central Open Space) is limiting the Parish Council when considering provision for sports clubs and residents of the village as a whole. It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the Clerk contact Stephen Kelly to ask what the situation is and if there was any way to progress the transfer to the parish council. D Cllr Riley stated that he would be happy to join the parish council at the meeting. them to communicate with the landowner to see if there is a way to progress this and move it forward.

**Action:** Clerk to contact Mr Kelly to arrange a meeting.

ii) It was **noted** that the planning policies for May and June 2017 had been received.

iii) It was **noted** that a bulletin for the Local Plan Examination had been received.

iv) It was **noted** that the parish e-bulletin for May 2017 had been received.

#### 17-18/40 Finance Matters

- a) The Clerk informed the members of the meeting that the bank account balances as at 31<sup>st</sup> May 2017 were as follows:

Current Account	£31,849.78
CCLA Current Account	£187,315.00
Home Farm Account	£179,617.14
CCLA Home Farm Account	£100,000.00
S106 Account	£3,096.80
CCLA S106 Account	£60,000.00
CCLA Reserves Account	£75,000.00
Community Reserves Account	<u>£1,099.50</u>
	<b>£637,978.22</b>

- d) The grant application from SJ Judo Club was considered by members.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the applicants be contacted to find out what number of participants they expect to attend, where they intend to store the mats (which seem a lot) and to see if they had considered using the mats at the school. This will then be brought back to the next meeting.

#### 17-18/41 Planning Matters

##### **Planning Matters - for comment**

- a) S/1556/17/FL – demolish existing extension/store and construct new two storey side extension to 24 Magdalene Close, Longstanton for Mr James Edwards.

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

**Action:** Clerk to pass comments to SCDC.

- b) S/1656/17/FL – proposed conservatory at 4 Mitchcroft Road, Longstanton for Mr & Mrs G Chamberlain

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Cheung Johnson 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 comment**

- c) S/1620/17/RM – application for reserved matters (appearance, landscaping, etc.) for 152 dwellings including 25% affordable housing at Parcel H11, Northstowe Phase 1 for Taylor Wimpey East Anglia

Three members of Taylor Wimpey were in attendance and able to answer any questions raised by members. They confirmed that the design had not really changed since the pre-planning application. It was asked whether it was possible to ensure that trees are planted as early as possible in the construction stage (as with Alconbury and Cambridge University) as it will make a bit difference to the residents. Dan Humphries stated he would take this request back.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council SUPPORT with a note about the trees.

**Action:** Clerk to pass comments to SCDC.

- d) S/1762/17/FL -retrospective planning permission for the erection of four 11kv distribution subs stations on Phase 1, Northstowe for Gallagher Longstanton Limited.

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

**Action:** Clerk to pass comments to SCDC.

**Planning Matters – for information only**

- e) It was **noted** that permission had been granted for S/0709/17/FL for change of use from A1/A2 to D1 at 99 High Street, Longstanton for Bellaclaire Childcare Limited.  
f) It was **noted** that the conditions 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 16, 17 and 22 of planning permission S/3189/15/FL had been discharged under S/1493/17/DC at 53 Woodside, Longstanton for Mr Martin Jackson.

**Northstowe Planning Matters – for information only**

- g) It was **noted** that permission had been granted for S/0197/16/CC for development of land without complying with condition 19 at Northstowe Primary School, Northstowe Phase 1 for Cambridgeshire County Council.

**17-18/42 Northstowe Matters**

It was **noted** that the first residents of Parcel H1, Northstowe have been moving in. With the recent departure of the Northstowe Community Project Officer, the Clerk is helping to organise the delivery of Welcome Packs to the new residents with the help of the Community Working Group.

The interim report with respect to the potential dewatering at Northstowe is due with SCDC this week.

Gallagher Estates have responded to the parish council's complaint about the work at the attenuation ponds and it is still anticipated that this will be complete by the end of June (weather dependant).

It was also noted that Gallagher Estates had exercised their right as per the S106 Agreement to transfer the allotments to SCDC for their management.

**17-18/43 Highways Matters**

- a) The road adoption of Phase 2 roads has been handed to Barratts to lead as Taylor Wimpey are taking the lead on a larger project elsewhere. They are working on the Section 50 license for drainage and there is lots of ongoing legal stuff with the landowner. Vine Technical Services (who are working on behalf of Barratts) need some clarification on the Central Open Space.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote to respond to Vine Technical Services to confirm that the parish council are still keen to adopt the land with the transfer of £110,000 for the LEAP and LAP provision and £50,000 for the commuted sums for the maintenance of the area.

**Action:** Clerk to contact Vine Technical Services

- b) The Clerk informed members that revised figures have been received from County Council for the village gateways and change of speed limit. CCC confirmed that they have been able to reuse speed roundels, which has meant that they have been able to reduce the cost in one area, but they do charge for their time. It should be noted, that this should have gone through them in the first place rather than the parish council working on it themselves. The revised cost (for the joint project) is £11,500 + 20% charge for County Council totalling £13,800. The original quotes totalled £10,686.76 (though 2 gateways were not included in the quotation). This is a potential increase of £3,113.24.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that this order be progressed as soon as possible.

**Action:** Clerk to communicate with CCC and place order as soon as possible.

- c) A request from Oakington & Westwick Parish Council to consider joining with them to purchase a mobile vehicle activated speed sign was considered by members.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that a response be sent to Oakington & Westwick and see if they would be interested in completing a joint Local Highways Initiative application to apply for the unit.

**Action:** Clerk to contact Oakington & Westwick Parish Council

- d) The Highways England A14 bulletin for April and May 2017 was **noted** by members.

#### 17-18/44 Police Matters

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

- 1 x theft of alcohol from the Co-op
- 1 x theft from a farm
- 1 x corrosive acid on car
- 1 x scratch on parked car

It was also **noted** the next police panel meeting will be held in Longstanton at the Village Institute the following evening, 13<sup>th</sup> June 2017.

#### 17-18/45 Village Maintenance Matters

- a) A letter from SCDC with respect to the maintenance of an area on Haddows Close was **noted** by members.
- b) The Clerk informed members that the bus shelter on School Lane has deteriorated since the time the new shelters were installed on the High Street and the risk assessment from 2016 recommended replacement. Only one quotation had been sought to ensure that the shelter was the same as the ones replaced on the High Street in 2016 and the cost to replace and have an end panel to protect users from the weather would be £3,040 + VAT to include delivery and installation.

It was **proposed** by Cllr Mrs Cheung Johnson, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the shelter be ordered.

**Action:** Clerk to order.

- c) Cllr Mrs Wilkins had requested that the shrub border on Eaton Way be added to the agenda prior to the meeting and explained to members that the area was very quickly becoming weedy after the work completed last year. It was noted that a considerable amount of money had been spent on this area.

It was **proposed** by Cllr Samm, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that Brookfield be instructed to look at the tree which appears to be regrowing but had been ground out. In addition, quotes are to be sought to look at the other borders maintained by the parish council and then this maintenance added to the ground maintenance contract

**Action:** Clerk to liaise with Brookfield, find quotes for the border and add maintenance to the contract.

- d) The Clerk informed members that the village maintenance contract ends this year. It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the contract be updated to include:

- Maintenance of the watercourse behind the tennis courts
- Monthly cutting of the verges throughout the summer
- Removal of footpath/bridleway maintenance
- Inclusion of the maintenance of shrubs/borders
- Maintenance of the new village green footpath
- A clause to state that other areas may be added as necessary

**Action:** Clerk to update, seek advice on ground maintenance for the Recreation Ground and put out to tender.

#### 17-18/46 Recreation Ground Matters

- a) The annual reports for the play areas maintained by the parish council were considered by members.

It was **proposed** by Cllr Mrs Cheung Johnson, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that Clerk look at low risk items and bring back costings involved.

**Action:** Clerk to review and bring back costings

- b) It was **noted** that it had been suggested by the Pavilion Committee that regular meetings should be set up with the sports users. With the disbandment of the committee, it was suggested that meetings be set up with Cllrs to allow communication to flow between users and the council.

It was **proposed** by Cllr Samm, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that members be asked to be point of contact for the clubs.

Football: Mandy and Mike

Cricket: Alan +1

Tennis: 2 required

Bowls: Alan + 1

**Action:** Clerk to contact other members and set up meetings

- c) It was **noted** that following the drainage report completed by Agrostis in May 2016, a recommendation had been made for a soak away near to Spiggotts Close to alleviate flooding issues in this area.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that quotes be sought for work required and advice gained with respect to planning permission, permission to discharge into the watercourse and whether any legal documentation would be needed.

**Action:** Clerk to action

- d) It had been suggested by Cllr Burns during a separate meeting that shelters be considered on the far side of the Recreation Ground for use by sports spectators and children to shelter during the evenings. In addition, the Clerk had found a competition to win outdoor gym equipment.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Sinclair and **RESOLVED** by a unanimous vote that the sports users be consulted before looking at quotes and for the council to enter the competition.

**Action:** Clerk to action

#### 17-18/47 Community Matters

- a) The proposed Annual Report was considered by members.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that amendments be made in that the Community Hub be more prominent on the leaflet and that it be circulated to members by email for final approval and printing.

**Action:** Clerk to redraft and send to Cllrs for approval and then to put into print

- b) The request for a donation towards the work completed by Magpas Air Ambulance was considered by members. The Clerk confirmed that Magpas had visited the parish 4 times in the year and affected 12 members of our community.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that £262 be donated which would cover the filling up of the fuel tank for the helicopter.

**Action:** Finance Committee to authorise payment.

- c) The communication from East Anglia Air Ambulance for a clothes bank to be located in the village was considered by members.

It was **proposed** by Cllr Mrs Cheung Johnson, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that unfortunately this initiative was not appropriate for Longstanton and there were other recycling facilities of this type in nearby villages.

**17-18/48 Councillor Matters**

All relevant paperwork was completed by Cllr Mrs Cheung Johnson, and volunteered for the Finance Committee and Community Hub Working Group.

**17-18/49 Review of Policies**

The recommended Safeguarding Children and Adults at Risk policy as written by the Clerk as part of her current course, was considered by members.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that the policy be adopted with the addition of a silhouette to show where unexplained injuries are noted on a child.

**Action:** Clerk to amend and circulate as necessary.

**17-18/50 Committee Matters**

Minutes from the Finance Committee held on 23<sup>rd</sup> May 2017 were **noted**.

**17-18/51 Confidential Matters**

- a) This next item was held over to the next meeting due to the importance of the matters to be discussed and the reduced numbers of members present.

**17-18/52 Correspondence**

- NALC update including information re Data Protection changes (sent via email)
- Training opportunity with respect to Tree Safety Management
- Correspondence from Seafarers UK

**17-18/53 Date of Next Meeting**

Monday 26<sup>th</sup> June 2017 – Planning Meeting

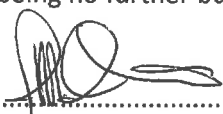
Monday 10<sup>th</sup> July 2017 – Full Council

**17-18/54 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 9.53pm.

Signed:  
Chairman



Date:

10/7/17