



Longstanton Parish Council

Minutes of the Meeting of Full Council Meeting, held at
The Village Institute, 24 High Street, Longstanton
Monday 10th July 2017 at 7.35pm

Those Present: Cllr Street (Chairman), Cllr Mrs Wilkins, Cllr Samm, Cllr Mrs Cheung Johnson,
Cllr McPhater, Cllr Burns, Cllr Dr Sastry

Clerk: Libby White

In attendance: 4 members of the public

17-18/62 To Receive and Accept Apologies for Absence

Apologies were received and accepted from Cllr Mrs Brash-Hall (personal) and Cllr Sinclair (work commitments)

17-18/63 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.

17-18/64 Open Forum for Public Participation (10min)

Szandra and Dwayne introduced themselves as the couple who are setting up SJ Judo Club and are applying for a grant.

Ian Hunter stated that he provided some leaflets about international garden cities to the Clerk and will be happy to take people around on a tour of Letchworth.

17-18/65 Approval of Minutes

- a) It was **proposed** by Cllr Mrs Cheung Johnson, seconded by Cllr Samm and **RESOLVED** that the minutes of the council meeting held on 12th June 2017 be recorded as a true record and signed with the amendment that the Recreation Ground maintenance be looked at ongoing.

CARRIED
4 abstentions

It was **proposed** by Cllr Mr Wilkins, seconded by Cllr Dr Sastry and **RESOLVED** that the minutes of the extraordinary council meeting held on 26th June 2017 be recorded as a true record and signed.

CARRIED
3 abstentions

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

- The road safety signs designed by Hatton Park children have been received and installed around the village. They have been well received.
- There is a huge interest in the idea of a Farmers Market. The Clerk is to meet with Over Village Market to get some ideas as they recently introduced one to Over.

c) **Clerks Report**

- Brookfield Groundcare have cut both Long Lane and Wilsons Road as CCC had missed the cut in June. They were impassable in places and CCC could not give a date when the work would be carried out. CCC have been informed.
- The cassette on the zip wire has broken. The clerk is trying to see if it can be replaced under warranty. Waiting to hear from Miracle.
- The external auditor raised a couple of questions with the end of year accounts. One had to go via the software supplier as it was an odd question. The supplier spent hours working on the information requested by the auditor. According to the software supplier all information is correct but the auditor want to see 2 figures match but there is no way that they can from the information that they have requested!
- Ongoing anti-social behaviour on the Rec. The football club has been asked to move a goal post which currently means footballs are being kicked against a fence and a

message put out on Facebook asking for some consideration of neighbours and for litter to be placed in the 6 bins available.

- Seeking quotations due to root damage to the new tennis courts. These are still coming in and will be authorised under delegated powers and reported back to full council as soon as possible.

17-18/66 District Council Matters

- a) None.
- b) i) The report from Cllrs Dr Sastry and Mrs Cheung Johnson from the Parish Liaison Meeting was noted by members. Cllr Dr Sastry noted the protection of Green Spaces was raised as an important matter by other Councils and she would like Neighbourhood Plans including on a future agenda. Cllr Topping was looking to support parishes wishing to look at a Neighbourhood Plan going forward.
Action: Clerk to include on an agenda.
- ii) Cllr Street informed the meeting of his wish to set up a meeting with the new CEO of SCDC to discuss Longstanton's lack of amenities. It was **proposed** by Cllr Dr Sastry, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that a meeting be set up with Ms Agass.
Action: Clerk to set up meeting.
- iii) It was **noted** that a progress report for the Local Plan Examination in respect to Local Green Spaces had been received.

17-18/67 Finance Matters

- a) The Clerk informed the members of the meeting that the bank account balances as at 30th June 2017 were as follows:
- | | |
|----------------------------|--------------------|
| Current Account | £21,807.37 |
| CCLA Current Account | £187,315.00 |
| Home Farm Account | £179,149.78 |
| CCLA Home Farm Account | £100,000.00 |
| S106 Account | £3,109.26 |
| CCLA S106 Account | £60,000.00 |
| CCLA Reserves Account | £75,000.00 |
| Community Reserves Account | <u>£1,147.83</u> |
| | £627,529.24 |
- b) Following the discussion with respect to the grant application from SJ Judo Club during the June meeting, answers to questions raised had been received by members. During discussions, Szandra explained that she was coaching in London while living there prior to moving to Longstanton and that they have been speaking with schools and looking at After School Clubs. She also confirmed that they are looking to apply to SCDC for further funding but needed to understand whether the parish council was able to provide any funding.
It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the council support the club with a grant of £1,040 towards the initial 40 mats they would need as a start.
Action: Clerk to liaise with Szandra.
- c) The Clerk informed members that the signatories for the CCLA accounts was out of date and required updating for future transactions to be undertaken.
It was **proposed** by Cllr Dr Sastry, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that the relevant forms be completed outside of the meeting to ensure the signatories are correct and relevant.
Action: The Clerk to arrange completion of the form outside of the meeting.
- d) The Clerk informed members that the SLCC Regional Conference would be taking place in Peterborough on 6th September providing updates on financial and legal legislation.
It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Clerk attend the conference at a cost of £69.00.
Action: Clerk to book to receive reduced fee.

17-18/68 Planning Matters

Planning Matters - for comment

- a) S/2122/17/FL – proposed self-build dwelling and detached garage at land adjacent to Lyndhurst, Station Road, Longstanton for Mr A Coe.

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.

- b) S/1929/17/FL -retrospective application for the change of use of an area of existing hardstanding to provide a yard and storage bins for a landscaping business, retention of visitors car park, use of the extension granted under S/0837/14/FL as a B1a office use and retention of a 2.4m high gates and welded mesh fence at Green End Farm, Over Road, Longstanton for Sylvia Newman Garden Design Limited.

The Clerk informed members that a resident had visited the office to discuss his concerns with the application which included:

- The barn which was included in the last application has been excluded from this application. He is concerned that this will allow any original planning condition to stay in place. It was approved as use for sheep but there is no agricultural work going on here. The only access to the barn is via the company hardstanding – he therefore feels it should be included in the application. They have been known to move materials around on a Sunday.
- Deliveries are frequent. He asks that there is a condition that deliveries are only during opening hours. Therefore not at weekends. (This is something the resident feels may be abused if the barn is not included in the application.)
- The landowners appear to have frequent bonfires which cause smoke to filter across Home Farm (with the prevailing wind). They tend to hold these in the evenings and there has been one instance where the fire brigade was called due to smoke.
- The original application for the dwelling was for a Games Room and Library – now where the office is.

It was **proposed** by Cllr McPhater, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council OBJECTION and to respond to the planning authority with the concerns above and to suggest that some planning conditions be put in place, should the application be approved, to help protect neighbouring residents.

Action: Clerk to pass comments to SCDC.

- c) It was **proposed** by Cllr Dr Sastry, seconded by Cllr Samm and **RESOLVED** by a unanimous vote that Cllr Dr Sastry and Cllr Burns or Cllr Mrs Cheung Johnson be booked on the planning workshop being held by CPRE on 2nd November.

Action: Clerk to book

17-18/69 County Council Matters

C Cllr Hudson stated that there was nothing further to add to his recently circulated report. Cllr Mrs Cheung Johnson expressed concern about the closure of the Childrens Centres. C Cllr Hudson confirmed that nothing would be discussed until after the public consultation. No one will lose the children centre but may have to move to another one.

Action: The Clerk to make the public consultation available on FaceBook and the website

17-18/70 Northstowe Matters

- a) It was **noted** that as of 12th July, no dewatering report had been received at the Parish Office. The Clerk has chased the relevant people at SCDC.

Welcome Packs have now been delivered to the first 13 dwellings occupied on Parcel H1 (Bloor) of Northstowe.

- b) SCDC have approached Longstanton Parish Council to see if they would be prepared to collect suggested names for the local square on Phase 1 and then pass on their preferred 3 names to SCDC for final adoption of the name.

It was **proposed** by Cllr Dr Sastry, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that there be the opportunity to name the square.

Action: The Clerk to set the Local Square naming up

17-18/71 Highways Matters

- a) The Clerk was able to confirm that a section of Over Road where it becomes Mitchcroft Road has been adopted by County Council. There was no further information with respect to Phase 2 roads.

Action: Clerk to contact Vine Technical Services for more information

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

17-18/72 Police Matters

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

1 x ongoing criminal damage to plants, shrubs, etc.

1 x theft from a motor vehicle

It was also **noted** that there had been some graffiti to one of the Cricket screen which the cricket club have dealt with and, it is believed, reported to the police.

Report from the police panel was received by members. The Clerk confirmed that the police are trialling a new app 'Trygve' which is like Neighbourhood Watch in an app form. It may be something worth considering for the Parish Council to register an organisation using this system.

17-18/73 Village Maintenance Matters

- a) It was **noted** that correspondence had been received by Cllrs for the June meeting in respect to Managing Trees seminar being provided by Huntingdonshire District Council. The Clerk confirmed that this had now been opened up to councils outside of Huntingdonshire and with the parish tree survey due, this may be a suitable seminar to attend.

It was **proposed** by Cllr Mrs Cheung Johnson, seconded by Cllr McPHater and **RESOLVED** by a unanimous vote that clerk attend the seminar to be held on 27th July 2017.

Action: Clerk to book and attend.

- b) The Clerk informed members that 5 companies had been approached to provide quotations for the maintenance of the shrubbery borders within Home Farm. To date, only Brookfield Groundcare have provided a quotation. Chameleon Landscaping have taken a map to provide a quote but not yet received and KC Manual Solutions had said they would contact the office but as yet there has been no response.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Clerk email members with the quotations once received and for the cheapest quote to be accepted.

Action: Clerk to update members by email once all quotations received

17-18/74 Community Matters

- a) Following receipt of correspondence from the committee organising the Over 60s Christmas Lunch it was **proposed** by Cllr Dr Sastry, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote to provide £385.00 towards the Senior Citizens Christmas Lunch.

Action: Clerk to inform the committee and arrange payment.

- b) Cllr Street updated members on his attendance at the Girton 'feast' over the weekend. The Clerk also stated that the Youth Council would like to hold their Picnic in the Park next year 24th June and would like to potentially, join with anything larger the Parish Council may be considering.

It was **proposed** by Cllr Burns, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that dates for 2018 be set up on the Recreation Ground to avoid clashes.

Action: Clerk to check dates and block out the Recreation Ground then need to get volunteers together to organise. Culture and Diversity Calendar to be considered.

- c) The Clerk updated members on the situation with the visit of residents from Sassenay, France who wish to twin with Longstanton. Approximately 35 people will be coming to Longstanton on 24th July to see what is left of the barracks and meet with some residents

who will be part of a welcoming committee including: members of the Parish Council, Air Cadets, LDHS, 7th Squadron and the Clerk.

17-18/75 Legal Matters

- a) Following agreement for Birketts to proceed with looking to transfer the charities into one charity, an estimate of fees had been received and was **noted** by members.
- b) Advice received from Birketts with respect to the Restrictive Covenants on the Recreation Ground had been circulated to members prior to the meeting.

Cllr Dr Sastry stated that it was important that communication is transparent with the landowner and that the sports clubs who have already been in contact with the landowner should be invited to any potential meeting.

It was **proposed** by Cllr Dr Sastry, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that Birketts option c is the best move forward and to arrange a meeting with Mr Stroude with the Chairman, Vice-Chairman and the 2 clubs following the meeting with Stephen Kelly.

Action: Clerk to set up a meeting as necessary

17-18/76 Committee Matters

Minutes from the Finance Committee held on 20th Jun 2017 were **noted**.

Motion to Exclude the Public and Press:

It was **proposed** by Cllr Dr Sastry, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that the public (including representatives of the press) be excluded during the consideration of the following item 77 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Meeting closed at 9.39pm

17-18/77 Confidential Matters

- a) Item 17-18/77a was discussed under the exclusion order

It was **proposed** by Cllr Dr Sastry, seconded by Cllr McPhater and **RESOLVED** that the Minutes of Exclusion from 16th May 2017 be approved and signed.

CARRIED
1 abstention

- b) Item 17-18/77b was discussed under the exclusion order.

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 9.49pm

17-18/78 Correspondence

- NALC update including information Annual Conference and Exhibition
- Correspondence from Birketts re change in fees
- Receipt from Magpas (amount on certificate includes earlier donations from 2014 onwards)

17-18/79 Date of Next Meeting

Monday 24th July 2017 – Planning Meeting

Monday 11th September 2017 – Full Council

17-18/80 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 9.56pm.

Signed:
Chairman

Date: