



Longstanton Parish Council

Minutes of the Meeting of Full Council Meeting, held at
The Village Institute, 24 High Street, Longstanton
Monday 11th September 2017 at 7.30pm

Those Present: Cllr Street (Chairman), Cllr Mrs Wilkins, Cllr Mrs Cheung Johnson,
Cllr McPhater, Cllr Burns, Cllr Dr Sastry, Cllr delaMare-Lyon, Cllr Sinclair

Clerk: Libby White

In attendance: 2 members of the public

17-18/94 To Receive and Accept Apologies for Absence

Apologies were received and accepted from Cllr Mrs Brash-Hall and Cllr Samm (personal)

17-18/95 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.

17-18/96 Open Forum for Public Participation (10min)

Over Day Centre calendar is currently being designed and sponsorship would be welcomed but the information was received too late to be included on the agenda. Something will be provided for the next council meeting.

17-18/97 Approval of Minutes

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

CARRIED

2 abstentions

It was **proposed** by Cllr McPhater, seconded by Cllr Sinclair and **RESOLVED** that the minutes of the extraordinary council meeting held on 29th August 2017 be recorded as a true record and signed.

CARRIED

3 abstentions

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

- Tree work next to tennis courts has been completed.
- Information on the Childrens' Centre consultation has been posted on the website and Facebook page.

- c) **Clerks Report**

- Tees Law have been in contact to proceed with the transfer of POS7 and POS14 on Home Farm Phase 3. There are some discussions ongoing with respect to the calculation of the sums involved, and Mr Banham-Hall has agreed to assist with the information he has form the Home Farm Forum.
- With the recent instances in the county of illegal encampments, SCDC have provided some advice to Parish Councils and landowners on what their options are should they occur.
- The cassette on for the zip wire has been replaced under warranty and will be reattached shortly.
- The auditor has returned the 2016/17 Annual Return (as circulated via email) and has made no comments. The Notice for Elector Rights and the Accounts have been published on the website and made available on the noticeboard at the Village Institute.
- The Clerk has met with the new Local Highways Officer for the area and during a 4 hour walk around the village, various defects have been noted and taken away by the officer. Some potholes have already been fixed on Mills Lane and drains should be cleared within the next month or so as many are blocked, especially on Woodside.

17-18/98 New Councillor Matters

Cllr delaMare-Lyon returned the completed Members Interest form, completed the Acceptance of Office form and the form to receive electronic summons to meetings.

17-18/99 District Council Matters

- a) None.
- b) Cllr Mrs Wilkins arrived at 7.44pm.
 - i) The report by the Clerk on the meeting with 2 Officers from South Cambridgeshire District Council was noted by members.
Action: Clerk to arrange a meeting with Gemma & Kirstin re Community Governance.
 - ii) It was **noted** that the July parish e-bulletin had been received by members (sent by email).
 - iii) It was **noted** that the July & August Planning Policy update had been received (sent by email).

17-18/100 Finance Matters

- a) The Clerk informed the members of the meeting that the bank account balances as at 31st August 2017 were as follows:

Current Account	£8,008.50
CCLA Current Account	£187,315.00
Home Farm Account	£177,967.43
CCLA Home Farm Account	£100,000.00
S106 Account	£3,128.90
CCLA S106 Account	£60,000.00
CCLA Reserves Account	£75,000.00
Community Reserves Account	<u>£1,147.83</u>
	£612,567.66

- b) Cllr Mrs Cheung Johnson confirmed that she had attended the office to check through the quarterly accounts and she was happy that everything was in order.
- c) The annual renewal reminder for membership to Cambridgeshire ACRE had been received. It was **proposed** by Cllr Sinclair, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that membership for Cambridgeshire ACRE be renewed for a further year.
Action: The Clerk to complete the renewal form.

17-18/101 Planning Matters

Planning Matters - for comment

- a) S/2882/17/FL – proposed two storey rear extension at 46 Thornhill Place, Longstanton for Kirsty Columbus.

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

Action: Clerk to pass comments to SCDC.

- b) S/2969/17/FL single storey front extension at 22 Magdalene Close, Longstanton for Mr & Mrs J Stannard.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Dr Sastry and **RESOLVED** by a unanimous vote that this work be recommended for Parish Council OBJECTION for the following material considerations: Cllrs have concern about the LOSS OF LIGHT to the neighbouring property with the close proximity of the windows at the 2 properties, the OVERSHADOWING of the neighbouring semi-detached property and the DESIGN AND EXTERNAL appearance of the proposed extension is not in keeping with the feeling of the current RAF buildings.

Action: Clerk to pass comments to SCDC.

Northstowe Planning Matters – for comment

- c) The Design Code for Phase II of Northstowe was considered by members. It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that comments be made as follows:
 - The electronic document sent by SCDC was not complete and stopped at page 47.

- It had been mentioned that there was feedback that the school was to be built as cheaply as possible, however, it was noted that there are specific areas on pages 47 and 53 with the design for the school. Cllr members wanted to stress that it is important that the new school is as inviting, similar to the new ones at Trumpington and Eddington. Cllrs also feel that high end architects should be used for the school as it is part of the Town Centre and these architects are designing the centre.
- Northstowe Fields – Cllrs expressed concern about the height of some buildings as 4 storey homes would be out of keeping.
- Cllrs would like to see some clarification on the broadband and mobile phone provisions for the development and car parking capacity in the town centre.
- Cllrs raised concerns about the proposed Management fees for various areas and would welcome some clarification on this following the recent government decision to stop the leaseholding on new builds.

Action: Clerk to pass comments to SCDC.

Planning Matters – for information only

- d) It was **noted** that approval had been given for S/2409/147/FL for use of land for one temporary mobile home and installation of foul water septic tank at Hazelwell Court, Bar Road, Longstanton for Mr Roger Cowell, Hazelwell Land Ltd
- e) It was **noted** that refusal had been given to application S/2937/16/FL for proposed erection of a 3-bedroomed bungalow with parking at land to the rear of the Retreat, Fewes Lane, Longstanton for Mr Gerry Caddoo.
- f) It was **noted** that approval had been given for application S/2439/17/FL for attic conversion with rear dormer window and front facing skylight at 11 Rectory Close, Longstanton for Mr & Mrs Attwood.

Northstowe Planning Matters – for information only

- g) It was **noted** that discharge of Condition 10 (lighting mitigation) of Planning Permission S/3016/16/RM at Parcel H12, Northstowe Phase 1, for Mr Adam French had been actioned.
- h) It was **noted** that discharge of Condition 7 (window details for plots 12, 34 and 76) and 9 (materials) of Planning Permission S/1416/16/RM for Bloor Homes had been actioned.

17-18/102 County Council Matters

C Cllr Hudson confirmed that his report had been circulated prior to the meeting but wanted to clarify that he had attended the drop-in at Bar Hill in respect to the Children's Centre consultation and there was only one couple who turned up. All services will be delivered but delivered into individual communities.

17-18/103 Northstowe Matters

- a) It was **noted** that the ground water report received on 19th July was circulated to members. The report states that the monitoring is ongoing but it appears that the lack of rain has caused the lack of water in the various ponds around the village.

It was **noted** that the Clerk's report from the Northstowe community forum held on 19th July had been circulated to members by email.

Welcome Packs have been delivered to the first 18 dwellings occupied on Parcel H1 (Bloor) of Northstowe. The Clerk is waiting to hear whether there are any new occupations.

- b) Suggested names for the Local Square were considered by members. The Clerk informed members that SCDC would like 3 suggestions to be then considered for adoption. It was also noted that 'Crabtree' had been suggested but with a road on Parcel H1 already being named this, it was very unlikely that the name would be supported due to street naming conventions.

It was **proposed** by Cllr Dr Sastry, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that the following names be suggested to SCDC:

Squadron
Snowy Farr
Britannia

Action: The Clerk to pass comments to SCDC.



- c) Correspondence received from Gallagher suggesting an additional informal leisure route from the 'temporary' footpath through the meadow in the vicinity of Thornhill Place and Magdalene Close was considered by members.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Council are happy with the proposals.

17-18/104 Highways Matters

- a) The Clerk confirmed that communication between the Home Farm Phase 2 developers' solicitors and Cofton's solicitors has broken down. Developers are dissatisfied and pressure is being put on the solicitors to make some progress. The Clerk confirmed that she has asked if there is anything the parish council can do to help.

It was **proposed** by Cllr Mrs Cheung Johnson, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that a letter be written to the various solicitors and find out what happens if the land goes to the crown. It was noted that the various parties would not appreciate the publicity with Northstowe underway.

Action: Clerk to write a letter on behalf of the Council.

- b) It was **noted** that information on the Cambridgeshire County Council (CCC) Community Gritting scheme had been received. The idea is for volunteers in villages to be trained to help grit village footpaths, identified by its residents, which are not gritted by CCC.

It was **proposed** by Cllr Sinclair, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that a note out on the website, Longstanton Life and Facebook page to see if any residents might be interested in helping with the scheme

Action: Clerk to advertise on the Longstanton Life, website and Facebook pages.

- b) The Highways England A14 bulletins for July, August & September 2017 and the Environmental Update were **noted** by members.

17-18/105 Police Matters

The clerk updated members with the reported crimes since the last meeting (2 months):

- 3 x criminal damage to vehicles
- 1 x theft from a motor vehicle
- 1 x theft of machinery from building site (Northstowe)
- 1 x unlawful entry to container
- 1 x criminal damage to dwelling

17-18/106 Village Maintenance Matters

- a) The report provided by the Clerk on the Tree Safety Seminar was **noted** by members.

- b) It was **noted** that Cllr Mrs Wilkins was keen to see some additional maintenance carried out on the Recreation Ground. Quotations had been received to cover initial work required autumn 2017 and then on an ongoing basis.

It was **proposed** by Cllr Sinclair, seconded by Cllr Mrs Wilkins and **RESOLVED** by a unanimous vote that the work be carried for this year by using the S106 money with Mel Pooley. The football club will need to be informed that they will need to be off the land for 6 weeks after overseeding. A further investigation into what neighbouring villages are charging for the use of their recreation ground needs to be carried out and Cllr Mrs Wilkins and Cllr Sinclair to meet with the football representatives as soon as possible.

Action: Clerk to order work, set up meeting and investigate other village charges.

Cllr Dr Sastry left the meeting at 9.32pm.

- c) Cllr Mrs Wilkins had received communication from a resident of Duddle Drive expressing concerns about faulty street lights and overgrown hedges from the land around the Central Open Space. Since first communication, she has spoken directly with Eon and the streetlights have been fixed. The Clerk confirmed that she has emailed the landowner informing him of the concerns by the resident and is awaiting a response.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that if no response from the landowner within a week to request a meeting on site with the Chairman, Vice-Chairman and Clerk to meet with him.

Action: Clerk to monitor and set up meeting if required

- d) The Clerk informed members that four companies had been approached to provide quotations for the fixing of the internal pavilion wall. To date, only 2 companies have been out to inspect the work required and one quotation received. More quotations to be sought and brought back to next meeting.

Action: Clerk to get additional quotations.

17-18/107 Community Matters

- a) The report by the Clerk on the visit by residents of Sassenay to Longstanton was noted by members. Residents have been invited to the memorial service on 15th August 2018.
- b) The Clerk informed members that Cambridgeshire ACRE are holding their AGM on 26th September and members are invited to attend.

Action: Cllr Street to attend.

17-18/108 Youth Council Matters

The Clerk informed members that as per the parish council's wishes, the Youth Council has been working on a 'youth club' to replace the Connections Bus. The youth council would like to hold a different theme each week and with advice from CCC would like to open an account with Cambridgeshire Community ARC who hire out equipment at a very low cost. It was **proposed** by Cllr Sinclair, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the account be set up.

Action: Clerk to set up account with Cambridgeshire Community ARC

17-18/109 Legal Matters

- a) It was noted that advice had been received from Birketts with respect to the Recreation Ground charity and the information the Clerk had provided them in respect to income and expenditure since 2008.

It was **proposed** by Cllr Mrs Wilkins, seconded by Cllr Mrs Cheung Johnson and **RESOLVED** by a unanimous vote that the information from Birketts to be provided to the Charity Commission is satisfactory and it was noted that the charity will need to set up a lease for the playground and the parish office.

Action: Clerk to liaise with Birketts.

17-18/110 Committee Matters

Minutes from the Finance Committee meetings held on 25th July and 29th August 2017 were noted.

17-18/111 Date of Next Meeting

Monday 25th September 2017 – Planning Meeting

Monday 9th October 2017 – Full Council

17-18/112 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.

Obtaining aerial images of the village for reference purposes.

There being no further business the meeting closed at 9.58pm.

Signed:
Chairman

Date: 9/10/17