



Longstanton Parish Council Meeting Papers

Full Council Meeting: 26th April 2021

Contents

20-21/244	Approval of Minutes	1
20-21/245	Northstowe Matters	1
20-21/246	Dewatering of Gravel Seam.....	1
20-21/247	Finance Matters	1
20-21/248	Planning Matters (links to all planning applications can be found on the	3
20-21/249	Council Administration Matters.....	3
20-21/250	Environmental and Open Space Matters.....	3
20-21/251	Highway and Footpath Matters	4
20-21/252	Committee Matters	4

20-21/244 Approval of Minutes

- a) To approve the minutes from the meeting held on 8th March 2021 (**appendix 1**).
- b) To receive a verbal update on matters to report since the last meeting.
- c) To receive the Clerk's report (**appendix 2**)

20-21/245 Northstowe Matters

- a) To receive an update from the Community Project Officer for Northstowe.
- b) To receive a report from the Interim Clerk (**appendix 3**).
- c) To consider the ongoing concerns of residents' over the installation of an outdoor gym and table tennis tables at Pioneer Park near the Pathfinder Primary School. Due to the numerous documents received on this subject, all material has been sent to councillors separately.

20-21/246 Dewatering of Gravel Seam

To consider the second phase report received from HR Wallingford in respect to their investigation into the potential dewatering of the gravel seam. The report serves as report 2 out of 3. The report has been sent separately due to the size of the document and document permissions.

20-21/247 Finance Matters

- a) To consider and approve invoices for payment as listed at the end of the agenda, checked for accuracy by Cllrs Street and McPhater.
- b) To consider and approve the transfer of General Reserves to Earmarked Reserves for Community Facilities. It had been mentioned some time ago to formalise the Earmarking of Reserves for community facilities projects but never formalised. Having reviewed the year end figures it would be the recommendation of the Clerk that £69,000 be earmarked accordingly leaving £55,217 in General Reserves which is 9 months operating fees as recommended in the Practitioners Guide from the Joint Panel on Accountability and Governance.
- c) To review and approve Section 1 'Annual Governance Statement 2020/21' of the Annual Governance and Accountability Return. *This has been provided to all councillors the week prior to the meeting for review and to allow questions to be raised if necessary (**appendix 4**)*
- d) To review and approve Section 2 'Accounting Statements 2020/21' of the Annual Governance and Accountability Return. *This has been provided to all councillors the week prior to the meeting for review and to allow questions to be raised if necessary.*

- e) Following the completion of the Year End process for the year 2020/21, and with Northstowe Town Council now in place, Longstanton Parish Council is in a position to transfer the Earmarked Reserves for Northstowe to their nominated bank account.

Before year end is complete, the Northstowe Reserves stand at £35,537.08. Taking into account invoices still to be received in respect to 2020/21 and items to be transferred to Northstowe as assets totalling £1,583.40 the reserves to be transferred to Northstowe stand at £33,953.68.

Northstowe Reserves	
Description	Amount
Current Reserves (at Year End 31/03/21)	£ 35,537.08
Accruals, etc. to come from reserves after 01/04/21	
External Audit Fees	£ 143.40
Internal Audit Fees	£ 71.70
Office Rental	£ 107.61
Mobile Phone	£ 2.93
Telephone & Broadband	£ 10.32
Wages Owed	£ 614.87
Litter Picking Equipment (litter pickers & hoops)	£ 632.57
Sub Total	£ 1,583.40
Total	£ 33,953.68

End of Data

Recommendation: to approve the transfer of Northstowe Earmarked Reserves in the sum of £33,953.68.

- f) With the setting up of Northstowe there are several assets to be transferred to the new Council. These include:
- 1 x Shelving unit with cupboard in beech
 - 41 x Litter Pickers and 25 x Hoops (*some of which are already with Northstowe residents*)
 - 1 x Mobile Speed Sign
 - Christmas Decorations

Recommendation: to approve the transfer of Northstowe Assets.

- g) Following the request to seek advice from the Church about how they risk assess their memorials, the Clerk has found out that they do it themselves. With no training, and having heard advice from others, it is requested that Longstanton Parish Council join the ICCM (Institute of Cemetery and Crematorium Management) to help provide support and guidance with the management of the Cemetery and St Michael's Closed Churchyard as work is required. The organisation provides policy and best practice guidance to burial authorities. It also provides training and its aim is to raise standards for the bereaved. The cost is £95 per annum.

Recommendation: to become a member of ICCM at a cost of £95 per annum.

20-21/248 Planning Matters (links to all planning applications can be found on the [Longstanton website](#):

Planning Matters for Comment

- a) [21/00716/HFUL](#) – Demolition of lean to out buildings to the rear elevation and erection of a two storey rear extension, addition of 2 no. windows to the existing ground floor en-suite and utility room and 1 no. first floor window to the front elevation, internal alterations to create new door openings and a new roof window on the rear elevation of the existing house at Redcroft, Station Road, Longstanton

Northstowe Planning Matters for comment

- b) To note the receipt of the following applications for submission of conditions for Parcel H9, Northstowe Phase 1:
[S/2907/19/COND2](#) – Condition 2 (approval of materials); [S/2907/19/COND3](#) – Condition 3 (Street Management Maintenance); [S/2907/19/COND5](#) – Condition 5 (Road, Footways and Cycleways); [S/2907/19/COND6](#) – Condition 6 (Drainage System); [S/2907/19/COND7](#) – Condition 7 (Binder Course Surfacing); [S/2907/19/COND10](#) – Condition 10i (Sustainability Statement); [S/2907/19/COND11](#) – Condition 11 (Fire Hydrants); [S/2907/19/COND12](#) – Condition 12 (External Lighting); [S/2907/19/COND18](#) – Condition 18 (Boundary Treatment); [S/2907/19/COND19](#) – Condition 19 (Hard Landscape); [S/2907/19/COND20](#) – Condition 20 (Soft Landscape)

20-21/249 Council Administration Matters

- a) To consider finalising the requirements for the Annual Parish Meeting to be held via Zoom on Tuesday 4th May 2021 at 7pm. The draft presentation as created by the Chairman and Clerk has been circulated to all members.
- b) To review, approve and adopt the Equality and Diversity Policy (replacing the Equal Opportunities Policy adopted in 2016) attached as **appendix 5**.
- c) One of the Clerk's targets for 2021 is to get Longstanton Parish Council to achieve 'Quality' Council status within the Local Council Award Scheme. There is a requirement for a Community Engagement Policy which is attached as **appendix 6**. The policy is to be reviewed, approved and adopted.
- d) To review, approve and adopt the updated Health and Safety Policy attached as **appendix 7**.
- e) To review, approve and adopt an updated Training Statement of Intent attached as **appendix 8**.
- f) To review, approve and adopt the update Grant Policy and Application Form attached as **appendix 9**.

Note: All policies have been created in an accessible format for ease of use by all residents.

20-21/250 Environmental and Open Space Matters

- a) To consider the request for a bench to be located on the green open space (POS7) off Mitchcroft Road in memory of Mr Tim Creamer who sadly lost his life to Covid-19 in April 2020 (**appendix 10**). The land is still currently owned by Persimmon before being transferred to Longstanton Parish Council along with the last remaining open spaces. At time of writing, a response from Persimmon is awaited.

Recommendation: to agree to adopt a memorial bench and to locate on POS7 with permission from Persimmon

- b) The two noticeboards kindly donated by A14 Legacy Fund have been received by Longstanton Parish Council. Each one has three sections – two of which are glazed (and locked) for use by the parish council and one unglazed area for use by the community. Each section can hold nine sheets of A4 paper allowing minutes to be displayed once more, more than one agenda at a time, etc.

With receipt of these noticeboards, the location of these needs to be considered. Residents have been informed via social media and some suggestions have been made as follows:

- By the brick bus shelter at the junction between Woodside, School Lane, High Street and Rampton Road
- The green at Hatton Park (by the bus shelter)
- The Village Green (please note that the digital sign will be located here (if approved))
- Village Hall (though need to consider what happens if the hall is replaced)
- Recreation Ground

Recommendation: to choose two suitable locations for the signs as planning applications will need to be made due to the size of them.

- c) It has recently been brought to the attention of Longstanton Parish Council that some residents are concerned about the association of the Spice Museum with Longstanton. The use of the refurbished phone box is to be discussed at this point to decide if Council wishes to move forward with the project or reimagine the use of the space.
- d) To consider correspondence received from SCDC's Tree Officer and residents following correspondence from Longstanton Parish Council about the wooded area off Woodside. Correspondence has been circulated prior to the meeting.

20-21/251 Highway and Footpath Matters

- a) To receive an update on the adoption of Home Farm Phase 2 roads from the Clerk.
- b) To consider concerns raised by residents of Prentice Close about the public footpath which runs from Prentice Close to Northstowe.

20-21/252 Committee Matters

To note the draft minutes of the meeting of the Finance Committee held in March were circulated to cllrs prior to the meeting and are available on the website.