



Longstanton Parish Council

Longstanton Village Hall, 24 High Street, Longstanton CB24 3BS Tel: 01954 782323

clerk@longstanton-pc.gov.uk www.longstanton-pc.gov.uk

Chairman: Cllr Dan delaMare-Lyon **Vice Chairman:** Cllr Steve Burns **Parish Clerk:** Libby White BEM FdA PSLCC

Notice of Meeting: Full Council

Time: To follow the Extra-Ordinary meeting commencing at 7:30pm (separate agenda)

Date: 26th April 2021

Venue: <https://us02web.zoom.us/j/83883115187?pwd=ZDdsY3B3V0J1K2V2SnJlZWZFUlppQT09>

Meeting ID: 838 8311 5187

Passcode: 095381

To All Members of the Council

You are hereby summoned to attend the Full Council Meeting of Longstanton Parish Council for the purpose of transacting the business as set out below.

Members: 11 Vacancy: 0 Quorum: 4

In order to reduce the length of meetings it would be appreciated if you would contact the Clerk before the meeting if you have any queries or need further information.

Any Member who is unable to attend the meeting should send their apologies before the meeting.

The meeting is open to the public (including the press)

Mrs Libby White BEM FdA PSLCC – Parish Clerk
19th April 2021

20-21/240 CHAIRMAN'S WELCOME

20-21/241 APOLOGIES FOR ABSENCE

20-21/242 COUNCILLORS' DECLARATIONS OF INTEREST

- To receive declarations of interest from Councillors on items on the agenda
- For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate

20-21/243 PUBLIC PARTICIPATION SESSION (10 min)

- Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.
- To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 10 minutes in total.

20-21/244 APPROVAL OF MINUTES

- a) To approve the minutes from the meetings held on 8th March 2021.
- b) Matters to report from previous minutes
- c) Clerk's Report – *circulated with meeting papers prior to meeting.*

20-21/245 NORTHSTOWE MATTERS

- a) To receive an update on Northstowe matters from the Community Project Officer
- b) To receive the report from the Interim Clerk for Northstowe.
- c) To consider residents' concerns over the installation of an outdoor gym and table tennis tables in Pioneer Park.

20-21/246 DEWATERING OF GRAVEL SEAM

To consider the second report from HR Wallingford following their investigations into the potential dewatering of the gravel seam

20-21/247 FINANCE MATTERS

- a) To consider and approve invoices for payment as included in the list at the end of the agenda.
- b) To consider and approve the transfer of General Reserves to Earmarked Reserves for Community Facilities.
- c) To review and approve Section 1 'Annual Governance Statement 2020/21' of the Annual Governance and Accountability Return.
- d) To review and approve Section 2 'Accounting Statements 2020/21' of the Annual Governance and Accountability Return.

- e) To consider and approve the transfer of Northstowe Earmarked Reserves to Northstowe Town Council.
- f) To agree and approve the transfer of assets to Northstowe Town Council.
- g) To reconsider the membership to ICCM for professional advice and support with the Cemetery.

20-21/248 PLANNING MATTERS

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 information only

- 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 the requirements of the Annual Parish Meeting to be held in April 2021.
- b) To review, approve and adopt the Equality and Diversity Policy (replacing the Equal Opportunities Policy adopted in 2016)
- c) To review, approve and adopt the new Community Engagement Policy.
- d) To review, approve and adopt the updated Health and Safety Policy.
- e) To review, approve and adopt the revised Training Statement of Intent.
- f) To review, approve and adopt the updated Grant Policy and Application Form.

20-21/250 ENVIRONMENTAL AND OPEN SPACE MATTERS

- a) To consider the adoption of a bench in memory of Tim Creamer on a public open space.
- b) To agree the location of the two new Noticeboards for the village as donated by the A14 Legacy Fund.
- c) To consider the usage of the Phone Box on the Village Green.
- d) To consider correspondence received from a residents and SCDC over the felling of trees in what is understood to be a protected woodland

20-21/251 HIGHWAY AND FOOTPATH MATTERS

- a) To consider the ongoing adoption of Home Farm Phase 2 Roads.
- b) To consider concerns raised by Prentice Close residents about the public footpath to Northstowe.

20-21/252 COMMITTEE MATTERS

To note receipt of draft minutes from the Finance Committee meeting held on 23rd March 2021.

20-21/253 MOTION TO EXCLUDE

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

20-21/254 EMPLOYMENT MATTERS

- a) To consider and approve the minutes of exclusion from the meeting held 15th March 2021.
- b) To consider any recommendations from the Employment Committee.

20-21/255 MOTION TO RE-ADMIT THE PUBLIC AND PRESS

To resolve that the confidential business having been concluded, the press and public are re-admitted to the meeting.

20-21/256 CORRESPONDENCE (for information only)

- Various NALC, CAPALC and SCDC newsletters have been forwarded to Cllrs since the March meeting.

DATE OF NEXT MEETING: 17th May 2021

Any business to be considered at the Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

Appendix 1 – Item 20-21/247a

Date: 20/04/2021

Longstanton Parish Council Current Year

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Time: 17:04

Current Bank Account

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/04/2021	HMRC	BACS			April PAYE & NI
27/04/2021	Mrs EG White	BACS			April Salary
27/04/2021	NEST Pension	DD			April Pension Contribution
Total Payments			<u>2,371.81</u>		

20/04/2021

Longstanton Parish Council Current Year

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PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

User: EW

<u>Invoice Date</u>	<u>Invoice No</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
01/02/2021	12907	BRO001	BROOKFIELD	500.00	100.00	600.00	600.00
02/03/2021	ACP1189095518	THR001	THREE MOBILE	8.16	1.63	9.79	9.79
08/03/2021	ON ACC 427	OPU001	OPUS ENERGY	0.00	0.00	0.00	86.28
08/03/2021	ON ACC 428	OPU001	OPUS ENERGY	0.00	0.00	0.00	-172.56
10/03/2021	21CEMRATES	SCDC001	SCDC	62.75	0.00	62.75	62.75
15/03/2021	1073577683	CAM001	CAMBRIDGE WATER	37.78	0.00	37.78	37.78
18/03/2021	22103340	TAL001	TALKTALK	24.00	4.80	28.80	28.80
31/03/2021	101159	LON001	VILLAGE HALL	320.76	0.00	320.76	320.76
31/03/2021	402847	HEL001	HELPING HANDS	455.64	91.13	546.77	546.77
01/04/2021	21APRRATES	SCDC001	SCDC	106.38	0.00	106.38	106.38
01/04/2021	01040	GDL001	GDL SERVICES	90.00	0.00	90.00	90.00
07/04/2021	70389509	OPU001	OPUS ENERGY	9.33	0.47	9.80	9.80
07/04/2021	70389514	OPU001	OPUS ENERGY	178.49	35.70	214.19	214.19
07/04/2021	70389515	OPU001	OPUS ENERGY	2.79	0.14	2.93	2.93
07/04/2021	70389604	OPU001	OPUS ENERGY	9.38	0.47	9.85	9.85
14/04/2021	12906	VISOO1	VISION ICT	70.00	14.00	84.00	84.00
14/04/2021	12991	BRO001	BROOKFIELD	609.00	121.80	730.80	730.80
14/04/2021	12992	BRO001	BROOKFIELD	550.00	110.00	660.00	660.00
14/04/2021	48854	SCR001	SCREENS	188.78	37.76	226.54	226.54
TOTAL INVOICES				<u>3,223.24</u>	<u>517.90</u>	<u>3,741.14</u>	<u>3,654.86</u>

ⁱ LGA 1972, s.85