



Longstanton Parish Council

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

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**Chairman:** Cllr. Dan delaMare-Lyon **Vice Chairman:** Cllr. Andrew Wycherley **Clerk:** Jaymes Sinclair

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Notice of Meeting: Full Council  
Time: 19:30  
Date: 22<sup>nd</sup> May 2023  
Venue: Longstanton Village Hall, 24 High Street, Longstanton CB24 3BS

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. Any member not able to attend should send their apologies in writing before the meeting.**

Members: 7 Vacancy: 4 Quorum: 4

***The meeting is open to members of the public (including the press) but is not a public meeting.***

*J Sinclair*

Mr J Sinclair – Clerk

15<sup>th</sup> May 2023

### Agenda

**23-24/1 Election of Chairman**

To elect the Chairman for 2023/24. The elected Chairman will then execute the Declaration of Acceptance of Office.

**23-24/2 Election of Vice-Chairman**

To elect the Vice-Chairman for 2023/24. The elected Vice-Chairman will then execute the Declaration of Acceptance of Office.

**23-24/3 Apologies for Absence**

**23-24/4 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.

**23-24/5 Public Participation (10 minutes in total)**

- 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.

**23-24/6 Anonymous comments questions & suggestions**

- a) Comments, questions, and suggestions can be left in the Letterbox at the Village Hall. They will be considered at the next relevant Council meeting.
- b) To receive an update on answers to questions submitted by residents in the recent Facebook Q&A.

**23-24/7 Approval of Minutes**

- a) To approve the minutes of the meeting of 17<sup>th</sup> April 2023.

**23-24/8 Co-option to fill vacancy**

- a) To receive an update on progress made in filling Councillor vacancies.

**23-24/9 Planning**

- a) [22/00460/CONDA](#) 6 St Michaels Longstanton. Submission of details required by condition 4 (contractors parking plan) of planning permission [22/00460/HFUL](#).

**23-24/10 Annual Business**

- a) Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii).
- b) To review, consider and approve the setup of Committees and/or Working Groups and delegations to committees (SO5j v)
- c) To appoint members to the relevant Committees and/or Working Groups (SO5j vii)
- d) To review, approve and adopt Standing Orders (SO5j ix)
- e) To review, approve and adopt Financial Regulations (SO5j ix)
- f) To appoint the Responsible Financial Officer (FR1.8)
- g) To review and approve Councillors as bank signatories on all bank accounts (FR6.4)
- h) To review and approve Councillors appointed to authorise BACS payments from Council online bank accounts (FR6.9)
- i) To consider and appoint the Internal Auditor for 2023/24 (FR2.5)
- j) To agree meeting dates for full council meetings and committee meetings up to and including the next annual meeting of the Council (SO5j xxi)
- k) Insurance Policy renewal in respect of all insurable risks (FR 15)
- l) Risk Management Policy (FR17)
- m) Review of Council's Complaints Procedure (SO5j xvi)
- n) Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation (SO5j xvii)
- o) Review of the Council's policy for dealing with the Press and Media (SO5j xviii)
- p) Review of the Council's employment policies and procedures (SO5j xix)
- q) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv)

**23-24/11 Regular Reports – to receive an update on**

- a) Longstanton Groundwater issues.
- b) Hatton Road Ponds & B1050 Cycle Route.
- c) Northstowe Open Spaces Report.
- d) Homes England updates.
- e) Heritage Building update.
- f) Sustainability Working Group.
- g) Central Open Space Working Group.
- h) Hatton Park Primary School – Parking Issues, Pupil transport and highway safety.

**23-24/12 County and District Council Matters**

- a) To receive the reports from both the County and District Councillors.

**23-24/13 Finance**

- a) To approve the payments and to note the associated finance reports.

**23-24/14 Parish Council Matters**

- a) To discuss preparations for the Annual Parish Meeting, scheduled for 31<sup>st</sup> May 2023.
- b) To review Deed of Grant (Discharge to Watercourse) From Anglian Water Services Ltd.
- c) To receive update on Village Events, including Coronation weekend, Summer Event and Christmas Light Switch on.
- d) To receive an update on the application to reduce the village speed limit to 20 mph. Including resident's views and proposal to take the plan to its next phase.
- e) To receive and update on Wilsons Road, the public pathways, and bridleways (CCC).
- f) To reconsider options for works on trees between the recreation ground and Colesfield, following new advice.

- g) To review request of financial grant from Over Day Centre.
- h) To consider application from Friends of St Michael's to host an outdoor performance.
- i) To consider the submission of an article to the new 'Northstowe News'
- j) To receive an update on the progress of the ParkPlay scheme.
- k) To consider correspondence from Few's Lane Consortium received since the last meeting.

*Due to the content of the items below it is possible that the meeting will be closed to the public to consider all or part of the following item:*

- l) To discuss the probation period of the new Clerk and set objectives going forward.

*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.*