



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. Andrew Wycherley **Clerk:** Mr. Jaymes Sinclair

Notice of Meeting: **Full Council**  
Time: **19:30**  
Date: **7<sup>th</sup> May 2024**  
Venue: The Parish Meeting Room, 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: 6 Vacancy: 5 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

30<sup>th</sup> April 2024

## **Agenda**

**2425/11 Election of Chair**

To elect the Chairman for 2024/25. The elected Chair will then execute the Declaration of Acceptance of Office.

**2425/12 Election of Vice-Chair**

To elect the Vice-Chairman for 2024/25. The elected Vice-Chair will then execute the Declaration of Acceptance of Office.

**2425/13 Apologies for Absence**

**2425/14 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.

**2425/15 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.

**2425/16 Approval of Minutes**

- a) To approve the minutes of the meeting dated 8<sup>th</sup> April 2024.

**2425/17 Co-option to fill vacancy**

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

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## **2425/18 Planning**

- a) [24/0420/TTCA](#) The Old School House, School Lane, Longstanton, CB24 3BJ. G1 - 2 x Apple trees, remove 4 large stems overhanging driveway. G2 - Various trees consisting mainly of Plum, reduce back away from garden and house and cut back Ivy hanging over garden by approximately 0.5 - 1m. G3 - Neighbours Leylandii and Hawthorn, cut back to fence line by approximately 0.5 - 1m. T1 - Sumac, remove to ground level and grind stump.
- b) [24/01518/CL2PD](#) 7 Brewers Close, Longstanton, CB24 3BY. Certificate of lawfulness under S192 for a proposed single storey rear extension.
- c) [24/0408/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ. T1 – Ash – Reduce the Northern lateral branches by up to 4m.
- d) [24/0406/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ. T1 – Sycamore – Reduce the Eastern lateral branches by up to 2.5m.
- e) [24/0405/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ. T1 – Sycamore – Fell to ground level.
- f) [24/0407/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ. T1 – Sycamore – Reduce the Northern lateral branches by up to 4m.

## **2425/19 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)

## **2425/20 Regular Reports – to receive an update on**

- a) Longstanton Groundwater issues.
- b) Northstowe Open Spaces Report.
- c) Longstanton & District Heritage Society / Heritage Building update.
- d) Central Open Space Working Group.
- e) Highways matters.
- f) Anti-Social Behaviour – Response and Prevention.

## **2425/21 County and District Council Matters**

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

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**2425/22 Parish Council Matters**

- a) To receive an update on Wilsons Road bridleway.
- b) To receive an update on preparations for the Annual Parish Meeting
- c) To receive an update on the flooding in Hattons Road Cemetery.
- d) To consider request to install memorial bench at Hattons Road Cemetery.
- e) To receive an update future Village Events.
- f) To consider purchase of Wreath for D Day 80<sup>th</sup> Anniversary
- g) To consider quotes email replacement.
- h) For Chair to sign Civility and Respect Pledge Certificate.
- i) To receive an update on village maintenance works
- j) To receive an update on Grants and Funding requests from Friends of St. Michael's Church.

**2425/23 Finance**

- a) To review and approve AGAR documentation.
- b) To review Finance Reports.
- c) To approve payments.

**2425/24 Close of Meeting**

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