



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 Steve Burns **Locum Clerk:** Ben Stoehr

Notice of Meeting: Full Council

Time: 7.30pm

Date: 9th May 2022

Venue: Longstanton Village Hall, 24 High Street, Longstanton CB24 3BS

To All Members of the Council

You are hereby summoned to attend the Annual 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: 10 Vacancy: 1 Quorum: 4

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

B Stoehr

Mr Ben Stoehr – Locum Clerk

4 May 2022

Agenda

22-23/1 Election of Chairman

To elect the Chairman for 2022/23. The elected Chairman will then execute the Declaration of Acceptance of Office.

22-23/2 Election of Vice-Chairman

To elect the Vice-Chairman for 2022/23. The elected Vice-Chairman will then execute the Declaration of Acceptance of Office.

22-23/3 Apologies for Absence

22-23/4 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.

22-23/5 Public Participation (10minutes 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.

22-23/6 Anonymous comments questions & suggestions

Comments, questions, and suggestions can be left in the Letterbox at the Village Hall. They will be considered at the next relevant Council meeting. Please ensure that questions are clear as we will not have an opportunity to seek clarification.

22-23/7 Approval of Minutes

- a) To approve the minutes of the meetings on the 11th April and 3rd May 2022

22-23/8 County and District Council Matters

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

22-23/9 Planning

- a) [22/01392/HFUL](#) Front Porch, two storey side and single storey rear extensions - 34 Prentice Close
- b) [21/01977/CONDA](#) Submission of details required by conditions 3 (Surface water and foul water drainage), 4 (Traffic Management), 5 (Construction Environmental Management Plan), 6 (Lighting scheme), 9 (Lighting design strategy for biodiversity), 10 (Scheme of biodiversity enhancement), 15 (Energy Statement) and 16 (Water efficiency) of planning permission 21/01977/FUL - Avalon Station Road
- c) [21/03486/NMA1](#) Non material amendment of planning permission 21/03486/HFUL (Demolition of existing rear element. Part two storey, part single storey rear extension) change from lean-to roof to Flat roof at the rear - 15 Haddows Close
- d) To note SCDC decision notices received since the last meeting
 - a) 20/02270/FUL Change of use from Car Sales (Sui-Generis) to Light Industrial (Class B1(c)) - 1 Over Road – SCDC Refused
 - b) 22/00710/HFUL Garage conversion and loft conversion with dormer windows to front and roof lights to the rear 16 Lofthouse Way – SCDC Permission Granted

22-23/10 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 2022/23 (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)

22-23/11 Reports

- a) Longstanton water level issues
- b) Hatton Road Ponds & B1050 Cycle Route
- c) Northstowe Open Spaces Report
- d) Homes England meeting
- e) Heritage Building update
- f) Sustainability Working Group
- g) Central Open Space Working Group
- h) Clerk Recruitment Working Group

22-23/12 Parish Council Matters

- a) Queens Green Canopy
- b) Home Farm POS Transfer
- c) Spice Museum – Defibrillator
- d) Bin near new bus shelter opp. Post Office
- e) Overhead Rotator Repair/replacement
- f) Ploughing of path to Hatton Road Ponds
- g) Play Equipment at the Central Open Space
- h) Parking signage & enforcement training
- i) Fly tipping in St Michaels – request for camera trap
- j) Friends of St Michaels – grant request for signage
- k) Longstanton Life submission

DATE OF NEXT MEETING: Monday 13 June 2022

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.