



Longstanton Parish Council

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

Notice of Meeting: Full Council
Time: 7.30pm
Date: 11th May 2020
Venue: to be held online via Zoom

To All Members of the Council

You are hereby summonsed to attend the Annual 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 CertHE PSLCC – Parish Clerk
5th May 2020

20-21/1 CHAIRMAN'S WELCOME

20-21/2 APOLOGIES FOR ABSENCEⁱ

20-21/3 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

20-21/4 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.

20-21/5 APPROVAL OF MINUTES

- a) To approve the minutes from the meetings held on 20th April 2020.
- b) Matters to report from previous minutes
- c) Clerk's Report – *circulated with meeting papers prior to meeting*

20-21/6 FINANCE MATTERS

- a) Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii).
- b) To review and approve Section 1 'Annual Governance Statement 2018/19' of the Annual Governance and Accountability Return
- c) To review and approve Section 2 'Accounting Statements 2018/19' of the Annual Governance and Accountability Return.
- d) To receive an update on the financial situation of the Council from the Clerk.
- e) To receive the report from the Internal Auditor for the year ended 31st March 2020.
- f) To consider the funding of a VE Day Memorial Bench for the village with potential funding to be received from the Royal British Legion.
- g) To consider how to use the hardship funding received for the Coronavirus Outbreak

20-21/7 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES

- a) To review, approve and adopt Standing Orders (SO5j ix).
- b) To review, approve and adopt Financial Regulations (SO5j ix).
- c) To agree meeting dates for full council meetings and committee meetings up to and including the next annual meeting of the Council (SO5j xxi).

- d) Insurance Policy renewal in respect of all insurable risks (FR 15).

Review of Policies and Procedures

- e) Risk Management Policy (FR 17).

20-21/8 PLANNING MATTERS

Planning Matters for comment

- a) [20/01598/FUL](#) – erection of a 3-bed dwelling at land at 41 Thornhill Place
b) [20/01683/HFUL](#) – single storey rear and side extension plus loft conversion with rear dormer at 58 Thornhill Place
c) [20/01704/HFUL](#) – part single, part two storey rear extension plus front porch following demolition of existing extension at 49 Thornhill Place, Longstanton

Northstowe Planning Matters for comment

- d) [S/2011/14/COND17](#) – Partial Discharge of Condition 17 part 5 (Groundwater and Contamination) at land to the east of the B1050 at Northstowe Phase 2a
e) [S/2011/14/COND26](#) – Tree protection plan at Northstowe Phase 2a
f) [S/2011/14/COND35](#) – Water conservation Strategy at Northstowe Phase 2a
g) [S/2011/14/COND39](#) – Construction Environment Management Plan at Northstowe Phase 2a
h) [S/2011/14/COND46](#) – Low Emissions Strategy at Northstowe Phase 2a
i) [S/3499/19/COND10](#) – Site Compound Plan at Northstowe Phase 2a, sub phase 1A
Northstowe Planning Matters for information only
j) [S/0130/20/DC](#) – Discharge of Condition 3 (details of future management and maintenance of the proposed streets) pursuant to planning permission S/3405/18/RM at Northstowe Phase 1

20-21/9 COUNTY COUNCIL MATTERS

To receive the County Councillor Report

20-21/10 DISTRICT COUNCIL MATTERS

To receive the report from the District Councillors.

20-21/11 NORTHSTOWE MATTERS

- a) To receive an update on Northstowe matters from the Community Project Officer
b) To consider the information from SCDC Officers about the Community Governance Review.
c) To consider the shortlist of companies to investigate the potential dewatering of the gravel seam

20-21/12 COUNCIL ADMINISTRATION MATTERS

To approve the Annual Report for 2019/20

20-21/13 HIGHWAY AND FOOTPATH MATTERS

To note any update on the adoption of Home Farm roads.

20-21/14 POLICE MATTERS

To receive an update on police matters from the Clerk.

20-21/15 COMMITTEE MATTERS

To receive draft minutes from the Finance Committee meeting held on 27th April 2020.

20-21/16 CORRESPONDENCE (for information only)

- Various NALC, CAPALC and SCDC newsletters have been forwarded to Cllrs since April

DATE OF NEXT MEETING: Monday 8th June 2020

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.

ⁱ LGA 1972, s.85