

Longstanton Parish Council



Minutes of the Full Council Meeting, held ONLINE via Zoom on Monday 26th April 2021 at 7.50pm

Present: Cllr delaMare-Lyon (Chairman), Cllr Owen, Cllr Brash-Hall, Cllr Harrison, Cllr Castelino, Cllr McPhater, Cllr Burns, Cllr Street

Clerk: Libby White, Parish Clerk

In attendance: 4 members of the public

20-21/240 CHAIRMAN'S WELCOME

This was covered under the Extra-Ordinary meeting held before the full council meeting.

20-21/241 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pokala who had internet issues
Absent: Cllr Mukadam and Cllr Owens

20-21/242 COUNCILLORS' DECLARATIONS OF INTEREST

Declarations of interest from Councillors on items on the agenda: None

Requests to Speak: None required

To receive requests for dispensations: None

Grant of dispensations: None.

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

Resident noted that residents of Villa Road have been in touch about the equipment on Pioneer Park. The decision for the location of the equipment will be discussed at the May cabinet meeting 24th May.

20-21/244 APPROVAL OF MINUTES

- a) It was **proposed** by Cllr Brash-Hall, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the minutes of the Full Council Meeting held on 8th March 2021 be approved and signed. A copy of the minutes had been dropped off to the Chairman prior to the meeting for any markings up and signature where required.
- b) It was **proposed** by Cllr Castelino, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that the minutes of the Extra Ordinary Full Council Meeting held on 15th March 2021 be approved and signed. A copy of the minutes had been dropped off to the Chairman prior to the meeting for any markings up and signature where required.
- c) The Clerk noted that discussions were ongoing with SCDC about the Cemetery on Hattons Road, but it appears that there is an administrative error somewhere in history where the District Council has not transferred the cemetery to the ownership of Longstanton Parish Council.

It was noted that there would not be a poll on Election Day for Longstanton Parish Council as the elections were uncontested with 10 of the 11 seats being filled.

- d) It was **noted** that the Clerk's Report was circulated with the meeting papers prior to the meeting.

20-21/245 NORTHSTOWE MATTERS

- a) The Clerk informed members that she had spoken with the Community Development Officer during the day and there was nothing further to add to the information provided at the Northstowe Community Forum. It was **noted** that 800 dwellings are now occupied on Northstowe Phase 1.
- b) A written report from Rosie Hughes, Interim Clerk for Northstowe Town Council had been made available in the meeting papers. The inaugural meeting of Northstowe Town Council will be held on Wednesday 28th April at 4pm with the County Councillor and two District Councillors acting as interim councillors until the elections in May.

- c) Further to recent discussion at the March meeting of the Council, some progress had been made in that SCDC had agreed to move the table tennis tables from Pioneer Park and were consulting with residents about the best place to locate them. It was **noted** that SCDC were taking the location of the outdoor gym equipment to Cabinet on 24th May to seek approval from Cabinet of the location of the outdoor gym – in its current location.

After a brief discussion, it was **proposed** by Cllr deLaMare-Lyon, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that a statement be made to SCDC noting that Longstanton Parish Council will be recommending that it be put to the first meeting of Northstowe Town Council on 20th May and it is hoped that they will consult with the Town Council to allow effective decisions to be made. It was noted by members that consultation with residents is vital and doing this without discussing with residents has meant a wastage of money, time and effort.

Action: Clerk to liaise with Interim Clerk for Northstowe and write to SCDC.

20-21/246 DEWATERING OF GRAVEL SEAM

It was **noted** that the second report from HR Wallingford had been received and circulated to members in the weeks prior to the meeting. It was also noted that Council members had been copied into correspondence received from a resident who had been part of the original circulation list by HR Wallingford.

After a brief discussion, it was **proposed** by Cllr Brash-Hall, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to send a response to HR Wallingford expressing concern that there are statements suggesting that the groundwater levels have risen to pre-construction levels, and that members feel it is too early to state that they are back to the correct levels and that the long-term situation will tell. It was felt that the unseasonable rainfall over the Christmas period has been cosmetic and potentially not a permanent change in situation. While reading the report it was noted that the dewatering is nothing to do with the A14 nor is global warming a factor.

Action: Clerk to send response to HR Wallingford.

20-21/247 FINANCE MATTERS

- a) It was **noted** that the invoices had been circulated to Cllrs McPhater and Street prior to the meeting. The invoices had been checked for accuracy and Cllr McPhater noted that there were several OPUS Energy invoices which due to the sheer number of them they were confusing. The Clerk noted that there had been some confusion by OPUS towards the end of the previous financial year but the Clerk has checked it all out and everything is in order, it just meant that there were some additional invoices from prior to yearend for signature.

It was **proposed** by Cllr McPhater, seconded by Cllr Street and **RESOLVED** by a unanimous vote that the invoices be approved and payments as listed in appendix 1 in the sum of £6,026.67 are approved and paid. Cllrs Owen and Burns to approve the online payments.

- b) The Clerk noted that though previously discussed it had never been resolved to transfer Earmarked Funds for Community Facilities. Having completed the Year End process, it was noted that there was some funds which could be Earmarked for the new community facilities due to be built within the parish. It was **proposed** by Cllr McPhater, seconded by Cllr Brash-Hall and **RESOLVED** by a unanimous vote that £69,000 be placed in Earmarked Reserves leaving £54,217 as General Reserves being roughly nine months of operational costs for the parish.

Action: Clerk to update Earmarked Reserve records.

- c) Section 1 'Annual Governance Statement 2020/21' of the Annual Governance and Accountability Return was presented and read to Cllrs by the Clerk. The assembled council members answered accordingly with Assertion 7 confirmed in the negative, and the Clerk completed the form prior to signature. Having been completed, the original document will be dropped off at the Chairman's home for his signature and subsequent return to the Clerk.
- d) Section 2 'Accounting Statements 2020/21' of the Annual Governance and Accountability Return for the year ended 31st March 2021 was presented by the Clerk. It was **proposed** by Cllr deLaMare-Lyon, seconded by Cllr Owen and **RESOLVED** by a unanimous vote to approve the Accounting Statements for 2020/21 which will be dropped off at the Chairman's home for his signature.

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- e) Following the completion of the Year End process and with Northstowe Town Council now in place, Longstanton Parish Council is in a position to transfer the Earmarked Reserves for Northstowe to their nominated bank account. After some discussion, it was **proposed** by Cllr Owen, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the sum of £33,953.68 be transferred to Northstowe Town Council.

Action: Clerk to arrange for the money to be transferred to Northstowe Town Council.

- f) The Clerk noted that there are a few (not many) items which need to be transferred as assets to Northstowe Town Council, this includes an office cupboard and shelves, litter pickers and Christmas decorations. There was some discussion on the transfer of one of the speed signs to Northstowe. It was **proposed** by Cllr Burns, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote to transfer the assets as noted to Northstowe Town Council including the speed sign and to try and work with Northstowe Town Council to co-ordinate location of speed signs for a combined effort where necessary.

Action: Clerk to liaise with the Interim Clerk for Northstowe

- g) The Clerk noted that following the last meeting she had, as requested, spoken to the church to find out who they used to complete their risk assessments. It was noted that they do it themselves. The Clerk had also approached Willingham Parish Council who are also a burial authority who had noted that they were going to approach Longstanton having received the same advice about risk assessments. The Clerk noted that it is important to ensure that risk assessments are carried out by someone who is trained. Membership to the ICCM is £95 per annum and provides advice and guidance to burial authorities where needed. It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to join the ICCM.

Action: Clerk to arrange membership with the ICCM.

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.

It was **proposed** by Cllr Brash-Hall, seconded by Cllr delaMare-lyon and **RESOLVED** by a unanimous vote to recommend the application for Parish Council support.

Action: Clerk to pass comments to SCDC.

Northstowe Planning Matters for Information Only

- b) Various applications had been received from the planning authority noted as 'for information only' which included: [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 1 (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). Applications were noted by members. These applications were **noted** by members.

Cllr Street left the meeting at 9:07pm.

20-21/249 COUNCIL ADMINISTRATION MATTERS

- a) Annual Parish Meeting will be held on Tuesday 4th May 2021. The proposed presentation will be circulated to Cllrs to make their comments to prepare documentation.

Cllr Street returned to the meeting at 9:13pm.

- b) The Equality and Diversity Policy, which replaces the Equal Opportunities policy, was considered by members. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the new policy be approved and adopted.
- c) The new Community Engagement Policy was considered by members. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the new policy be approved and adopted.
- d) It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the updated Health and Safety Policy be approved and adopted.
- e) It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the updated Training Statement of Intent be approved and adopted.
- f) The revised Grant Policy with Application Form was considered by members. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Grant Policy be approved and adopted.

Action: Clerk to update the website where necessary and update the records.

20-21/250 ENVIRONMENTAL AND OPEN SPACE MATTERS

- a) The request from a group of residents wishing to locate a memorial bench for Tim Creamer, on an open space within Home Farm was considered by Cllrs. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Street and **RESOLVED** by a unanimous vote to adopt the bench once purchased by the group.
- b) It was noted that the two new noticeboards donated via the A14 Legacy Fund had been received. The noticeboards are considerably bigger than those currently in place and allow residents to add their notices too. After discussion, it was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Brash-Hall and **RESOLVED** by a unanimous vote to replace the ones at the Village Hall and St Michaels with the new noticeboards and move the current parish council board from the Village Hall to the Recreation Ground but replace the Perspex which has started to perish.

Action: Clerk to liaise with the group.

Action: Clerk to organise the installation of the new noticeboards.

- c) The future contents of the refurbished phone box on the Village Green were considered at length. Ideas for future use to be brought back to future meeting

Action: all to provide some ideas for consideration

- d) The correspondence received from South Cambs about the woodland was discussed.

Cllr Brash-Hall left the meeting at 9.53pm

Cllr Brash-Hall returned to the meeting at 9.56pm

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the parish council convene a site visit between South Cambs District Council, Longstanton Parish Council and interested parties. If not on site, the meeting will be held via Zoom.

Action: Clerk to arrange meeting

20-21/251 HIGHWAY AND FOOTPATH MATTERS

- a) The Clerk updated members that there had not really been any progress with the adoption of Home Farm Phase 2 roads or the Central Open Space. It was noted, however, that the Wildlife Trust, RSPB and a resident who works in conservation are keen to meet to look at the Central Open Space and provide advice on how to create a habitat beneficial to wildlife and a useable space for residents.
- b) It was **noted** that residents of Prentice Close have raised concerns about drug dealing activities in the close with the number of people cutting through the close via the public footpath to Northstowe, knowing that they are unable to be chased by the police. It was **noted** that matters are constantly being reported to the police.

20-21/252 COMMITTEE MATTERS

The minutes from the March Finance Committee meeting had been circulated to members before the meeting.

20-21/253 MOTION TO EXCLUDE

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote that the public (including any members of the press) be excluded during consideration of the following item 254 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

Meeting closed and Clerk left at 10:12pm.

20-21/254 EMPLOYMENT MATTERS

- a) It was **proposed** by Cllr Brash-Hall, seconded by Cllr McPhater and **RESOLVED** that the minutes of exclusion from 15th March be approved and signed.
- b) This item was held in a confidential discussion.

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

To resolve that the confidential business having been concluded, the press and public be readmitted to the meeting.

Meeting reopened at 10:45pm.

The Clerk returned to the meeting at 10:46pm

20-21/256 CORRESPONDENCE

It was noted that various correspondence and newsletters have been received and circulated to Cllrs during March and April.

Next meeting to be held on Monday 17th May 2021.

Meeting closed at 10:47pm

Signed:
Chairman

Date: