

Longstanton Parish Council



Minutes of the Annual Meeting of the Council, held at Longstanton Village Hall, Longstanton on Monday 17th May 2021 at 7.36pm

Present: Cllr delaMare-Lyon (Chairman), Cllr Burns, Cllr Brash-Hall, Cllr McPhater, Cllr Baker, Cllr Dickens, Cllr Ferreira, Cllr T Brash-Hall, Cllr Wycherley, Cllr Street, Cllr Roman from item 3
C Cllr Thompson
D Cllr Cheung Johnson

Clerk: Libby White, Parish Clerk

In attendance: 2 members of the public

21-22/1 Election of Chairman

It was **proposed** by Cllr Wycherley, seconded by Cllr Baker that Cllr delaMare-Lyon be re-elected as Chairman of Longstanton Parish Council for the forthcoming year.

The Chairman signed the Acceptance of Office form.

21-22/2 Election of Vice-Chairman

It was **proposed** by Cllr Wycherley, seconded by Cllr McPhater that Cllr Burns be re-elected as Vice-Chairman of Longstanton Parish Council for the forthcoming year.

The Vice-Chairman signed the Acceptance of Office form.

21-22/3 Co-Option of Councillor

It was **noted** that there were two applications for the last seat for Longstanton Parish Council. Both applicants were given the opportunity to give a little information about themselves.

Mick Roman co-opted as Cllr with 6 votes in favour, 4 against.

21-22/4 Apologies for Absence

None.

21-22/5 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.

21-22/6 Public Participation Session (10 min)

Resident wanted to highlight a planning application for Northstowe Phase II which is changing building heights which they feel will affect the aquifer. Believes there should be a new Environmental Impact Assessment and it may be determined as early as 25th May.

21-22/7 Approval of Minutes

- a) It was **proposed** by Cllr Burns, seconded by Cllr McPhater and **RESOLVED** that the minutes of the Extra Ordinary Meeting held on 26th April 2021 be approved and signed.
- b) It was **proposed** by Cllr McPhater, seconded by Cllr Brash-Hall and **RESOLVED** that the minutes of the Full Council Meeting held on 26th April 2021 be approved and signed.
- c) The Clerk noted she had met with representatives of both the RSPB and the Wildlife Trust on the Central Open Space to understand what is there and what would/should be done to enhance for wildlife and for residents' enjoyment.

The application for the ICCM has been completed.
- d) It was **noted** that the Clerk's Report was circulated with the meeting papers prior to the meeting.

21-22/8 Finance Matters

- a) The Asset Register had been circulated to Cllrs with the meeting papers. It was **noted** that new items purchased or gifted in the year had been added and that the items for Northstowe had been removed. The Asset Register was formally approved by Cllrs.
- b) The Clerk noted that the Earmarked Reserves for Northstowe had been transferred after Year End had been completed. A Bank Reconciliation as at end of April was presented to members detailing that across bank accounts the parish council had £484,660.80.
- c) The Clerk noted that one of the playground companies employed to carry out quarterly inspections did not appear to be trading any longer. The Clerk had sought companies who would be able to provide the service who were located more locally to the village. Two companies had been found: Reids Playground Maintenance and Herts and Cambs Ground Maintenance Limited. It was **proposed** by Cllr Baker, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that Herts and Cambs Ground Maintenance Limited be employed to carry out the quarterly inspections of LPC's play areas for one year and investigate the possibility of having a Cllr trained to undertake the inspections quarterly.

Action: Clerk to contact Herts and Cambs Ground Maintenance Limited.

- d) The Internal Auditor report for the year ended 31st March 2021 had been received by the Clerk and had been circulated to members within the meeting papers. It was **noted** that Cllr delaMare-Lyon had been present at the audit. There was a brief discussion about the items raised in the report, but Cllr Brash-Hall requested that the Employment Committee bring back their thoughts following recommendations made by the Auditor.
- e) It was **noted** that five designs of bench had been received from the Royal British Legion for the memorial bench proposed in 2020. After brief discussion it was **proposed** by Cllr T Brash-Hall, seconded by Cllr Baker and **RESOLVED** by a unanimous vote to go with the yellow bench and to fund the difference.

Action: Clerk to contact the Royal British Legion.

- f) It was **noted** that following the Clerk's appraisal she had been tasked with looking for various conferences/training that if she wished to attend to raise with Council. The Clerk had requested to attend the virtual 'Leadership in Action' conference on 9th and 10th June at a cost of £75. It was **proposed** by Cllr Baker, seconded by Cllr Burns and **RESOLVED** by a unanimous the Clerk attend the conference.

Action: Clerk to book the conference.

21-22/9 Review of Committees and Working Groups

- a) A discussion was held about the number of committees held by the Council. It was agreed to continue with the following committee/working group structure:
 - Community Engagement Working Group
 - Employment Committee
 - Finance Committee
 - Amenities Working Group
 - Flood Action Working Group
 - Planning Working Group
 - Sustainability Working Group (with Northstowe Town Council)
 - Village Events Working Group
- b) Having agreed the committees/working groups for 2021/22, Terms of Reference were reviewed. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Dickens and **RESOLVED** that the Terms of Reference for existing committees and groups remain as they are with no amendment, but with Community Engagement, Amenities and Planning Terms of Reference to be brought back to the June Meeting.

- c) Members were appointed to the relevant committees and Working Groups (WG) as follows:

Community Engagement WG:	Cllr Dickens, Cllr Baker, Cllr Ferreira and Cllr T Brash-Hall
Employment Committee:	Cllr Wycherley, Cllr Street, Cllr McPhater, Cllr A Brash-Hall and Cllr Roman
Finance Committee:	Cllr delaMare-Lyon, Cllr McPhater, Cllr Street, Cllr Wycherley, Cllr Burns, Cllr Ferreira
Amenities Working Group:	Cllr Ferreira, Cllr delaMare-Lyon, Cllr Wycherley, Cllr McPhater
Flood Action Working Group:	Cllr delaMare-Lyon
Planning Working Group:	Cllr Burns, Cllr Roman, Cllr delaMare-Lyon, Cllr T Brash-Hall
Sustainability WG:	Cllr delaMare-Lyon, Cllr Ferreira, Cllr Baker, Cllr Roman (with Northstowe Town Council)
Village Events Working Group:	Cllr delaMare-Lyon, Cllr T Brash-Hall, Cllr Dickens
Action:	Clerk to update the website where necessary and update the records.

Cllr Street left the meeting at 9.04pm.

21-22/10 Review and Adoption of Statutory Documents, Appointments and Policies

- a) It was **proposed** by Cllr Wycherley, seconded by Cllr Brash-Hall and **RESOLVED** by a unanimous vote to approve and re-adopt the Standing Orders as presented with no changes.
- b) It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Wycherley and **RESOLVED** by a unanimous vote to approve and adopt the Financial Regulations as presented with no changes.
- c) It was **proposed** by Cllr Burns, seconded by Cllr Baker and **RESOLVED** by a unanimous vote that the Clerk be reappointed RFO.
- d) It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Ferreira and **RESOLVED** by a unanimous vote that all councillors continue as bank signatories for all bank accounts with the addition of new councillors.
- e) It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Finance Committee members continue to authorise BACS payments from online bank accounts and to update these to include Cllr Wycherley and Cllr Ferreira.
- f) After a lengthy discussion it was agreed to defer the item to the next meeting and to seek quotations to include: Cost per hour, the scope of works, the cost for a full audit of everything and cost for targeted audit in certain areas.
Action: Clerk to seek quotations and bring to Extra Ordinary meeting
- g) It was **proposed** by Cllr Ferreira, seconded by Cllr McPhater and **RESOLVED** by a unanimous vote to confirm Longstanton Parish Council is eligible to use the General Power of Competence as the Parish Clerk is /qualified and more than two thirds of the council were elected at a non-contested election on 6th May 2021.
- h) The Clerk noted that consent forms had been made available for each Cllr to confirm whether they consent to receiving the meeting summons by email. All Cllrs completed the necessary form.
- i) Meeting dates for 2021/22 were **noted** by members. Dates to be uploaded to website.
- j) It was **noted** that Longstanton Parish Council had chosen to take out insurance with Community Action Suffolk in 2020 for a three-year term. The Clerk informed members that the premium has increased for the second year from £505 to £585 and that there was additional loading and an excess of £1,000 for the Fidelity Guarantee. Due to the late notice received on the day of the meeting that premium is increasing, it was agreed that it would be deferred to the Extra Ordinary meeting on 24th May 2021.
Action: Clerk to seek insurance quotations.
- k) It was **proposed** by Cllr Burns, seconded by Cllr Wycherley and **RESOLVED** by a unanimous vote that the Risk Management Policy approved with changes to add Herts and Cambs Ground Maintenance Limited under 'Maintenance of Assets' and 'Risk to third party, property or individuals', general

reserves to be changed to 9 months under 'sound budgeting to underlie annual precept' and for the document to be signed by the Chairman once updated.

Action: Clerk to update and pass to Chairman for signature.

- l) It was **proposed** by Cllr McPhater, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that the Complaints Procedure be approved with changes to make the document fully accessible.
- m) It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr T Brash-Hall and **RESOLVED** by a unanimous vote the Data Protection Policy be adopted as a new policy and the Privacy Notice, General Privacy Notice and Publication Scheme be adopted with no changes except that they are now 'accessible'.
- n) It was **proposed** by Cllr Baker, seconded by Cllr Ferreira and **RESOLVED** by a unanimous vote that the Press & Media Policy be approved with no changes apart from being made fully accessible.
- o) Due to the Employment Committee having worked on some separate documents it was requested to defer the item.
- p) It was **proposed** by Cllr Burns, seconded by Cllr Ferreira and **RESOLVED** by a unanimous vote that the current subscriptions remain as they are.
- q) It was **noted** that during 2020/21 £980 was spent by Longstanton Parish Council using the General Power of Competence.

21-22/11 District Council Matters

Brought before item 8. It was **noted** that the D Cllr report had been circulated within the meeting papers. D Cllr Cheung Johnson noted that they with the new C Cllr will be holding a session with Northstowe Town Council about what SCDC and CCC does. C Cllr Thompson introduced herself to the members and confirmed that the Lib Dems, Labour and Independent Cllrs have joined together to become majority at County Council.

21-22/12 Highway and Footpath Matters

The Clerk updated members that there remains little progress with the adoption of Home Farm Phase 2 roads or the Central Open Space.

21-22/13 Community and Council Matters

- a) The Clerk informed members that the Recreation Ground Extension had come to the end of its time on the Asset of Community Register with SCDC. It was **proposed** by Cllr McPhater, seconded by Cllr Dickens and **RESOLVED** by a unanimous vote that an application be made to re-register the land as an asset.

Action: Clerk to complete paperwork on behalf of the parish council

- b) It was **noted** that the weekend of 26th June had been provisionally booked for the Big Weekend event. With this date being so close after restrictions are lifted from the pandemic, it was requested to look for dates towards end of summer holidays.

Action: Clerk to liaise with Enchanted Cinema

- c) The Clerk noted that there were still a couple of items which needed completion before the Council could apply for Quality Council. Item deferred to June meeting.

21-22/14 MOTION TO EXCLUDE

It was **proposed** by Cllr Baker, seconded by Cllr Ferreira and **RESOLVED** by a unanimous vote that the public (including any members of the press) be excluded during consideration of the following item 15 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 10:09pm.

21-22/15 EMPLOYMENT MATTERS

With the absence of the Employment Committee Chairman, it was requested this item be deferred to the next meeting.

21-22/16 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 10:10pm.

The Clerk returned to the meeting at 10:11pm

21-22/17 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 14th June 2021.

Meeting closed at 10:12pm

Signed:
Chairman

Date:

DRAFT