

Longstanton Parish Council



Minutes of the Meeting of the Council, held at Longstanton Village Hall, Longstanton on Monday 14th June 2021 at 7.33pm

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

Clerk: Libby White, Parish Clerk

In attendance: 1 member of the public

21-22/30 Chairman's Welcome

Chairman expressed thanks to the Clerk as it was her last meeting.

21-22/31 Apologies for Absence

Apologies were received and accepted from Cllr Baker (work commitments) and Cllr Dickens (personal). Cllrs Burns and McPhater apologised that they would be late to the meeting.

21-22/32 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.

21-22/33 Public Participation Session (10 min)

None.

21-22/34 Approval of Minutes

- a) It was **proposed** by Cllr Ferreira, seconded by Cllr A Brash-Hall and **RESOLVED** that the minutes of the Annual Meeting held on 17th May 2021 be approved and signed.

It was **proposed** by Cllr A Brash-Hall seconded by Cllr Street and **RESOLVED** that the minutes of the Closed Meeting held on 17th May 2021 be approved and signed.

It was **proposed** by Cllr Ferreira seconded by Cllr Wycherley and **RESOLVED** that the minutes of the Closed Extra Ordinary Council Meeting held on 8th June 2021 be approved and signed.

- b) 2 Cllrs from Amenities Working Group to meet with Andrew Thompson re Hatton Road Ponds and report back to LPC.

Cllrs delaMare-Lyon and A Brash-Hall met with Liz Watts and Mike Huntington from SCDC re the HR Wallingford report part 3. SCDC are reviewing all the old planning applications for Northstowe Phase 1 and will revert back to LPC shortly.

Glenn Lovell has decided to retire completely having closed his maintenance company. He ceased trading on 11th June 2021. LPC will need to find another way to collect the litter from the Village Green and Recreation Ground (twice a week summer and once a week winter).

The Clerk has met with the Locum Clerk to cover following her departure and has written handover notes.

Cllr Burns and Cllr McPhater arrived at 7.43pm.

Though agreed at the last meeting, the Clerk did not book the Conference due to her leaving post.

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

21-22/35 Planning Matters

- a) [21/01430/HFUL](#) – erection of a 1.95m fence at 59 Magdalene Close, Longstanton

After brief discussion it was **proposed** by Cllr Street, seconded by Cllr A Brash-Hall and **RESOLVED** by a unanimous vote that this application be recommended for parish council **OBJECTION** due to highway safety, playground and not in keeping and to suggest some alternative to deter people from walking on the private land.

- b) [21/01772/HFUL](#) – single storey front extension at 7 Magdalene Close, Longstanton
After brief discussion it was **proposed** by Cllr Burns, seconded by Cllr Street and **RESOLVED** by a unanimous vote that this application be recommended for parish council **SUPPORT** as keeping in the street scene with the recent developments.
- c) [21/01789/HFUL](#) – Two storey front and two storey side extensions at Hazlewell Farm, Bar Road, Longstanton
After brief discussion it was **proposed** by Cllr delaMare-Lyon seconded by Cllr A Brash-Hall and **RESOLVED** by a unanimous vote that this application be recommended for parish council **SUPPORT** as in keeping with new developments.
- d) [21/01790/HFUL](#) – existing detached garage/storage block extended over track/driveway with one bed family annex constructed at far end at Hazlewell Farm, Bar Road, Longstanton
After brief discussion it was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this application be recommended for parish council **SUPPORT** in keep with current development
- e) It was **noted** that [21/01801/HFUL](#) – two storey front extension, additional windows and front porch at 64 Thornhill Place, Longstanton application has been withdrawn.
- f) [21/01093/LBC](#) – essential repointing and repair to exterior front wall brickwork below wall plate, and repointing and repair of inglenook fireplace at 1 St Michaels Lane, Longstanton
After brief discussion it was **proposed** by Cllr Wycherley, seconded by Cllr A Brash-Hall and **RESOLVED** by a unanimous vote that this application be recommended for parish council **SUPPORT**.
- g) [21/02181/HFUL](#) – addition of carport roof structure on top of existing walls on each side of the driveway at 3 Mills Lane, Longstanton
After brief discussion it was **proposed** by Cllr Burns, seconded by Cllr Street and **RESOLVED** by a unanimous vote that this application be recommended for parish council **SUPPORT** with comment that there is a significant height increase and council would like to ensure that the neighbours are aware as their downstairs window overlooks.
- h) The Clerk noted that communication had been received with a suggestion that the East West Rail project connecting Oxford to Cambridge would be better running to the North of the A14. The item was initially on the agenda to ensure Cllrs are aware ready for when the statutory consultation opens.

21-22/36 Finance Matters

- a) It was noted that a bank reconciliation had been sent to all members with the meeting papers. Across all accounts, the money held by Longstanton Parish Council stands at £478,354.30 as at 31st May 2021.
- b) In order to ensure that there is less likelihood of overdue invoices with the transition to the Locum Clerk, the Clerk ensured that the invoices were on the main agenda for approval. It was **noted** that the invoices due for payment, as listed at the end of the agenda, had been circulated to Cllr delaMare-Lyon and Cllr McPhater for checking prior to the meeting. It was also noted that a Redemption Form in the sum of £15,000 had been sent to CCLA to top up the Unity Current account to ensure that there is money in the account. It was also noted that 2 further invoices were to be paid: Red Shoes Accounting and a final invoice for GDL Services. It was **proposed** by Cllr McPhater, seconded by Cllr Ferreira and **RESOLVED** by a unanimous vote that the invoices in the sum of £9,352.63 be approved and authorised.
Action: Cllr Burns and Cllr delaMare-Lyon to authorise the online payments.
- c) It was **noted** that at the January meeting the D Cllrs had mentioned that Hatton Park Primary School were looking for laptops due to the pandemic. The Clerk noted that it has taken some months to get the information from the school about what they need. Within the meeting papers were two quotes: one for three laptops and one for five laptops. After a brief discussion it was **proposed** by

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Cllr Street, seconded by Cllr delaMare-Lyon and **RESOLVED** by a unanimous vote that as many laptops be purchased for Hatton Park in the sum of £4,315, to be paid from the Covid funding received in 2020.

Action: Clerk to order the laptops.

- d) With the Clerk leaving employment of Longstanton Parish Council, she noted that there needs to be someone with access to the account to set up payments. With Longstanton Parish Council employing Ben of LGS Services as Locum Clerk, she recommended that he be set up on the account to be able to set up payments and receive statements only. She also noted that CCLA need to be informed that there is a change in personnel. It was **proposed** by Cllr McPhater, seconded by Cllr A Brash-Hall and **RESOLVED** by a unanimous vote that Ben be authorised to have access to the Unity account to set up payments and for CCLA to be updated with new contacts.

Action: Clerk to send relevant paperwork to Unity and CCLA.

21-22/37 Review of Committees and Working Groups

- a) Within the meeting papers, the Clerk had provided draft Terms of Reference for both the Amenities Working Group and the Community Engagement Working Group. After some discussion it was **proposed** by Cllr Street, seconded by Cllr Wycherley and **RESOLVED** by a unanimous vote that both Terms of Reference be adopted.

21-22/38 County and District Council Matters

- a) It was **noted** that this was the first joint report for both County and District Councillors which had been circulated within the meeting papers. D Cllr Cheung Johnson raised the concerns about the Conservation Area. There are 62 areas which have not been reappraised. SCDC Officers do not feel it is needed and it will not be prioritised over others and perhaps consider again in 5 years.

C Cllr Thompson noted that she has attended a meeting about the Bridleway from the A1307 earlier in the evening and a decision will be made in the next few days. Questions were asked why residents were not consulted with. It was agreed that C and D Cllrs will find out what the plans are and communicate to parish councillors with Cllr A Brash-Hall and Cllr delaMare-Lyon as main points of contact. D Cllr Cheung Johnson to find out the plan for Rampton Drift bridleway too.

Cllr Burns expressed the parish Council's thanks to D Cllr for amending their report. Cllr Brash-Hall noted that there still inaccuracies in the amendments to the new report.

- b) It was **noted** that communication had been received that there was due to be a 'reappraisal of the Longstanton Conservation Area' but the parish council had not been informed. The Clerk noted that she had contacted Jane Green at South Cambs and the response had been circulated to all members. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr A Brash-Hall and **RESOLVED** by a unanimous vote to communicate that there is no need to re-evaluate the Conservation Area and happy to go at bottom of the list.

Action: Clerk to communicate with SCDC.

21-22/39 Highway and Footpath Matters

- a) The Clerk updated members that there has not been much movement with Home Farm Phase 2 roads, however, instruction had been passed for the engrossments to be approved on the Central Open Space which means that the transfer can be commenced and will trigger some other actions for Anglian Water and Barratts. Prior to the meeting, an email was received from the parish council's solicitor with the Transfer Documents complete and ready to be signed by the relevant parties.
- b) C Cllr Thompson has been asked to continue with the quarterly highways meetings for the parishes she oversees. The first of these meetings is to be on Friday 18th June. Cllr delaMare-Lyon will be attending and items to be raised were discussed.
- c) It was **noted** that there had been a lot of chatter over social media and by copying in various cllrs to emails about the proposal to surface the bridleway from the A1307 (Local Road) to Wilson's Road bridge. It was also noted that no communication had been received by the parish council about these proposals. This item was discussed at item 21-22/38a.
- d) It was **noted** that an email had been received from the Public Rights of Way Officer about the possibility of installing a kissing gate on the footpath from Northstowe to Prentice Close to reduce

the number of bikes (pedal and motorised) which have been using this route. If it is considered worthwhile, County Council would be requesting financial support from the parish council. Cllr delaMare-Lyon to speak to Highways at the meeting on 18th June to understand the requirements and to bring back to the July meeting.

21-22/40 Community and Council Matters

- a) The Clerk noted that risk assessments were overdue to be completed. It was suggested that Cllrs get into groups of 2/3 to visit each area and carry out risk assessments.

Group 1 – Dan and Andy (Cemetery & Recreation Ground)

Group 2 – Neil and John (Crossroads at Rampton Road, School Lane)

Group 3 – Annmaria, Tindra and Steve (High Street)

Group 4 – Mick and Jurie (St Michaels)

Group 5 – Beth and Greg (Village Green)

Action: Clerk to send relevant details to Cllrs

- b) Cllr delaMare-Lyon noted that a job description should have been circulated following the work carried out by Human Capital Department. Cllr delaMare-Lyon will speak to Richard Owen to see if he still has it otherwise will seek the information from Human Capital Department. Cllr Wycherley has circulated some information for consideration by Cllrs.

21-22/14 CORRESPONDENCE

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

Next meeting to be held on Monday 12th July 2021.

Meeting closed at 9.15pm

Signed:

Chairman

Date:

Item 21-22/36b

Invoice No.	Payee	Description	Net	VAT	Gross
	Mrs EG White, HMRC, etc.	Salary Payments			4,388.82
AEP1205877131	THREE MOBILE	Mobile Phone	8.16	1.63	9.79
22325324	TALKTALK	Phone and Internet	26.00	5.20	31.20
13605	ICCM	Cemetery Subscription	95.00	-	95.00
2021	CAME AND COMPANY	Insurance	1,066.17	-	1,066.17
1156276078	KONICA MINOLTA	Photocopier	100.32	20.06	120.38
101164	VILLAGE HALL	Hall and Office rental	759.86	-	759.86
1043	GDL SERVICES	Litter picking	105.00	-	105.00
21JUNRATES	SCDC	Office Non-Dom Rates	106.00	-	106.00
2680	CAPALC	Cllr Training (discounted)	100.00	-	100.00
13048	BROOKFIELD	Grass cutting	609.00	121.80	730.80
13049	BROOKFIELD	Grass cutting	550.00	110.00	660.00
70722298	OPUS ENERGY	Streetlighting	8.02	0.40	8.42
70722305	OPUS ENERGY	Streetlighting	138.00	6.90	144.90
70722306	OPUS ENERGY	Streetlighting	2.77	0.14	2.91
70722392	OPUS ENERGY	Village Green Electric	9.50	0.48	9.98
2691	CAPALC	Cllr Training	150.00	-	150.00
6896	RED SHOES	Payroll Services	46.50	9.30	55.80
SM23648	RIALTAS	Accounts Software Support	673.00	134.60	807.60
			4,553.30	410.51	9,352.63