

Longstanton Parish Council



Minutes of the Annual Meeting of the Council, held at Longstanton Village Hall on Monday 9 May 2022 at 7.30pm.

Present: Cllr delaMare-Lyon (Chairman), Cllr Burns, Cllr Wycherley, Cllr McPhater, Cllr Ferreira, and Cllr A Brash-Hall

In attendance: 1 member of the public, SCDC Cllr S Cheung-Johnson, CCC Cllr F Thompson and B Stoehr (Locum Clerk)

22-23/1 Election of Chairman.

Cllr delaMare-Lyon was proposed by Cllr Wycherley and seconded by Cllr Ferreira. All in favour.

Cllr delaMare-Lyon signed the declaration of acceptance of office form.

22-23/2 Election of Vice-Chairman.

Cllr A Brash-Hall arrived at 7.32pm

Cllr Wycherley was proposed by Cllr delaMare-Lyon and seconded by Cllr McPhater. All in favour.

22-23/3 Apologies for absence.

Apologies were received from Cllr T Brash-Hall (Revision), Cllr Street (Work), Cllr Baker (Personal) and Cllr Baker (Out of Parish).

Not Present: Cllr Chapman

22-23/4 Councillors' Declarations of Interest.

Councillors' Declarations of Interest

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

Requests to speak: None.

To receive requests for dispensations: None.

Grant of dispensations: None.

22-23/5 Public Participation (10minutes in total)

A resident reported that the minutes of the extra ordinary meeting on the 3rd May 2022 were not published on the website.

The resident complained about the abusive behaviour of another member of the public at the April meeting. It was agreed that the Clerk would write to the individual and remind them about the standards the Parish Council expect at future meetings and that they may be asked to leave if there are further incidents.

The resident asked if the Parish Council would supply copies of all correspondence between the Council and Fews Lane Consortium if asked for. The Councillors explained that the Parish Council is bound by the Freedom of Information act and would supply any information that they are obligated to provide under the act.

22-23/6 Anonymous comments questions & suggestions

None

22-23/7 Approval of Minutes

The Minutes of the 11 April 2022 were approved as a true record. The Minutes of the 3rd May 2022 were deferred to the next meeting.

22-23/8

County and District Council Matters

Cllr Cheung-Johnson reported that it had been fairly quiet due to the recent pre-election period. It reported that Cllr Bridget Smith, Leader of the District Council, has been asked to attend the Annual Parish Meeting. A formal invite from the Parish Council would be sent once the agenda has been finalised.

The repairs to some of the streetlights in the Home Farm development have been completed and some are being chased up. There is one light which the County Council do not think meets the adoption criteria.

There is going to be an emergency meeting to investigate the bumps in the roundabout, on the B1050 over the A14, as the ground is moving with a future permanent repair scheduled in future.

Cllr Wycherley asked about which councils are responsible for the Hydrology (SCDC), B1050 Cycleway (CCC) and Hatton Road Ponds (mixed) as many issues are not being pushed forward except by the parish.

It was noted that L&Q may have a misunderstanding about what the Parish Council have agreed or are willing to adopt.

22-23/9

Planning

- a) 22/01392/HFUL Front Porch, two storey side and single storey rear extensions - 34 Prentice Close

The Parish Council support the application. Suitable traffic management and restrictions on delivery/construction times needs to be implemented and enforced to not impact residents. The Developer should engage with the Prentice Close Residents Association so they are aware of what is going on. 5 in favour 1 abstention.

- 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

Noted

- 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

Noted

- d) To note SCDC decision notices received since the last meeting

Noted

22-23/10

Annual Business

- a) Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii)

Deferred to the next meeting

- b) To review, consider and approve the setup of Committees and/or Working Groups and delegations to committees (SO5j v)

It was agreed in principle that the Employment Committee would be rolled into the Finance Committee. It was agreed to ask Cllr Baker or Cllr Chapman if they would be willing to join. Deferred to the next meeting.

- c) To appoint members to the relevant Committees and/or Working Groups (SO5j vii)

Deferred to the next meeting

- d) To review, approve and adopt Standing Orders (SO5j ix)
It was resolved to adopt the new model Standing Orders
- e) To review, approve and adopt Financial Regulations (SO5j ix)
It was resolved to adopt the new model Financial Regulations
- f) To appoint the Responsible Financial Officer (FR1.8)
Resolved to appoint the Locum Clerk until the Council appoint a replacement.
- g) To review and approve Councillors as bank signatories on all bank accounts (FR6.4)
It was agreed to continue with all councillors as signatories. It was noted that Cllr Chapman would need to be added to the account.
- h) To review and approve Councillors appointed to authorise BACS payments from Council online bank accounts (FR6.9)
It was agreed that the members of the Finance Committee would be authorised to make BACS payments
- i) To consider and appoint the Internal Auditor for 2022/23 (FR2.5)
It was agreed to continue with CANALBS Ltd.
- 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)
It was agreed to continue on the 2nd Monday of the month.
- k) Insurance Policy renewal in respect of all insurable risks (FR 15)
The policy recommended by Came and Company was agreed subject to checking the endorsements on the previous policy vs the new one.
- l) Risk Management Policy (FR17)
The policy was reviewed and did not need amendment
- m) Review of Council's Complaints Procedure (SO5j xvi)
The policy was reviewed and did not need amendment
- 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)
The policies were reviewed and did not need amendment
- o) Review of the Council's policy for dealing with the Press and Media (SO5j xviii)
The policies were reviewed and did not need amendment
- p) Review of the Council's employment policies and procedures (SO5j xix)
Deferred to a future meeting when the recruitment progresses
- q) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv)
It was noted that the Council has affiliations with CAPALC, ICCM and Cambridgeshire Acre. It was agreed to review the CAPALC affiliation at the next meeting.

22-23/8

County and District Council Matters

CCC Cllr F Thompson reported that the SAR roundabout on the B1050 only had one sign to go up and that a summer opening was expected. The cones would remain until the opening to help with traffic management.

The A14 roundabout works had a 1 year warranty which has recently expired. Emergency rectification works and investigations will be undertaken shortly. Information will be published on social media.

National Highways report on the A14 trees us due. approximately 90% of the trees have died.

Permanent parking restriction signs for Hatton Park are due for installation. A walking bus from the Black Bull or Recreation Ground are being discussed and alternative parking restrictions such as yellow lines in neighbouring roads are being investigated. It may be necessary for an LHI application to be submitted.

The County Council are reviewing feedback from users about the bridleway about how to move forward an update from CCC and Homes England is awaited.

22-23/11

Reports

- a) Longstanton water level issues
The update on the Few's Lane judicial review was noted. Few's Lane Consortium had asked the Parish Council to join a steering group.
It was agreed to discuss convening meeting between Longstanton, Northstowe, Oakington, Willingham and Swavesey about the water level issues.
- b) Hatton Road Ponds & B1050 Cycle Route
Noted earlier.
- c) Northstowe Open Spaces Report
Cllr de la Mare-Lyon's report was noted.
- d) Homes England meeting
It was reported that the next meeting would be on the 20 May 2022
- e) Heritage Building update
The meeting minutes were noted. The project is progressing as expected and the containers are being manufactured.
- f) Sustainability Working Group
It was noted that the group would need to discuss with Northstowe to see if they are still interested in participating.
- g) Central Open Space Working Group
No progress at present. Cllr de la Mare-Lyon has spoken to Brookfield about ideas. A site meeting is to be arranged.
- h) Clerk Recruitment Working Group
It was noted that CAPALC have a headhunter that may be an option. The costs for advertising the vacancy were noted. Cllr McPhater is to contact Ian Dewar to see if he is able to assist.

22-23/12

Parish Council Matters

- a) Queens Green Canopy
No update. There is still a possibility of obtaining trees from the Woodland Trust. To be discussed at the next meeting.
- b) Home Farm POS Transfer
Deferred to the next meeting
- c) Spice Museum – Defibrillator
Cllr A Brash-Hall is to contact the Co-op and ask if they are able to help fund a defibrillator. It was agreed that councillors would seek some additional quotes for the next meeting.
- d) Bin near new bus shelter opp. Post Office
Agreed to source a topsy bin from Glasdon. Installation costs up to £250 were agreed. Mark Edwards will be asked to empty the bin once it is installed.
- e) Overhead Rotator Repair/replacement
Deferred to the next meeting.
- f) Ploughing of path to Hatton Road Ponds
It was noted the path is not a public right of way. CCC are investigating if they add it as a formal right of way.
- g) Play Equipment at the Central Open Space
Deferred to the next meeting.
- h) Parking signage & enforcement training
Taken earlier.
- i) Fly tipping in St Michaels – request for camera trap
It was noted that this would need further investigation.
- j) Friends of St Michaels – grant request for signage
The grant request was agreed.
- k) Longstanton Life submission
Topics including the defibrillator, water issues and volunteer support for village events.

There was no other business and the meeting closed at 10.21pm.

SignedChairmandate.
