

# Longstanton Parish Council



Minutes of the Meeting of the Council, held at Longstanton Village Hall on Monday 8<sup>th</sup> April 2024 at 19:38.

Present: Cllr. deLaMare-Lyon (Chair), Cllr. Smith, Cllr. Brash-Hall and Cllr. Chapman

In attendance: J Sinclair (Parish Clerk) District Cllr. Bygott and District Cllr. Warren-Green (Both from 20:30).

- 2425/1 Apologies for Absence**  
Apologies were received from Cllr. Street and Cllr. Wycherley. The resignation of Cllr. Zargar was noted.
- 2425/2 Councillors' Declarations of Interest**  
No declarations of Interest were received.
- 2425/3 Public Participation (10 minutes in total)**  
No Public Participation.
- 2425/4 Approval of Minutes**
- a) The Minutes of the Meeting dated 4<sup>th</sup> March 2024 were approved as an accurate record by Cllr. Brash-Hall and Cllr. deLaMare-Lyon.
- 2425/5 Co-option to fill vacancy**
- a) The Clerk reported that one enquiry was made into the role of Parish Councillor, but no further interest had been expressed by the individual. It was agreed that a push needs to be made to recruit new Councillors. The Clerk is in the process of repairing the damaged banner which had previously been hung opposite the co-op on the High Street.  
**ACTION: Clerk to re-hang co-option banner.**
- 2425/6 Planning**
- a) [24/0355/TTCA](#) No comment was made on this application.
  - b) [24/00993/FUL](#) An additional application arrived after the agenda was published, after discussion it was agreed that no comment would be made.
- 2425/7 Regular Reports – to receive an update on**
- a) **Longstanton Groundwater issues.**  
Cllr. Brash-Hall reported that there had been no meeting of LEGG. It was noted that South Cambs District Council believe there has been no breach of planning.
  - b) **Hatton Road Ponds & B1050 Cycle Route.**  
No update provided.
  - c) **Northstowe Open Spaces Report.**  
No updated provided.

**d) Homes England updates.**

No update provided.

**e) Longstanton & District Heritage Society / Heritage Building update.**

The Clerk reported that the Freedom of Information Request has been submitted and acknowledged by Cambridgeshire County Council.

**f) Central Open Space Working Group.**

Cllr. delaMare-Lyon reported that they would meet with the Clerk on Friday 12<sup>th</sup> April at the Central Open Space to review the area and consider suitable locations for installation of play equipment. Cllr. Smith highlighted the loss of permitted dog walking areas in the village and that any play area would need to be fenced off.

**g) Hatton Park Primary School – Projects, parking issues, pupil transport and highway safety.**

No update received from Hatton Park Primary School. Cllr. Brash-Hall reported that the community volunteer no longer wishes to put out the parking signage due to abuse received from parents on the school run. It was noted that on one occasion a member of school staff had parked in the area. It was agreed that the loss of the volunteer should be raised with both Hatton Park Primary School and County Cllr. Thompson.

**ACTION: Clerk to email Hatton Park Primary School and Cllr. Thompson re: parking signage.**

Cllr. Brash-Hall proposed a letter of thanks for their service is sent to the volunteer. Cllr. delaMare-Lyon agreed to write a letter of thanks.

**ACTION: Cllr. delaMare-Lyon to write letter of thanks to volunteer.**

Cllr. delaMare-Lyon noted that parking enforcement by South Cambridgeshire District Council has commenced within the village, with several vehicles receiving tickets on Saturday along Over Road during Football matches at the Recreation Ground.

**h) Highways matters.**

The Clerk presented the current list of highways matters raised in the village. It was reported that these have been shared digitally with Cllr. Thompson and Cambridgeshire Highways. Two additional matters regarding road signs were highlighted by Cllr. Brash-Hall and Cllr. Smith.

**ACTION: Clerk to add new matters to shared highways list.**

**i) Anti-Social Behaviour – Response and Prevention.**

The recent increase of Anti-Social Behaviour in the village was discussed. The Clerk noted their report to the Police regarding anti-social behaviour. Cllr. Brash-Hall noted further damage within the village and threats which had been made to residents. Cllr. delaMare-Lyon reiterated the importance of sharing the Police's reporting link.

**ACTION: Clerk to continue sharing Police reporting methods to community.**

**2425/8 County and District Council Matters**

- a) Cllr. delaMare-Lyon noted a funding opportunity highlighted in the received reports, linking the information to a point further through the agenda.

**2425/9 Finance**

- a) It was agreed to discuss this matter later in the meeting so further discussion could be held regarding the CAPALC membership.

**2425/10 Parish Council Matters**

- a) **To receive an update on Wilsons Road bridleway.**

No update received.

- b) **To consider preparations for the 2024 Annual Parish Meeting.**

It was noted that Cllr. Wycherley is in the process of generating a first draft for the Annual Parish Meeting, estimated to be completed in ten days.

- c) **To review Hattons Road Cemetery flooding issues and discuss action.**

Councillors reviewed the communication from the family of a deceased resident whose grave has been under water in Hattons Road Cemetery. The Clerk provided supporting images of the area in question. Cllr. de la Mare-Lyon proposed that both Anglian Water and Cambridge Water are contacted to enquire if there is any water infrastructure in the vicinity which may be damaged and causing the loss of drainage.

At 20:30 District Cllr. Bygott and District Cllr. Warren-Green joined the meeting.

Historical images of the Cemetery were reviewed and it was noted that the removal of two dead trees some years ago may have contributed to the matter. The general state of maintenance was also noted, with a section of hedge needing replanting.

Cllr. de la Mare-Lyon reported that while the Council's membership to the Institute of Cemetery and Crematorium Management was under discussion in 2021, a former Clerk had uncovered that the Cemetery land did not belong to Longstanton Parish Council. This was confirmed by the Clerk who was able to produce a copy of the Land Registry documentation stating that the land is owned by South Cambridgeshire District Council. It was then questioned if the District Council should be looking into this problem.

District Councillor Warren-Green noted a contact at the District Council who has expertise in this area. District Councillor Bygott to make contact with South Cambridgeshire District Council on this matter.

**ACTION: Clerk to contact Anglian Water and Cambridge Water to check for nearby infrastructure.**

The Agenda returned to District Matters. Discussion surrounded funding options for the Village Hall following the press release on the funding streams available. Cllr. de la Mare-Lyon proposed seeking quotes to repair facias, soffits and guttering in response to recent queries over the state of the village hall on social media.

**ACTION: Clerk to start seeking quotes for repairs and to report back to Charities meeting.**

District Councillors left the meeting at 21:05

- d) **To receive an update on the status of the Summer Event.**

The Clerk reported that no response had been received following the call for volunteers via facebook. After discussion it was agreed that further reminders need to be sent out. Further advertising needs to be very clear that without volunteers the event cannot happen.

**ACTION: Clerk to post further calls for volunteers over the next three weeks. A decision on the events feasibility would be made after that time.**

**e) To consider quotes received for website/email replacement.**

Following lengthy discussion and review of the options, it was agreed to proceed with the quote provided by Aubergine to provide a new website. 'Transfer of website content from last three years (five years of finance)' and the 'Poll/Form builder' extras were approved to be included on the website.

**ACTION: Clerk to instruct Aubergine to commence work on website**

Quotes from email providers were reviewed, after discussion it was agreed to proceed with CloudyIT's quote to set up a new email provision.

**ACTION: Clerk to instruct CloudyIT to commence email set up.**

**f) To discuss means of accessing meeting documentation.**

It was agreed that this point was covered in discussion surround website provision.

**g) To consider signing the Parish Council up to the NALC/SLCC 'Civility and Respect Pledge'**

Cllr. delaMare-Lyon spoke in favour of the Civility and Respect Pledge. All in attendance agreed. Cllr. delaMare-Lyon read the points of the pledge aloud for all to agree with.

**ACTION: Clerk to sign Longstanton Parish Council up to the Civility and Respect Pledge**

**h) To review outstanding actions/activities and the council's capacity to discharge them.**

Outstanding actions were reviewed from the shared actions spreadsheet. It was agreed that after this meeting a fair number of actions would be dealt with.

**i) To receive an update on village maintenance works.**

The Clerk updated the Council on recent works in the village. The situation surrounding the 'missing' bollard at the Village Green was discussed and it was agreed that a bin should be installed.

**ACTION: Clerk to investigate which type of bin is most needed in the area and purchase appropriately.**

**j) To review repairs required to the Holy Well at St. Michael's Church.**

Cllr. delaMare-Lyon reported on the new funding opportunities highlighted this week, one of which may be appropriate to help St. Michael's Church with maintenance. The Clerk noted that the information had been sent to the friends society today.

**k) To discuss purchase of .pdf editing Software.**

After discussion it was agreed to proceed with the purchase of Adobe Acrobat.

**ACTION: Clerk to purchase software as agreed.**

**l) To discuss the adoption of Scribe Accounting Software.**

The Clerk presented the Scribe Accounting software to the Council, explaining the advantages over other available software, notably the training methods and access for all councillors via the web-based system. Cllr. delaMare-Lyon spoke in favour of the software's simplicity and how it has been designed for Parish Council use.

**ACTION: Clerk to purchase software as agreed.**

**m) To consider writing of regular PC update to post online in absence of Longstanton Life.**

After discussion it was agreed that an article should be written. Cllr. delaMare-Lyon noted that they are happy to draft an article.

**ACTION: Cllr. delaMare-Lyon to draft village update article.**

**n) To receive feedback from Clerk's review / training requirements.**

The Clerk reported two training opportunities available through the SLCC. One covers Cemetery Management and the other covers Charity operations. It was approved that the Clerk should sign up to join both courses.

**ACTION: Clerk to sign up to SLCC courses.**

**2425/9 Finance**

- a) Finance reports were reviewed by Cllr. delaMare-Lyon and Cllr. Chapman. Cllr. delaMare highlighted the value in membership to CAPALC, all in attendance were in agreement.

The Meeting closed at 22:26

Signed Cllr. delaMare-Lyon (Chair) Date 7/5/24