

# Longstanton Parish Council



Minutes of the Meeting of the Council, held at Longstanton Village Hall on Monday 7<sup>th</sup> May 2024 at 19:30.

Present: Cllr. delaMare-Lyon (Chair), Cllr. Wycherley, Cllr. Smith, Cllr. Street

In attendance: J Sinclair (Parish Clerk), one member of the public.

**2425/11 Election of Chair**

Cllr. delaMare-Lyon stated that he is happy to continue as Chair, provided nobody else wishes to step in. No nominations were made. Cllr. Street proposed, Cllr. Wycherley seconded that Cllr. delaMare-Lyon should remain as Chair.

**2425/12 Election of Vice-Chair**

No nominations were received for Vice-Chair. Cllr. delaMare-Lyon proposed and Cllr. Smith seconded that Cllr. Wycherley remains as Vice-Chair.

**2425/13 Apologies for Absence**

Apologies were received from Cllr. Brash-Hall.

**2425/14 Councillors' Declarations of Interest**

No declarations of Interest were received.

**2425/15 Public Participation (10 minutes in total)**

Public participation was included under point 2425/20 c).

**2425/16 Approval of Minutes**

- a) The Minutes of the Meeting dated 8<sup>th</sup> April 2024 were approved as an accurate record.

**2425/17 Co-option to fill vacancy**

- a) The Clerk reported that the space co-option banner had been remounted to the batons used for the last one and would be relocated opposite Co-Op following the Annual Parish Meeting. It was noted that a big push needs to be made to co-opt councillors.

**ACTION – Clerk to re-hang banner and promote co-option.**

It is agreed to reschedule the running order at this point to receive an update from Longstanton and District Heritage Society.

**2425/20 Regular reports – to receive an update on**

- c) Longstanton and District Heritage Society / Heritage Building update.  
The representative of Longstanton and District Heritage Society provided an update on the status of the heritage building, following Cambridgeshire County Council stepping back from the project. The most recent Northstowe Heritage meeting was reported on, noting that the term 'heritage facility' had been removed from the terms of reference by the steering group.

Cllr. Street questioned the status of the Freedom of Information request lodged with Cambridgeshire County Council, the Clerk confirmed that CCC had given themselves a second extension to the deadline date.

After discussion, Cllr. Wycherley in agreement with Cllr. deLaMare-Lyon suggested taking this discussion up with District Cllr. Tom Bygott from a planning perspective. Longstanton District and Heritage Society's representative noted that the wording of the original Section 106 agreement should be investigated. Cllr. Wycherley confirmed that District Cllr. Bygott has full details of this.

The member of the public left at 19:46.

**2425/18**

**Planning**

- a) [24/0420/TTCA](#) The Old School House, School Lane, Longstanton, CB24 3BJ.  
No comment was made on this application.
- b) [24/01518/CL2PD](#) 7 Brewers Close, Longstanton, CB24 3BY.  
No comment was made on this application.
- c) [24/0408/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ.  
No comment was made on this application.
- d) [24/0406/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ.  
No comment was made on this application.
- d) [24/0405/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ.  
No comment was made on this application.
- e) [24/0407/TTCA](#) St. Michaels Mount, St. Michaels, Longstanton, CB24 3BZ.  
No comment was made on this application.

**2425/19**

**Annual Business**

- a) **Review of Inventory of land, street furniture and assets including buildings and office equipment (SO5j xiii)**  
The asset register was reviewed and noted that the purchase of the new mobile phone needs to be added.
- b) **To review, consider and approve the setup of Committees and/or Working Groups and delegations to committees (SO5j v)**  
It was agreed that the Council currently has insufficient Councillors to form Committees or working Groups. A restructure of Committees and Working Groups would be conducted once more Councillors have been recruited.
- c) **To appoint members to the relevant Committees and/or Working Groups (SO5j vii)**  
Not currently possible, due to point 2425/19 c).
- d) **To review, approve and adopt Standing Orders (SO5j ix)**  
Standing Orders were reviewed and approved.
- e) **To review, approve and adopt Financial Regulations (SO5j ix)**  
After discussion it was agreed that Financial Regulations should be amended to allow the Clerk to load payments to the bank for approval by two Signatories, between Full Council Meetings for regular payments or those pre-approved at Full Council Meetings. It was noted that this amendment should be checked against the legal framework first.
- f) **To appoint the Responsible Financial Officer (FR1.8)**  
The current Responsible Financial Officer was appointed to continue as Responsible Financial Officer.

- g) To review and approve Councillors as bank signatories on all bank accounts (FR6.4)**  
It was noted that all Councillors with exception of Cllr. Smith are listed as Signatories.
- h) To review and approve Councillors appointed to authorise BACS payments from Council online bank accounts (FR6.9)**  
It was agreed that all Councillors should be signatories for the Council's online bank accounts, the Clerk will re-apply for Cllr. Smith's access.
- i) To consider and appoint the Internal Auditor for 2023/24 (FR2.5)**  
It was noted that this year's audit is the last one which may be conducted by Canalbs, as auditors must be rotated.
- 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)**  
Further to the proposed list of meeting dates drawn up last month, discussion was held around the proposition to start meetings at 19:00 instead of 19:30. It was agreed this should be circulated to all Councillors before approval.
- k) Insurance Policy renewal in respect of all insurable risks (FR 15)**  
The Clerk noted that the current insurance policy is with Gallagher and is due for renewal in the summer. This matter was agreed to be concluded at the next meeting.
- l) Risk Management Policy (FR17)**  
Proposed updates to the Risk Management Policy were approved.
- m) Review of Council's Complaints Procedure (SO5j xvi)**  
It was noted that the Chair's phone number needs to be updated.
- 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 procedures and policies relation to data protection and Freedom of Information were approved. Cllr. delaMare-Lyon noted that data protection training should be undertaken by all members and staff.
- o) Review of the Council's policy for dealing with the Press and Media (SO5j xviii)**  
The council's policy for dealing with the press and media was reviewed and approved.
- p) Review of the Council's employment policies and procedures (SO5j xix)**  
The Council's employment policies and procedures were reviewed and approved.
- q) Review of the Council's and/or staff subscriptions to other bodies (SO5j xv)**  
It was noted that the Parish Council and Staff are subscribed to the following bodies:
- CAPALC / NALC, SLCC, ICO, Cambridgeshire ACRE (as Longstanton Village Hall and Recreation Ground Charity), ICCM, PPL PRS (as Longstanton Village Hall and Recreation Ground Charity).

**ACTION: Clerk to make amendments prior to next meeting.**

**2425/20 Regular Reports – to receive an update on**

**a) Longstanton Groundwater issues.**

Cllr. Wycherley reported that the recent meeting with South Cambs District Council had been successful and noted that LEGG are to provide an update at the Annual Parish Meeting.

**b) Hatton Road Ponds & B1050 Cycle Route.**

Cllr. Wycherley announced that the B1050 cycle route is now being paired up with the Magdalane Close / Western Park Gateway and is being driven by Tam Parry, who believes there is budget available.

**c) Northstowe Open Spaces Report.**

This matter was covered in the previous item.

**d) Central Open Space Working Group**

Cllr. delaMare-Lyon and the Clerk presented their findings from a recent walk around of the site, along with some early options for planting, landscaping and play equipment locations. Cllr. Wycherley added that it may be a suitable location to invite residents to plant memorial trees as he has seen elsewhere.

It was also highlighted by Cllr. Wycherley that a price cap should be considered for the proposed works. In addition to this, two areas of play equipment which should have been included in the Home Farm development could be covered by this project – further clarification would need to be sought with solicitors.

Cllr. Smith suggested that outdoor fitness equipment could also be included. The Clerk noted that the perimeter of the Central Open Space is 500m, which, if the paving surface was suitable could be considered as a running route – this could open up opportunities for funding for paving from public health/sports bodies.

**e) Highways Matters**

No update was provided, it was noted that the next scheduled Highways/Parish Meeting is cancelled. Cllr. delaMare-Lyon highlighted that highways matters roll into the next item.

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

Cllr. delaMare-Lyon recalled recent Anti-social behaviour matters including vehicles using St. Michaels as a route to access the Southern Access Road, late night motorcycle racing and a crash at the traffic lights on the Longstanton side of the Bar Hill intersection. It was agreed that reporting of crime and antisocial behaviour needs to be promoted to residents. After discussion it was agreed that the Parish Council should request residents pass on any Police report numbers to the Parish Council, so that numbers may be included in communications with the Police.

**ACTION: Continue to promote crime reporting methods and request residents to share report numbers with the PC.**

Discussion turned to the recent ramraid at Co-Op, Cllr. delaMare-Lyon reported that communication had been received from SCDC regarding the installation of planters at the Co-Op to deter further attempts of cash machine theft. One of the conditions of installation was reported to be that the PC needs to maintain the planters, Cllr. delaMare-Lyon suggested that the Co-Op could fund and/or facilitate the maintenance of the planters.

Concerns were raised that the potential return of the Cash Machine to Co-Op would encourage another attempt at theft. It was noted that Cash can be withdrawn at the Post Office, so the village wouldn't be left without means of accessing cash.

**2425/21 County and District Council Matters**

- a) No update

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

It was noted that Wilsons Road bridleway was mentioned at the Northstowe Annual Meeting.

b) **To receive an update on preparations for the Annual Parish Meeting**

Cllr. Wycherley has completed the slide presentation ready for the Clerk to make updates. It was agreed to provide tea and coffee for attendees.

**ACTION: Clerk to update slides.**

**ACTION: Clerk to buy refreshments for Annual Parish Meeting.**

c) **To receive an update on the flooding in Hattons Road Cemetery.**

Cllr. de la Mare-Lyon reported on the recent email exchange, noting that investigations are underway.

d) **To consider request to install memorial bench at Hattons Road Cemetery.**

The Clerk reported on a request to install a memorial bench at the Cemetery. It was proposed that a recycled plastic bench would be suitable to minimise maintenance. The request was approved.

**ACTION: Clerk to liaise with family.**

e) **To receive an update future Village Events.**

The Clerk reported that insufficient volunteers had come forward, the cancellation of the Summer Event was confirmed. It was noted that further discussion would be held at the next meeting.

f) **To consider purchase of Wreath for D Day 80<sup>th</sup> Anniversary**

It was agreed that a wreath should be purchased and as many Councillors as possible should be in attendance at the D Day event.

g) **To consider quotes email replacement.**

Following the last meeting, the Clerk found some problems within the approved quote. Cllr. de la Mare-Lyon to rereview the quote and pick up again at the next meeting.

**ACTION: Cllr. de la Mare-Lyon to review quote for suitability.**

h) **For Chair to sign Civility and Respect Pledge Certificate.**

Cllr. de la Mare-Lyon signed the Civility and Respect Pledge Certificate.

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

Cllr. de la Mare-Lyon noted reports he had received that the trees planted by the PC on Home Farm Road were in bad condition, in some cases dead. He reported that it is believed weedkiller used on the neighbouring field had contributed to this. It was agreed that the matter is raised with the County Council, as the trees are planted on Highways' land.

**ACTION: Cllr. de la Mare-Lyon to raise matter with County Cllr. Thompson.**

j) **To receive an update on Grants and Funding requests from Friends of St. Michael's Church.**

The Clerk introduced a request from Friends of St. Michael's Church for reimbursement for transportation costs of their new chairs, instead of providing funding for the chairs. After discussion this was approved.

The Clerk reminded Councillors that a bench also needs replacing at St. Michael's. It was agreed that the same bench discussed for the Cemetery would be suitable.

**ACTION: Clerk to arrange grant for Friends of St. Michaels.**  
**ACTION: Clerk to arrange purchase and installation of bench.**

**2425/9 Finance**

- a. To review and approve AGAR documentation.**  
Deferred until the next meeting.
  
- b. To review Finance Reports.**  
Finance reports reviewed and approved.
  
- c. To Approve Payments.**  
Payments reviewed and approved by Cllr. Wycherley and Cllr. delaMare-Lyon.

The Meeting closed at 21:20

Signed ..... (Chair) Date .....

DRAFT

Initials
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