



Longstanton Parish Council

Minutes of the Full Council Meeting, held at
ONLINE via Zoom Meeting
Monday 11th January 2021 at 7.00pm

Present: Cllr delaMare-Lyon (Chairman), Cllr Owen, Cllr Brash-Hall, Cllr Burns, Cllr Pokala,
Cllr Harrison, Cllr Castello (from item 157)

Clerk: Libby White, Parish Clerk
C Cllr Hudson – Cambridgeshire County Council
D Cllr Cheung Johnson – South Cambridgeshire District Council
Melanie – Chief Exec, Age UK Cambridgeshire & Peterborough
Jon London, SCDC

In attendance: 2 members of the public

20-21/152 CHAIRMAN'S WELCOME

The Chairman welcomed all to the first meeting of 2021.

20-21/153 APOLOGIES FOR ABSENCEⁱ

Apologies were received and accepted from Cllr McPhater, Cllr Street, Cllr Owens (personal)
Absent: Cllr Mukadam

20-21/154 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.

20-21/155 PUBLIC PARTICIPATION SESSION (10 min)

Resident noted that the Local Planning Authority would be considering 2 applications for Few's Lane at their meeting on 13th January.

Cllr Brash-Hall arrived at 7.05pm.

20-21/156 APPROVAL OF MINUTES

- a) It was **proposed** by Cllr Owen, seconded by Cllr Pokala and **RESOLVED** that the minutes of the Full Council Meeting held on 14th December 2020 be approved and signed. The minutes had been emailed to all councillors and the Chairman signed at the time of the meeting to be delivered to the Clerk.
- b) The Clerk noted that following the co-option of Cllr Pokala at the last meeting, she has managed to book Cllr Pokala on Cllr training for 16th January 2021.
- c) Clerk's Report - *circulated with meeting papers prior to meeting*

20-21/157 CO-OPTION OF COUNCILLOR

The application for the position of Cllr was considered by members following a brief presentation by the applicant. It was **proposed** by Cllr Brash-Hall, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that Naveen Castelino be co-opted as a member of Longstanton Parish Council.

Action: Clerk to liaise with Cllr Castelino to get email set up and training booked.

20-21/158 COMMUNITY WARDEN UPDATE

Melanie, Chief Executive from Age UK Cambridgeshire and Peterborough provided a brief update on the new Community Warden Scheme. She reiterated that it is early days with the Longstanton scheme and have one person being seen on a regular basis with a second being visited soon. Service has been promoted in Bar Hill, through Longstanton Surgery and dispensary (putting in with prescriptions), resident has delivered a load of leaflets to those they felt may be able to take benefit of the scheme and Alexis has been able to complete all training and immerse herself into the company.

20-21/159 NORTHSTOWE MATTERS

- a) Jon London, Community Development Officer provided an update on Northstowe matters which included:
- Rosie Hughes has been appointed as Interim Town Clerk
 - Nick Upton from Greenbelt will be speaking at the Northstowe Community Forum
 - Phase 1 Sports Pavilion will be presented at the forum and comments are invited.
 - Phase 2b – Keepmoat will be speaking at the forum.
 - Digital Park will be presenting their application once again.
 - Occupancies are currently unknown with lockdown preventing Jon from visiting.
 - There is an issue with flooding of allotments which is being investigated.
- b) It had been hoped that Quinton Carroll would be able to provide a brief presentation on the Heritage Annex to be located within the grounds of Northstowe House (Homes England offices) but due to delays at his end he is aiming to provide an update to the February meeting.

20-21/160 FINANCE MATTERS

- a) The Clerk noted that there was no change in the financial position of the Council since the last meeting as the reports had been created for the December meeting and were the most up to date. Therefore, it was noted that the reports sent in December detailed Earmarked Reserves, cash transactions within each account and other information including Trial Balance, etc. It was **noted** that the bank accounts at the end of November stood at £510,438.69.
- b) The proposed budget for Longstanton (following the separation from Northstowe) with the accompanying notes were considered once more by members. It was **proposed** by Cllr Burns, seconded by Cllr Brash-Hall and **RESOLVED** by a unanimous vote that precept of £73,347 be requested.

Action: Clerk to send the request to SCDC.

20-21/161 PLANNING MATTERS

- a) It was **noted** that correspondence had been received by the office, noting that two applications for Few's Lane were to be considered by the Local Planning Authority's Planning Committee on Wednesday 13th January. One is the variation to the Traffic Management Plan ([20/02453/S73](#)) and the other is the surface water drainage ([S/3215/19/DC](#)).

It was **noted** that at the last Planning Authority meeting this item was considered, the Planning Authority was to share a professional document with the parish council – which has not been done. However, it was also noted that a member of the public had suggested that this document had been withdrawn due to court proceedings. It was **proposed** by Cllr Brash-Hall, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the Clerk represent the council at the planning meeting to convey the thoughts of the parish council in that they still have not received the technical report for the drainage, nor a summary document which had been requested, which would allow the council to provide feedback and continued feelings for the development.

Action: Clerk to attend the meeting and convey the comments of Longstanton Parish Council.

- b) It was **noted** that communication had been received about Sunnica Solar Farm (consultation closes 29th January 2021) for which Longstanton had been omitted from the original consultation. The documentation was considered by members. It was proposed that an acknowledgement, no strong opinion but ask you are sympathetic with the countryside if you go ahead.

Planning Matters for comment

- b) [20/04674/HFUL](#) – single storey front extension at 36 Mitchcroft Road, Longstanton

It was **proposed** by Cllr Burns, seconded by Cllr Brash-Hall and **RESOLVED** with a unanimous vote that this application be recommended for Council SUPPORT.

Action: Clerk to pass comments to SCDC

- c) [20/2377/TTCA](#) – Treework in a Conservation area at 43 St Michaels, Longstanton

It was **proposed** by Cllr Owen, seconded by Cllr Pokala and **RESOLVED** with a unanimous vote that this application be recommended for Council SUPPORT but to request that where trees are felled that replacement trees are planted with native trees where possible.

Action: Clerk to pass comments to SCDC.

- d) [20/4814/HFUL](#) – part two storey and part single storey side extension at 41 Thornhill Place, Longstanton

It was **proposed** by Cllr Burns, seconded by Cllr Owens and **RESOLVED** with a unanimous vote that this application be recommended for Council SUPPORT.

Action: Clerk to pass comments to SCDC

Northstowe Planning Matters for comment

Items e) to p) were considered by members and it was agreed that no comment be made on these items.

- e) [S/3405/18/COND6](#) – Condition 6 SAP Calculations at Parcel H5, Northstowe Phase 1
- f) [S/3665/19/COND3](#) – Submission of details required by Condition 3 (Pedestrian Access) of planning permission S/3665/19/FL at Sales Pavilion – Northstowe Phase 2A, Northstowe Phase 2
- g) [S/3665/19/COND8](#) – Submission of details required by Condition 8 (Refuse Storage) of planning permission S/3665/19/FL at Sales Pavilion - Northstowe Phase 2A, Northstowe Phase 2
- h) [S/3499/19/COND2](#) – submission of details required by Condition 2 (materials) of planning permission S/3499/19/RM at Northstowe Phase 2
- i) [S/0065/20/COND20](#) – submission of details required by Condition 20 (soft landscaping) of permission S/0065/20/RM at Parcel H13, Northstowe Phase 14
- j) [S/0065/20/COND6](#) – submission of details required by Condition 6 (Permeable Paving) of planning permission S/0065/20/RM at Parcel H13, Northstowe Phase 1
- k) [S/0065/20/COND3](#) – submission of details required by Condition 3 (Construction and Environmental Management Plan) of planning permission S/0065/20/RM at Parcel H13 Northstowe Phase 1
- l) [S/0065/20/COND19](#) – submission of details required by Condition 19 (Hard Landscape Works) of planning permission S/0065/20/RM at Parcel H13 Northstowe Phase 1
- m) [S/0065/20/COND5](#) – submission of details required by Condition 5 (Detailed Plans – Roads, Footways and Cycleways) of planning permission S/0065/20/RM at Parcel H13 Northstowe Phase 1
- n) [S/0065/20/COND4](#) – submission of details required by Condition 4 (Street Management and Maintenance) of planning permission S/0065/20/RM at Parcel H13 Northstowe Phase 1
- o) [S/0065/20/COND12](#) – submission of details required by Condition 12 (External Lighting) of planning permission S/0065/20/RM at Parcel H13 Northstowe Phase 1
- p) [S/0065/20/COND11](#) – submission of details required by Condition 11 (Fire Hydrants) of planning permission S/0065/20/RM at Parcel H13 Northstowe Phase 1
- q) [S/1620/17/COND22](#) – submission of details required by Condition 22 (soft landscaping) of permission S/1620/17/RM at Parcel H11, Northstowe Phase 1 was considered by members who ask that it is ensured that these elements are maintained as per the plan.
- r) The receipt of [S/0045/19/COND7](#) – submission of details required by Condition 7 (Noise mitigation) of permission S/0045/19/RM at Parcel H10, Northstowe Phase 1 was noted by members.

Planning Matters for information only

- a) [20/04777/CL2PD](#) – certificate of lawfulness under Section 192 for a proposed loft conversion to include 2 no. roof lights to the front elevation of the property, 1 no roof light and a box dormer at the rear at 4 Hart Close, Longstanton

20-21/162 COUNTY COUNCIL MATTERS

It was **noted** that the County Councillor's report had been circulated prior to the meeting. C Cllr Hudson updated members on the current figures which shows South Cambs as being close to the Peterborough numbers of infections. Vaccination centres are being set up around the county including: Hinchingsbrooke, Papworth and 9 Primary Care Networks which should be online by 18th January meaning there should be a centre close to where people live but not necessarily in walking distance.

20-21/163 DISTRICT COUNCIL MATTERS

It was **noted** that the District Councillors' report was circulated with the meeting papers. A flood assessment technical email will be sent to the parish council about the attenuation ponds. A recent non-material amendment application to look at the 'as built' changes has been withdrawn due to the hydraulic assessment requested by SCDC. D Cllrs have been visiting local schools to understand what support is needed during Lockdown. Due to the newness of the Martin Bacon Academy they have not been able to apply for laptops from the Government with 7 families unable to access them though the community have managed step up and supply the school with some old ones. The other

schools may need assistance and D Cllr Cheung Johnson will forward contact details to the Clerk for the various schools who need help.

20-21/164 COUNCIL ADMINISTRATION MATTERS

- a) It was **noted** that nominations to stand for Cllr would be open from 29th March to the 9th April. Cllr Brash-Hall suggested that a letter be sent to every household explaining the reason for elections and the reduction in numbers, banners to be placed around the village (especially at the village hall) and then another letter closer to the date. Cllr Brash-Hall to put some words together for the Longstanton Life.

Action: Cllr Brash-Hall to work on the wording.

- b) It was **noted** that the model Standing Orders provided by NALC had been recently updated. The updated Standing Orders for the council were presented by the Clerk. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that these be approved and adopted by Longstanton Parish Council.

Action: Clerk to update instances where Standing Orders are displayed

- c) It was **noted** that the Terms of Reference circulated were not the most up to date. This item was deferred until February.
- d) The Clerk updated members on the latest discussions held with SCDC and L&Q about the 3rd Works of the B1050 attenuation ponds. The Clerk also noted that she had been communicating with the Insurance company about liability who were happy with it as long as the risk assessments and appropriate work is undertaken. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Brash-Hall and **RESOLVED** by unanimous vote to adopt the 3rd Work on the condition that SCDC are happy with the assessment enough to adopt the first and second works. LPC would like to have a discussion about the landscaping about what will be suitable for Longstanton Parish Council to allow residents to access.

Action: Clerk to liaise with SCDC

20-21/165 HIGHWAY AND FOOTPATH MATTERS

- a) The Clerk noted that Barratts have provided an update as follows:
- **Central Open Space** – the landowner's solicitor has been asked to answer some queries put forward from the parish council's solicitor. The Clerk as asked the solicitor to make this a priority.
 - **Sewer Adoption** – Anglian Water's solicitor has been in contact with the Parish Council's solicitor and awaiting feedback. Progress on legals needed before any inspections will be made.
 - **Highway Adoption** – Barratts paying The Crown Estate for the land transfer, once the sewers are adopted, highways inspections can commence.

20-21/166 COMMITTEE MATTERS

Draft minutes for the December Finance Committee were circulated to Cllrs prior to the meeting.

20-21/167 MOTION TO EXCLUDE

It was **proposed** by Cllr Owen, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the public (including any members of the press) be excluded during consideration of the following items 168 and 169 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The meeting closed at 9.22pm.

20-21/168 COUNCIL ADMINISTRATION MATTERS

This item was discussed under the confidential exclusion order.

During the confidential discussion the receipt of correspondence of which the approach and tone Cllrs felt was inappropriate had been considered by members. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that legal advice be sought to ensure that an appropriate response was sent.

Action: Clerk to send correspondence to solicitor.

The Clerk left the meeting at 9.28pm.

20-21/169 EMPLOYMENT MATTERS

- a) This item was discussed under the Exclusion Order. It was **proposed** by Cllr [], seconded by Cllr [] and **RESOLVED** by a unanimous vote that the Minutes of Exclusion from 14th December be approved and signed.

20-21/149 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.

The Clerk returned to the meeting at 10.09pm.

Meeting re-opened at 10.10pm.

20-21/150 CORRESPONDENCE (for information only)

It was **noted** that various correspondence and newsletters have been forwarded to Cllrs during December.

Next meeting to be held on Monday 8th February 2021.

Meeting closed at 10.12pm.

Signed:

Chairman

Date:

ⁱ LGA 1972, s.85

