



Longstanton Parish Council Meeting Papers

Full Council Meeting: 9th November 2020



Longstanton Parish Council

Minutes of the Full Council Meeting, held at
ONLINE via Zoom Meeting
Monday 12th October 2020 at 7.30pm

Present: Cllr delaMare-Lyon (Chairman), Cllr Owen, Cllr McNair, Cllr Burns, Cllr Harrison, Cllr Mukadam (from item 94)

Clerk: Libby White, Parish Clerk
D Cllr Cheung Johnson
C Cllr Hudson
Jon London, Northstowe Community Officer

In attendance: 4 members of the public

20-21/88 CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the October online meeting of Longstanton Parish Council and congratulated the Clerk on being awarded an BEM for her efforts through the Covid-19 outbreak.

20-21/89 APOLOGIES FOR ABSENCEⁱ

Apologies were received and accepted from Cllr Owens (work commitments), Cllr Street, Cllr Brash-Hall and Cllr McPhater (personal).

20-21/90 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.

20-21/91 PUBLIC PARTICIPATION SESSION (10 min)

2 residents were in attendance to speak about item 96c.

20-21/92 APPROVAL OF MINUTES

- a) It was **proposed** by Cllr McNair, seconded by Cllr Owen and **RESOLVED** that the minutes of the Full Council Meeting held on 14th September 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 the following:
 - Notes from the Clerk's attendance at the CAPALC AGM and Northstowe Community Forum had been circulated to all members.
 - Cambridgeshire Conference on 23rd October if anyone would like to attend virtually.
 - The Clerk noted that she is to speak at the Planning Committee, as requested by members at the last meeting, on 14th October about the application for Few's Lane.
- c) Clerk's Report - *circulated with meeting papers prior to meeting*

20-21/93 CO-OPTION OF COUNCILLOR

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr McNair and **RESOLVED** by a unanimous vote to Co-opt Mrs Mukadam as Cllr to the Parish Council. The Clerk noted that she would be in touch with Cllr Mukadam to discuss her new role.

Action: Clerk to contact Mrs Mukadam to provide all the information she needs.

20-21/94 NORTHSTOWE MATTERS

- a) Jon joined meeting at 8.25pm and item was brought before item 96 and after item 98. He provided a brief update on Northstowe matters:
 - Currently stand at 634 occupations
 - The Community Wing is open for limited bookings
 - The individual presentations from the Northstowe Community Forum will be available on the Northstowe Facebook page shortly.

- b) The police were invited to attend the meeting to answer questions on issues in Northstowe but no one was available to attend.
- c) It was **noted** that the Clerk and Chairman had been summoned to a meeting with the CEO of SCDC following discussions at the last parish council meeting, viewed by a SCDC Officer, as it was felt that there was some misunderstanding on the side of the parish council. The Chairman noted that was made clear at this meeting that though SCDC are paying for the work to be undertaken, the client is Longstanton Parish Council. The specification put to HR Wallingford is based on the information provided by Longstanton Parish Council. It is not felt that there is any issue with the way the contract is set up as it is and if the output of the report requires it, enforcement will be carried out as it would if LPC contracted the work.

The Clerk **noted** that Amy from HR Wallingford had provided an update on their investigations and work undertaken so far. This update had been circulated to all councillors prior to the meeting.

Stephen Sage has been asked for some clarification of his comments at the Northstowe Community Forum about the status of the Kingfisher Pond and advice he has received about the vegetation in the pond.

Group of residents interested in creating a 'Friends of Kingfisher Pond Group'. Meeting to be set up to start looking at it mid-November.

Action: Clerk to arrange a meeting with all interested parties

20-21/95

FINANCE MATTERS

- a) The Clerk **noted** that the Financial Reports had been sent to all Councillors with the papers for the Finance Committee meeting in September, detailing 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 September stands at £543,231.10.
Cllr Harrison has completed the first checks on the finances from April to end of June 2020. All seems ok, though needs to clarify a couple of things (invoice out of place) but all seems in order.
- b) Following the request at the last meeting, the Clerk had contacted Ed Newman once again to understand the price difference of a smaller plantable Christmas Tree. The quote received had been circulated to Cllrs prior to the meeting. As the quotation is over the threshold set in Financial Regulations it was **proposed** by Cllr Burns, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that the Clerk seek two further quotations and that decision be made by email but the price be no higher than the one already received at £3,750.00 + VAT.

Action: Clerk to seek quotations and order Christmas Tree

- c) It was **noted** that Longstanton Parish Council was coming to the end of its obligations to the Pavilion and Recreation Ground. It was **proposed** by Cllr Burns, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that earmarked reserves in the sum of £20,526.62 be transferred to the Longstanton Village Hall and Recreation Ground Charity who is now looking after the facilities.

Action: Clerk to arrange for transfer at the next Finance Committee meeting.

- d) It was **noted** that there was work recommended by the tree survey carried out in 2018, to be undertaken now (within the 2-3-year time period). In addition to the work noted, the Clerk has received some correspondence from a neighbour to the Recreation Ground who is experiencing structural problems from his house due to the trees on the ground near him and there are some pines which have died on the Recreation Ground too. These trees were added to the list of work to be undertaken. Quotations had been received from two companies: Company A: £2,260 + VAT and Company B: £1,980 +VAT. Company B had noted the work to be undertaken on poplars and additional dead pine trees. For this work to be undertaken on top of that noted by the report the total cost would be £3,280.00

It was **proposed** by Cllr Owen, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote to accept the quotation from Brookfield for the work to be carried out as detailed in the surveys at a cost of £1,980 + VAT.

Action: Clerk to order treework to be undertaken.

Following advice from Brookfield Groundcare, it was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Burns and **RESOLVED** by a unanimous vote to ask for recommendations for maintenance of the hedges around the whole of the Recreation Ground, and trees between the Recreation Ground and the Rec Extension to allow for further quotations to be received.

Action: Clerk to liaise with Brookfield Groundcare

- e) It was **noted** that communication had been received from SCDC about the possibility of elections being required for Longstanton in 2021 following completion of the Community Governance Review. Having considered whether it was appropriate to have 1 year or 5 year term for Cllrs it was **proposed** by Cllr delaMare-Lyon, seconded by Cllr McNair and **RESOLVED** by a unanimous vote that a 5 year term would be preferable due to costs incurred to public money.

Action: Clerk to pass comments to SCDC.

- f) It was **noted** that the Finance Committee will be looking at the budget for 2021-22 over the next few meetings to bring back to Full Council for consideration. It was requested that Cllrs consider if there is anything that should be considered to be included in the budget that they let the Clerk know.

20-21/96 PLANNING MATTERS

Planning Matters for comment

- a) Item was taken to the end of planning section. Cllrs considered a response to the consultation on the White Paper: Planning for the Future. It was agreed to hold a separate meeting to discuss the comments from Longstanton Parish Council.
- b) [S/0277/19/CONDA](#) – submission of details required by Conditions 11 (Scheme that demonstrates a minimum of 10% of carbon emissions) and 12 (Water conservation strategy) of planning permission [S/0277/19/FL](#) at The Retreat, Fewes Lane, Longstanton
It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that this application be recommended for Council **OBJECTION** not enough detail has been provided and needs to increase the sustainability.
- c) [20/03899/HFUL](#) – Proposed first floor extension over existing garage area, proposed two storey front extension with single storey entrance porch at 24 Stevensons Road, Longstanton.
It was **proposed** by Cllr McNair, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this application be recommended for Council **OBJECTION** due to overlooking, loss of light, effect on an area – not in keeping, materials not in character and it would have negative impact on neighbours' immediate view.

Northstowe Planning Matters for comment

- d) [S/3018/15/NMA1](#) – Non-material amendment of planning permission [S/3018/15/RM](#) to alter the approved material of the pedestrian/cycle path in Layout C at Northstowe Phase 1
It was **proposed** by Cllr Owen, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that this application be recommended for Council **SUPPORT**.
- e) [S/0045/19/COND15](#) – Submission of details required by conditions 15 (fire hydrants of planning permission [S/0045/19/RM](#) at Northstowe Phase 1, Parcel H10
It was **proposed** by Cllr DIM, seconded by Cllr McNair and **RESOLVED** by a unanimous vote that this application be recommended for Council **SUPPORT**.
- f) [S/0045/19/COND8](#) – Submission of details required by Conditions 8 (materials) of planning permission [S/0045/19/RM](#) at Northstowe Phase 1, Parcel H10
It was **proposed** by Cllr McNair, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this application be recommended for Council **SUPPORT**.
- g) [S/0045/19/CONDA4](#) – Submission of details required by Condition 4 (permeable paving) of planning permission [S/0045/19/RM](#) at Northstowe Phase 1, Parcel H10
It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr McNair and **RESOLVED** by a unanimous vote that this application be recommended for Council **SUPPORT**.
- h) [S/0045/19/CONDS5](#) – Submission of details required by Condition 5 (headwall and outfall) of planning permission [S/0045/19/RM](#) at Northstowe Phase 1, Parcel H10

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that this application be recommended for Council SUPPORT.

- i) [S/1475/18/CONDA](#) - Condition 4 - construction of roads, footways and cycleways at Northstowe Phase 1, Parcel H7

It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Owen and **RESOLVED** by a unanimous vote that this application be recommended for Council SUPPORT.

20-21/97 COUNTY COUNCIL MATTERS

- a) Item was brought before item 96. It was **noted** that the County Councillor's report had been circulated within the meeting papers. C Cllr Hudson noted that since his report, instances of COvid-19 have continued to increase across the county.
- b) It was **noted** that C Cllr Hudson has managed to reinstate the Highways Meetings for the councils he is Cllr for. It was requested that any items to be raised be sent to the Clerk before Friday 30th October. It was noted that the B1050 is on the list to be looked at for fixing following all the A14 work.

20-21/98 DISTRICT COUNCIL MATTERS

Item was brought before item 96 and after item 97. Additional items have been picked up from the Northstowe Community Forum and the D Cllrs are catching up with BPHA to look at anti-social behaviour in Northstowe. Pat Matthews has promised he will look at the issue of the watercourses behind Hatton Park and Prentice Close which continue to be reported by the Clerk.

Cllr Mukadam left meeting at 8.28pm

20-21/99 COUNCIL ADMINISTRATION MATTERS

- a) It was noted that papers had been received in respect to the transfer of the Central Open Space from the current landowner to the Parish Council. It was also noted that the COS is still owned by the third-party landowner but has not been maintained during 2020. After brief discussion it was **proposed** by Cllr DLM, seconded by Cllr Burns and **RESOLVED** by a unanimous vote that the instruction be given to the solicitors to work with Barratts and the landowner to transfer the land to the PC for the benefit of the residents of the village.
- b) It was **noted** that funding has been approved from SCDC to set up and run a Community Warden Scheme in Longstanton with the support of Age UK. Age UK have recruited a new Team Leader to take on the management of the new Community Warden Schemes in the area and they will be starting the recruitment process shortly. They have asked if any Cllr would like to be on the panel for the recruitment process which will be undertaken in November. It was agreed to ask Cllr Mukadam to be on this panel.

Action: Clerk to liaise with Cllr Mukadam.

20-21/100 COMMUNITY MATTERS

- a) It was **noted** by the Clerk that it looks likely that the Remembrance Sunday service will have to be a small one which will be recorded and streamed over the Internet.

Action: Clerk to liaise with Rev Gill.

- b) Due to the timescales and Cllr Brash-Hall not being in attendance, it was suggested to bring back to the meeting to be held on 9th November.

Action: All to bring ideas to the next meeting.

20-21/101 HIGHWAY AND FOOTPATH MATTERS

- a) Following the report at the last meeting, it was noted that the letter promised by Barratts had been delivered to properties affected on Home Farm. It was **proposed** by Cllr delaMare-Lyon, seconded by Cllr Harrison and **RESOLVED** by a unanimous vote that a letter be completed by the parish council to support the residents to say that Barratts should be purchasing the roads, not the residents.

Action: Clerk to complete correspondence and sent to Barratts.

- b) The Clerk **noted** that the A14 Integrated Team are working on A14 Legacy funding projects. The speed signs are ready to be delivered to the Clerk and other items will be received as they progress. It was noted that the Clerk needs to put in a planning application for the digital display to be located on the Village Green.

20-21/102 COMMITTEE MATTERS

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

20-21/103 MOTION TO EXCLUDE

It was **proposed** by Cllr Owen, seconded by Cllr McNair and **RESOLVED** by a unanimous vote that the public (including any members of the press) be excluded during consideration of the following item 104 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

The meeting closed at 9:43pm.

20-21/104 EMPLOYMENT MATTERS

It has been agreed to engage with Human Capital Department to carry out a review of the Clerk's role.

20-21/105 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.

Meeting re-opened at 10.01pm.

20-21/106 CORRESPONDENCE (for information only)

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

Next meeting to be held on Monday 9th November 2020.

Meeting closed at 10:04pm.

Signed:

Chairman

Date:

¹ LGA 1972, s.85

ONGOING

Website - updated as and when necessary to share ongoing PC news and activities, community news, etc.

A14 Funding – all quotes, specs and information needed to obtain the items have been sent to Pam Hobson (17th July 2020). *In progress – planning application to be made to have Digital Sign on Village Green – waiting for utility search from CCC!*

Longstanton Spice Museum – information received from Baby Cow Productions. Given go ahead on 9th September. Phone box has been collected (21st Jan 20). Restoration almost complete, base to be installed by Brookfield ready for installation over the next couple of weeks. Planning permission GRANTED. Consideration of the contents and interpretation board – *with Cllr Mrs Brash-Hall*. Phone box delivered.

Longstanton Big Weekend – Cinema booked for 27th June 2020 and deposit paid. Films to be chosen. Postponed to 19th September, lockdown permitting. Email sent to Enchanted to cancel until 2021.

Meeting with Stephen Kelly meeting held with SCDC and landowner. Waiting for landowner to make some decisions on what he wants to do going forward. Chased Stephen Kelly to see if meeting with landowner has been set or held. Peter's planning solicitor is now David Bainbridge and is due to meet with Stephen Kelly. Correspondence sent to Peter Campbell, Head of Housing, to illustrate the areas of interest.

Central Open Space – land transferred to the Crown Estate. Developers working with Crown Estate to take on ownership of roads. Original landowner has said he has transferred to developers, solicitor says that not showing this in Land Registry. Solicitors engaged in discussion.

Gravel Pit – Pre-planning meeting held with SCDC. Public Consultations held 24th and 30th September. Landowners meeting held 3rd June 2020. Planning application now live and out for consultation. Landowners meeting due 13th November.

Finance – ongoing ensuring work is carried out in time for Finance and/or Full Council meetings. Quarter July-September to be sent to Cllr Owens shortly.

Village Hall – ongoing looking after bookings, invoicing, general admin and actions from meetings, etc. Currently closed due to Lockdown #2

Highways – addressing ongoing concerns where possible

Flood Action Group – attendance at meeting on 5th June 2019. Finding out what maintenance plan says about ponds on B1050 and checking with SCDC what they are doing about maintenance of watercourse through village.

Pavilion Working Group –no action recently. All action with the charity at the moment.

Planning – ongoing monthly responses to SCDC with comments from LPC following review of plans at full council meetings

Playground Risk Assessments – weekly inspections of playground and Duddle Drive LEAPs. Remedial work will be required to surface in playground (to be reviewed).

Annual Playground Inspection – getting quotes on medium risks.

Northstowe – ongoing.

Reading – ongoing reading and keeping up to date with any changes in legislation or items we should be aware of

Kingfisher Pond – HR Wallingford working on the investigations and have requested support, where necessary from Cllrs and residents. Meeting to be held with HR Wallingford (Clerk & Cllr Brash-Hall) 6th November.

Sustainability Working Group – Initial ideas adopted and supported by LPC – ongoing discussions for other/future projects to be passed to LPC for support. Some further ideas raised by the Group including Green Dog Walking (to reduce dog fouling), Repair Café. Meeting 27th October.

Mobile Speed Sign – With Oakington PC (6 Aug 20).

S106 Northstowe Phase 3 –document sent to Andrew Thompson for his actioning – revamped and sent Sept 20

Audit of burial ground – audit has begun to work out where the errors are between actual plots and map. Some remedial work to be undertaken where ‘trees’ are growing out of plots.

Audit of burial ground records – some information appears to be missing

OUTSTANDING

Quality Council – application for Quality or Gold Status (if we can get it) – **still awaiting profiles from 3 councillors (ABH, JS and BMcN). Further request sent 5th November.**

Risk Assessments – organise the risk assessments to be carried out by Councillors

Community Led Plan – report and findings to be presented to residents and plan made for village

Emergency Plan – started but not completed with few volunteers having come forward

COMPLETE

A14 help with car park – confirmation received that A14 will not be able to help.

MEETINGS HELD

Urban Splash – understanding of what they are doing in Northstowe – 12th October 2020

Giles Landscapes – 12th October (site visit)

Peter Campbell – Head of Housing SCDC – 13th October 2020

SCDC Planning Committee – 14th October 2020

Civic Affairs Meeting re CGR – 3rd November

Local Highways Officer re Hattons Road and Colesfield – 4th November (site visit)

Covid Response – 4th November

HR Wallingford – 6th November

Age UK – Community Warden Interview – 6th November

CORRESPONDENCE TO COUNCILLORS

Meeting papers – 8th October 2020

SCDC Weekly Update for Cllrs – 8th October 2020, 3rd November 2020

Notes from CAPALC AGM and Northstowe Community Forum – 8th October 2020

HR Wallingford Update – 12th October 2020

CAPALC October Bulletin – 13th October 2020

NALC – Rebuilding Communities: Recognising Hidden Disabilities – 14th October 2020

TRO Station Road Jan 2021- 16th October 2020

Village Hall and Gravel Pit papers – 19th October 2020

Village Hall and Gravel Pit draft minutes – 20th October 2020

NALC Chief Executive Bulletin – 20th October 2020, 3rd November 2020

Luton Airport Holding Pattern over Longstanton – 21st October 2020

Draft Finance Committee Meeting Minutes – 21st October 2020

NALC Coronavirus Update – 3rd November 2020

LuvliHomes – correspondence about planning application for Mills Lane – 3rd November 2020

NALC Announcement: Make a Change, Become a Councillor – 4th November 2020

Covid Support update – 5th November 2020

20-21/112 Northstowe Matters

- a) To receive an update from the Community Project Officer for Northstowe.
- b) To receive an update from the police on community concerns about Anti-Social Behaviour and other matters surrounding Northstowe and Longstanton.
- c) To receive an update on the investigation into the potential dewatering of the gravel seam.

20-21/113 Finance Matters

- a) To receive an update on the financial position of the council from the Clerk. The reports sent to the Finance Committee have been sent to Cllrs as a separate email.
- b) Following receipt of the 2021/22 Precept Request, Cllrs are to consider a response to the Precept Request for 2021/22 Question 1 *'Do you wish to comment on the enclosed consultation document Appendix A?'* (**appendix 1**)

It appears that this has been sent out slightly early as the outcome of the Civic Affairs Meeting would have changed the wording of Appendix A. It should be noted that there have been errors noted in the document (Appendix C) by SCDC, and a revised document will be sent out week commencing 9th November.

Recommendation: to comment that in reference to 2.1, there will be elections held for Northstowe, Longstanton and Willingham as a minimum due to the recent CGR.

- c) It has been asked of LPC whether it has been resolved to transfer the Northstowe allocation of the precept to Northstowe. It has been advised to SCDC that no resolution can be made until:
 - it was confirmed to LPC that there would be a new entity and when that new entity would be set up i.e. 2021 or 2022;
 - that there was a bank account specifically set up for Northstowe 'Town/Parish' Council; and
 - until the end of the financial year 31st March 2021 when the final known earmarked sums would be understood.

Since the recommendation of SCDC's Civic Affairs Committee is for a new Council it would be prudent to investigate whether LPC, as the current governing body for Northstowe, should set up a new account for Northstowe Council in which the Earmarked Precept can be transferred and then transferred to the new body.

Recommendation: to approve the investigation into whether this it is possible for LPC to set up the account, and if it is found to be possible to arrange for the account to be set up with signatories of Northstowe resident Cllrs who it would be presumed would stand for election for Northstowe in May 2021.

- d) Following communication received, it was requested by Cllr Owen that the British Cycling funding stream be included on the agenda. More information can be found at <https://www.britishcycling.org.uk/about/article/20190827-Places-to-Ride--Small-grants-application-0>. Closing date is 16th November 2020.
- e) It should be noted that due to the recent recommendation from Civic Affairs, Longstanton and Northstowe will be separate entities from April 2021. Therefore budgeting will be as follows:
 - Longstanton (less the homes north of Guided Bus and Rampton Drift)
 - Northstowe. This has already been drafted and to be discussed with SCDC as they have stipulations through the S106 on what is to be done.

It had been requested at the October meeting that Cllrs let the Clerk know if there is anything they wish to consider on the budget for 2021/22.

20-21/114 Planning Matters (links to all planning applications can be found on the website:

http://www.longstanton-pc.gov.uk/Planning_Applications_22977.aspx)

- a) Following attendance at the SCDC Planning Committee Meeting on 12th October, it had been recommended by the Committee that the decision on S/3215/19/DC be held off until such time that LPC and residents had had a chance to look at the expert report from Stantec. The report can be found at:
https://applications.greatercambridgeplanning.org/online-applications/files/3EFE119038CD3AB0C450EF629C7E26EA/pdf/S_3215_19_DC-CONSULTANT_TECHNICAL_REVIEW_REPORT-5527659.pdf .

Planning Matters for Comment

- b) [20/04171/TELNOT](#) - notification under the Electronic Communications Code Regulations 2003 for the installation of 2 x 10m wooden pole (8.2m above ground) at The Coppice Caravan, Station Road, Longstanton
- c) [20/04127/PRI01A](#) - prior notification of a single storey rear extension at 25 Thatchers Wood, Longstanton
- d) [20/04137/HFUL](#) - single storey rear, side and front extension, first floor extension over garage at 61 Stevensons Road, Longstanton
- e) [20/04232/OUT](#) - outline planning for the erection of 20 dwellings with some matters reserved except for access, layout and scale at land south west of 50 Mills Lane, Longstanton
- f) [20/04335/HFUL](#) - erection of a single storey lean-to building (office and utility) to replace an existing single storey utility and store. Re-alignment of a close boarded fence to the south side of the property at 2 Thatchers Wood, Longstanton

Northstowe Planning Matters for comment

- g) [S/3018/15/NMA2](#) - non-material amendment on reserved matters permission to alter the footpath, landscaping and removal of swales at Northstowe Phase 1

20-21/115 County Council Matters

- a) Due to ongoing constraints with his time due to the Pandemic, Cllr Hudson will provide his report in person on the night.
- b) The Chairman and C Cllr Hudson will provide an update on the Highways meeting held on 30th October.

20-21/116 District Council Matters

To receive the report from the two District Councillors (**appendix 2**)

20-21/117 Council Administration Matters

- a) This item will provide an opportunity for the Clerk to update Cllrs on the possible recruitment of a Community Warden following interviews on 6th November.
- b) Following the recommendation of SCDC Civic Affairs to create a new council for Northstowe in 2021, elections will need to be held for councillors for three parishes including Northstowe and Longstanton (**appendix 3**).

Recommendation: by using the information supplied by NALC, Longstanton and Northstowe run a campaign to encourage people to stand for election and be a voice in their community.

- c) Correspondence has been received from the S106 Officer at South Cambs noting that should the application, recently submitted for Mills Lane, be approved some S106 funding could be available to the parish. Ignoring the views of the PC in their recommendation for

the development, it is in the community's interest to consider what LPC would like to do with the S106 money should the development be approved (**appendix 4**).

Recommendation: that a paper be put together for the S106 detailing what the parish could do with the S106 money.

20-21/118 Community Matters

- a) To receive an update from Cllr Brash-Hall on requirements for a Christmas event and to decide on any work to be undertaken.
- b) To consider the request from Friends of St Michaels to hold a 'Sponsor the Reindeer' event at St Michael's Church (**appendix 5**)

20-21/119 Highway and Footpath Matters

- a) To receive an update on the adoption of Home Farm Phase 2 roads from the Clerk.

20-21/120 Committee Matters

To note the draft minutes of the meeting of the Finance Committee held in October were circulated to cllrs prior to the meeting and are available on the website.

20-21/121 Motion to Exclude

20-21/122 Village Maintenance Matters

To consider the quotations received in response to the tender provided for Village Maintenance.

20-21/123 Employment Matters

Longstanton total including Northstowe

Our ref: Precepts 2021.22

October 2020

Corporate Services

Contact email:

brenda.robinson@scambs.gov.uk

Dear Sir/Madam

Re: Local Government Finance Act 1992 – Parish Precepts

This letter is sent to all Town Councils, Parish Councils and Parish Meetings in South Cambridgeshire.

I am writing to advise you of our estimates for the tax base for your parish for 2021-22. This is an opportunity for you to check our estimates of your tax base before we formally set the tax base in November 2020. If you have any feedback, please respond by **18 November 2020**.

We are also seeking to obtain from you the precept information we need to finalise our budgets.

Appendix A is a consultation document setting out proposals for payment of Parish Precepts by the District Council in 2021-22. If you would like to comment on this document, please do so by **18 November 2020**.

Please answer the following questions:

Question 1

Do you wish to comment on the enclosed consultation document Appendix A?

*If yes, please reply before **18 November 2020**, otherwise see question 2.*

Question 2

How much will your Council require by way of precept in 2021-22? Please state your requirements as an amount of money.

Please reply by **20 January 2021**, including **nil** precepts by completing the form **Appendix D**.

The Council is working in conjunction with Cambridgeshire County Council and the Fire and Police Authorities to produce a combined information pack which will be available from the

Council's website by the time the Council Tax bills are sent out. Your answers to Question 2 above will provide us with the information required for this information pack to be prepared.

Some Parishes find it helpful to have details of the estimated tax base for the Parish when they determine their precept.

Appendix B is a schedule showing the estimated tax base for all the Parishes for 2021-22.

Appendix C is explanatory information on how the Council Tax Base is calculated.

Appendix D should be completed and returned by ALL parishes with your precept request – even for NIL requests.

Where local councils request £140,000 or more, they are required to provide details of their spending plans by using the template at the bottom of Appendix D. This information is made available to Council Tax Payers in the Council Tax leaflet distributed with the annual bills.

Payment will be made directly to the Parish Council bank account via BACS. If your Parish has changed its bank details in the last year, please complete **Appendix E** and return it with your precept request. The remittance advice will be sent via email – please complete the details in Appendix D.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

Tracey Flack

Principal Accountant

Aide-memoire:

Task	Due Date	Completed
Comments/Feedback regarding Consultation (Appendix A) - <i>Optional</i>	18/11/2020	
Comments/Feedback regarding Tax Base (Appendix B) - <i>Optional</i>	18/11/2020	
Submission of Parish Precept Requirement (Appendix D) <i>Essential Please return by:-</i>	20/01/2021	
Submission of Bank Details (Appendix E) – <i>If changed.</i>	20/01/2021	

APPENDIX A

LOCAL GOVERNMENT FINANCE ACT 1992

PARISH PRECEPTS

1. CONSULTATION

1.1 The consultation relating to the payment of precepts covers the: -

- i. frequency of payment.
- ii. dates on which payments are to be made; and
- iii. calculation of each amount.

1.2 Regulations provide that at least 50% of the precept must be paid within 30 days of the start of the financial year and the remaining 50% within 6 months of the start of the financial year. Payment of precepts issued after the beginning of the financial year will be delayed.

1.3 The proposed schedule for the payment of precepts for 2021-22 are as follows: -

- a) The first instalment will be paid by Friday 23 April 2021. In the case of a precept of £1,000 or less, the full precept will be paid. In all other cases the amount of the first instalment will be £1,000 or 50% of the precept, whichever is greater.
- b) Any balance will be paid by 24 September 2021.

1.4 Please let me have any comments you wish to make by the 18 November 2020.

1.5 As mentioned in my accompanying letter, it would be of assistance if Parishes could submit their precepts no later than the 20 January 2021.

2. PARISH COUNCIL ELECTIONS

2.1 There are no Parish Elections scheduled to take place in 2021-22

2.2 Should a Parish by-election be needed over the course of the year, the Parish will be responsible for all of the costs incurred.

3. LOCAL COUNCIL TAX SUPPORT

3.1 You may be aware that annually the LCTS is reviewed with a final decision being taken in February each year. It is not currently expected that there will be any changes and the calculations contained within this letter will assume the same amount as in 2020/21.

Tracey Flack

Principal Accountant

October 2020

APPENDIX B

COUNCIL TAX BASE – 2021.22

Estimated number of band D equivalent properties
(after 0.6% allowance for losses on collection)

Great Abington	439.1	Horningsea	164.9
Little Abington	262.3	Horseheath	210.7
Abington Pigotts	76.1	Ickleton	343.8
Arrington	174.8	Impington	1,542.8
Babraham	167.3	Kingston	126.9
Balsham	751.0	Knapwell	45.9
Bar Hill	1,446.8	Landbeach	390.0
Barrington	481.8	Linton	1,731.0
Bartlow	55.2	Litlington	351.2
Barton	393.2	Lolworth	74.4
Bassingbourn	1,228.4	Longstanton including Northstowe**	2,027.1
Bourn	431.2	Longstowe	91.7
Boxworth	103.6	Madingley	110.6
Caldecote	790.2	Melbourn	2,007.1
Cambourne	3,878.9	Meldreth	783.2
Carlton	99.5	Milton	1,761.5
Castle Camps	272.4	Guilden Morden	437.2
Caxton	245.3	Steeple Morden	521.8
Childerley	12.5	Newton	184.9
Chishill	334	Oakington/Westwick	593.8
Comberton	924.8	Orchard Park	829.6
Conington	62.7	Orwell	524.7
Coton	375.3	Over	1,123.5
Cottenham	2,434.0	Pampisford	158.4
Croxton	72.7	Papworth Everard	1,347.9
Croydon	102.9	Papworth St Agnes	32.5
Dry Drayton	307.6	Rampton	199.8
Duxford	774.6	Sawston	2,536.3
Elsworth	305.8	Great Shelford	2,011.2
Eltisley	187.2	Little Shelford	381.9
Great Eversden	117.5	Shepreth	348.5
Little Eversden	260	Shingay-cum-Wendy	53.8
Fen Ditton	369.9	Shudy Camps	147.4
Fen Drayton	373.1	Stapleford	930.5
Fowlmere	573.3	Stow-cum-Quy	213.1
Foxton	556.9	Swavesey	1,030.8
Fulbourn	1,934.5	Tadlow	82.2
Gamlingay	1,492.5	Teversham	1,035.4
Girton	1,887.2	Thriplow	498.2
Little Gransden	141.9	Toft	328.5
Grantchester	254.2	South Trimpington	353.4
Graveley	94.3	Waterbeach	2,001.1
Hardwick	995.9	Weston Colville	202.3
Harlton	149.4	West Wickham	193.8
Harston	828.8	West Wrating	238.7
Haslingfield	708.0	Whaddon	212.8
Hatley	93.3	Whittlesford	817.4
Hauxton	590.5	Great Wilbraham	292.5
Heydon	123.6	Little Wilbraham	191.2
Hildersham	104.4	Willingham**	1,593.3
Hinxton	162.5	Wimpole	137.8
Histon	1,801.9	DISTRICT TOTAL	<u>64,353.8</u>

** Pending outcome of Community Governance Review and formation of Northstowe Town Council

CALCULATION OF COUNCIL TAX BASE

1. All dwellings in the Parish are assessed by the Valuation Office, part of Revenue and Customs, and placed in the following bands:

<u>Valuation Band</u>		<u>Range of Values</u> <u>(at 1991 prices)</u>
A	up to	£40,000
B		£40,001 - £ 52,000
C		£52,001 - £ 68,000
D		£68,001 - £ 88,000
E		£88,001 - £120,000
F		£120,001 - £160,000
G		£160,001 - £320,000
H	more than	£320,000

2. The number of dwellings in each band is then adjusted to take account of:
- a) reductions in the number of dwellings
 - exempt dwellings
 - diplomats' dwellings (if any)
 - demolitions

 - b) additions to the number of dwelling
 - Ministry of Defence properties (if any)
 - Dwellings awaiting banding
 - New dwellings to be completed and occupied before the end of the next financial year

 - c) Adjustments
 - reductions in banding for disabled persons
 - 25% discount for single adults for Council Tax purposes
3. The adjusted number of dwellings in each band is then expressed as a single figure known as "band D equivalents" by multiplying by the relevant fraction:

<u>Valuation Band</u>	<u>Relevant Fraction</u>
A-	5/9
A	6/9
B	7/9
C	8/9
D	9/9
E	11/9
F	13/9
G	15/9
H	18/9

4. The District Council prudently estimates an allowance for losses on collection which is 0.6% for the next financial year. This percentage reduction is applied to the number of band D equivalents in the previous paragraph to arrive at the tax base for tax setting purposes.
5. The Parish precept divided by the tax base will give the Council Tax to cover Parish Council expenditure for a band D property occupied by two or more adults. The Council Tax for dwellings in other bands is calculated by multiplying by the relevant fractions in paragraph 3.
6. A similar calculation, using the same tax base, is also required for the District council, the County Council and the Police and Fire Authorities. Council Tax setting by the District involves the aggregation of all five calculations to arrive at the total Council Tax bill levied to meet the net expenditure of the Parish, District, County, Fire and Police.
7. The actual Council Tax payable will be reduced if discounts (paragraph 2c) and/or council tax benefits for persons on low incomes apply.
8. An illustration of the tax base calculation is shown below:

Longstanton total including Northstowe	2021/22 Band D Equivalents
Number of Properties as at 25.09.2019	1941.40
Actual Tax Base on 25.09.2019	1941.40
Expected New Properties Chargeable for whole year	152.50
Expected New Properties Chargeable for part of the year	20.20
Less Discount under LCTS	-74.90
Less Provision for uncollectable (0.6%)	-12.10
Tax Base for the Year	2027.10

Parish Precept Requirement 2021/22

(to be completed by **all** parishes and **returned by 20/01/2021** including where a **NIL precept is set**) Please return to: - **Brenda.Robinson@scambs.gov.uk**

Parish: Longstanton total including Northstowe

Amount required [words]:

Amount required [figures]: £

Name:

Signed:

Position:

Please complete contact details for enquiries regarding the precept:

Telephone: _____

Email for remittance advice: _____

Where local councils request a precept of **£140,000 or more** from their taxpayers they are required to provide more detail of their spending plans, a template is provided below to assist you, this information will then be included in the Council Tax leaflet distributed to residents with the annual council tax bills.

Longstanton total including Northstowe	2020-21 Gross Expenditure £	2020-21 Net Expenditure £	2021-22 Gross Expenditure £	2021-22 Net Expenditure £
Cultural, Environmental and Planning				
Highways, Footpaths and Lighting				
Democratic Representation				
Corporate Management				
Capital Projects				
Total				
Contribution from balances				
Amount of Precept				

BANK DETAILS (if changed)

Parish: Longstanton total including Northstowe

Address:
.....
.....
.....

Bank/Building Society.....

--	--	--

 Sort Code

--	--	--	--	--	--	--	--

 Account no

E-mail address for remittance advice.....
Contact name.....
Contact telephone number.....
Fax number.....

Authorised signatories:

Signed.....
Position.....

Signed.....
Position.....

Date.....

If the bank details change throughout the year, please advise: -

Accounts.Payable@scams.gov.uk

**South Cambridgeshire District Council, Accountancy Service, Cambourne
Business Park, Cambourne, Cambridge, CB23 6EA**

DISTRICT COUNCILLOR REPORT

NOVEMBER 2020

CLLR SARAH CHEUNG JOHNSON & CLLR ALEX MALYON

A reminder that information about South Cambs response to coronavirus can be found on the regularly updated coronavirus pages on the SCDC website:

<https://www.scams.gov.uk/coronavirus/>

COMMUNITY GOVERNANCE REVIEW FOR LONGSTANTON OAKINGTON AND NORTHSTOWE

The Civic Affairs committee have proposed that a New Town Council be created for Northstowe:

- land north of the Guided Busway going to Willingham Parish Council
- land west of B1050 (Bloor and future Phase 3b) to be within the new Northstowe Parish
- green separation between Oakington and Northstowe to be retained
- Longstanton Conservation area and paddocks to be retained by Longstanton

(this was Option A in the Community Governance Review consultation - with the below amendment:

- The boundary was amended as recommended by Longstanton Parish Council to the hedgerow as per the map below, meaning this section of the Home Farm estate would remain in Longstanton. The map for this new parish boundary of Northstowe is below.

A new Town council is to be created called Northstowe Town Council, with the Town Council to have 15 town Councillors, to be elected in May 2021 for a 1 year term, to bring it in line with parish council elections for the whole district to May 2022, for a 4 year term.

Our statement for the Civic Affairs Committee (which neither Alex nor Sarah sit on) is below:

We would like to start by thanking the officers for their incredible hard work throughout the community governance review – Clare Gibbons, formerly Liz Davy and latterly Ellen Bridges. It has been a long process, with the added pressures of running a consultation during the pandemic and they have given up many of their evenings and weekends to ensure residents had an opportunity to engage fully with the process. This has raised many strong feelings in our communities which they have dealt with professionalism at all times – they have absolutely been a credit to this council. Their hard work has been borne out in the number of responses we have had to the consultation.

We would like to recommend, as local members, that the committee propose that Option A is taken forward. The was the option was favoured by both Oakington and Longstanton Parish Councils. While we understand that in both stages of the consultation there was support for option C from Longstanton residents, it was clear that there was significant opposition to this from Northstowe residents, in particular those who live to the west of the B1050. They feel strongly that they are residents of Northstowe and would like to be members of a newly created Northstowe parish.

Further, with plans for Northstowe Phase 3b and the Endurance and Digital park developments, adding an additional 1000 or more Northstowe homes and 2400+ residents to Longstanton Parish

would significantly impact the character of the village and potentially lead to the need for warding of the Parish to allow effective representation.

Unfortunately, this does mean that residents north of the busway would become part of the Willingham parish. We understand the strength of feeling from some residents living North of the guided busway, who feel a strong connection to Longstanton, and we are sorry that this is a change they will not want. However, the circumstances of a growing Northstowe and the strong support for development of separate Northstowe Parish mean, we believe, that Option A is the best compromise for all communities involved.

For Oakington residents, the main issue throughout the consultation has been the green separation land between Oakington and Northstowe. We would support the view of Oakington Parish Council and residents that this land should remain within Oakington Parish boundaries. We appreciate that for ease of administration, Homes England would like this land to be within a future Northstowe parish, but we are confident that any management arrangements could easily be designed to accommodate this land remaining in Oakington Parish. Having the green separation land within the Oakington parish would give the community reassurance that this separation would be maintained and that they would have a say in how it was managed. Northstowe developers must work with all Parish and potential new council's either way and do not believe having all Northstowe development within one parish hinders that.

For the same reasons we would also like the committee to give serious consideration to the views of Longstanton Parish, also strongly argued for by a number of Longstanton residents, that the boundary as proposed in Option A is amended from the boundary at the B1050 Over Road to the historic field boundary, to allow the Home Farm land to remain within Longstanton Parish and support their comments on the boundaries along the paddocks remaining within Longstanton, which would be strongly opposed by Longstanton residents. We reject Homes England proposed boundary lines on page 50 - on top of the above comments - they have excluded Longstanton Park & Ride as well as Digital and Endurance parks which makes it clear their submission is driven primarily by their own development and now on behalf of future residents of Northstowe.

For items 7 d-g of the agenda our views are the following:

d - yes to creating polling districts

e - to name Northstowe Town Council, and given the speedy growth in resident numbers and number of planning applications and development work ongoing, that we start with 15 members

f - no wards necessary yet although when phases 2/3 have significant enough numbers of residents for this to be reviewed

g - date of arrangement to begin 2021, with a 1-year term to 2022 and then move to be re-elected in line with other parish councils

Full agenda pack is here: <https://scambsmoderngov.co.uk/.../Public%20reports...>

Due to these changes, Longstanton and Willingham Parish Councils will also go to elections in May 2021, but for a 5-year term.

We remain District Councillors for all residents, including those who live north of the Guided Busway regardless of these changes.

This recommendation will go to Full Council in November to be voted on by Councillors.

NORTHSTOWE PLANNING UPDATES

Kingfisher Pond – As per discussion at the last Longstanton Parish Council, we await HR Wallingford's report before any formal work on this is done. However, South Cambs Planner for Phase 1, South Cambs Ecology officer and Northstowe resident Hugh Venables met with Alex to discuss what could be done with the Kingfisher Pond going forwards.

Pioneer Park – named by Northstowe residents as they describe themselves as pioneers – was formally opened. This is large formal park next to the school and contains a play area as well as a MUGA. The slope on the MUGA has been questioned by residents but this is as per planning documents, to allow adequate drainage at 1:100 slope. It is intended for informal kickabouts – formal sports pitches for competitive games will be delivered.

FREE SCHOOL MEALS

Following the MP's vote not to extend Free School Meals to vulnerable children during school holidays during the crisis period caused by the pandemic, we contacted our local schools to understand how many children were eligible for the scheme and what we could do to assist. As part of this, we are raising funds to provide free meals during the holidays for children in our schools in Longstanton, Oakington & Westwick, Northstowe and Over.

Like many of you we were dismayed by the decision by the government not to back Marcus Rashford's campaign to support families and feed children during the school holidays. People in our community have already been asking us how they can help or kindly offered to donate towards the cost of providing meals, so we have set up this fundraiser so people can contribute.

We are raising funds for the 100+ children in our local schools who normally receive free school meals during term time. We want to fund meals through until the Easter holidays next year. We have been in touch with local headteachers and we will be working with the schools to make sure that the money gets to the families who need it.

Please note any additional funds raised over our target will be used towards running this scheme over future school holidays as needed.

If there is a change in Government policy on this, which we will also continue to campaign for, then all money raised will be donated to our local Foodbanks.

You can donate by following the link to the GoFundMe page:

https://www.gofundme.com/f/free-school-meals-for-school-holidays?d=:signedDonationId&utm_medium=email&utm_source=product&utm_campaign=p_email_m_pd-5332-donation-receipt-adyen&utm_content=internal

POLICE CUTS

Police cuts have been announced by Cambridgeshire's Police Chief Constable.

Changes must be made in a bid to save £1.7m next year. Chief Constable Nick Dean said the force will receive a proportion of the 20,000 extra police officers promised by the government but Cambridgeshire "also needs to make considerable cost savings to avoid using financial reserves".

Public facing proposed changes include:

- Reduction of PCSOs from 80 to 40 but with the guarantee of at least one in "every single neighbourhood".
- Removal of the community safety team, resulting in the reduction of six community safety officer posts across the force
- Closure of nine enquiry offices (NOT the police stations) with the promise of an appointment-based service in each area to enable the public to speak with an officer.

Sergeant Emma Hilson, from our local policing team provided this statement:

"Dear Residents, I am conscious a number of you have made contact regarding Wednesday's press release detailing the proposed changes to Neighbourhoods Policing across Cambridgeshire in the coming months.

Many of you are asking "Why?" Or "What about our communities?".... Which is completely understandable.

It will be tempting to pick up the phone to your local officer to question them about these very difficult decisions. I would like to make a small plea, if I may, that you spare a thought for the individual themselves before you pose these questions to them. Not only are they dealing with all the emotive matters that naturally come with the role, they are now considering the personal impact of Wednesday's news. If you have direct questions that you wish to ask then please contact myself or one of the other Neighbourhoods supervisors, and we will answer your query or direct you to the Neighbourhoods change team accordingly.

Please be reassured that nothing has changed for our communities since this news broke on Wednesday. On Thursday, the team did as they always do after a tough set of circumstances... they talked it through, brushed themselves off, put their hats back on got back out into your communities. They are still out there policing our area in the same way that they did last week, last month and last year, with the same level of commitment to you all as they have always had.

There will be transition period in the future as we manage the staffing changes across the area. However in the meantime please help us to support your communities. We cannot police without your help. In order to tackle the issues that are causing you the most concern we still need information direct from you via our main reporting channels 101 or www.Cambs.police.uk/report There are many local initiatives run and supported by Cambridgeshire police that help us keep your communities safer places to be... Speed watch, HGVwatch, safer places schemes, neighbourhood watch to name but a few. Please do not be afraid to ask about these schemes.

Finally, as a team we have been overwhelmed with the support from the local communities particularly during the pandemic. From us to you - Thank you for your continued encouragement."

Emma

Sergeant 0964 Emma Hilson

South Cambridgeshire Neighbourhoods Policing Team

LONGSTANTON FLY-TIPPING

Work on prosecution is ongoing, we are currently well within the timelines for this

4 VICARAGE ROAD, OAKINGTON

Area manager for Oakington visited the site and spoke at length to residents – thank you to those who took the time to speak to him. However, his response is not what we or the community wanted:

Following my site visit to Vicarage Close I have discussed your request in more detail with colleagues, including Nigel Blazeby (Head of Development Management). Whilst we appreciate the degree of local concern within Vicarage Close regarding the state of the property and garden, we do not consider that it adversely affects the amenity of the area to the extent that a S215 notice is required. As discussed, my interpretation of Councils' use of these powers generally in domestic circumstances is where, for example, waste / fly tipping or construction waste, abandoned furniture, rubble, abandoned vehicles, damaged facias, crumbling brick etc are readily apparent. The state of the fencing around the property is admittedly in poor condition, but this is more readily apparent from the rear garden area where I would normally regard this as a civil matter between property owners and not a wider public amenity matter as experienced from the Close. Having looked at the property, whilst it is in need of some maintenance, including the clearing of guttering and re-staining of the front fascia etc, it does not appear derelict; most of the windows, brickwork and roofing appear in sound condition. My advice would be for residents to persist in their engagement with Bush, particularly if the house is to be put up for sale shortly, to get the garden at the very least cut back.

CITIZENS ADVICE

Citizens Advice Bureau were until Covid, running an outreach at Willingham and Longstanton GP they had to stop this, but advice can be accessed virtually or over the phone. This can be done via the GP surgery, or directly via email to northstowe.coadvice@cambridge.cab.org.uk or by going online via this link: www.willinghammedicalpractice.nhs.uk/news.aspx?pr=D81084

DISTRICT WIDE UPDATES

BRIEF COVID UPDATE

BUSINESS SUPPORT

South Cambs are preparing for the Local Restriction Support Grants and Discretionary Grants and the Business Support Team is working closely with the Business Rates and Policy teams to deliver and administer these. However, we are waiting on further detail from Central Government on both schemes, and we cannot process anything until we have this. We are already updating web pages (<https://www.scambs.gov.uk/business/coronavirus-information-for-businesses/>) and have sent out the business newsletter today with the latest info for business. We will keep everything up to date over coming days and weeks. Please direct business grant queries to our open for business inbox at openforbusiness@scambs.gov.uk

We have already had a flurry of calls and emails from very anxious businesses asking for further financial support and/or clarification on whether they need to shut down and what they are eligible for.

SUSTAINABLE COMMUNITIES

In communities, we have five patch leads, including one from Housing and one from Benefits. Again, this was a lesson we learnt from the last lockdown, so we have those skills in the team

supporting community groups. This already means we can link up better with benefits to ensure we are filling all the gaps for immediate support whilst applications for grants can be processed.

The best news this time is we have our network of community groups in place. They are willing and able to support people and we have been able to work with them to provide small upfront grants. This will mean local communities can step in and help with emergency food supplies. The aim of this is to be more responsive and effective. We had an amazing SCDC food bank last time, but this is something groups can now take on as they have the structures in place. For any queries to the team, please use: duty.communities@scambs.gov.uk

REMEMBRANCE SUNDAY PREPARATIONS

The Government has (on 3 November) updated the guidance on preparations for Remembrance Sunday with information for councils in England on how to ensure those hosting local Remembrance events can do so safely.

Guidance: <https://www.gov.uk/government/publications/local-authority-preparations-for-remembrance-sunday>

GREEN ELECTRIC WASTE VEHICLE

Bin collections in South Cambridgeshire and Cambridge City are going state-of-the-art green as the two Councils covering the area take delivery of their very first all-electric bin lorry.

Now out around the streets on bin collection days, the lorry is the first all-electric addition to the Greater Cambridge Shared Waste Service – a partnership between South Cambridgeshire District and Cambridge City Councils. The Dennis Eagle 'eCollect' is now part of the Shared Waste Service's fleet and being used to collect residents' recycling.

It marks the start of a drive to replace all the waste service's collection lorries with electric or hydrogen vehicles as their existing trucks come to the end of their working lives.

The Shared Waste Service is one of the first waste collection services nationally to invest in green vehicles which have zero emissions and contribute to better air quality when out on the road.

The new fully electric Dennis Eagle 'eCollect' has five specially designed battery packs storing 300kWh of energy and capable of supplying 200kW of power to electric motors, making it substantially quieter than existing bin collection vehicles. Fully loaded it will weigh around 26 tonnes and will typically take around seven to eight hours to recharge, easily completing a full day of collection rounds and returning to the depot with charge remaining in the battery.

The new vehicle has cost around £400,000 and while this is more than a traditional diesel bin collection lorry, the Councils expect the whole-life cost to be at the very least the same – if not less – than a diesel vehicle due to reduced servicing, fuel and general running costs.

Note – Green Bin collections will carry on as usual during Lockdown

MANAGING HOUSEHOLD WASTE AND RECYCLING CENTRES

Household Waste and Recycling Centres (HWRCs) should remain open in line with the guidance updated last month. The key principle of this guidance is to protect human health while maintaining safe systems of working.

This non-statutory guidance is to help local authorities keep HWRCs open throughout Covid restrictions. It sets out issues for local authorities to consider to support the operation of HWRCs in line with public health requirements. This guidance might be amended from time to time to align with other government guidance on coronavirus.

Guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-to-local-authorities-on-prioritising-waste-collections/managing-household-waste-and-recycling-centres-hwrCs-in-england-during-the-coronavirus-covid-19-pandemic>

MESSAGE TO THE HOUSING INDUSTRY ON CONTINUING TO WORK SAFELY

The Housing Secretary, Executive Chairman of the Home Builders Federation and Chief Executive of the Federation of Master Builders have written to the housing industry to make clear that house building – and its supply chains that support it – should continue working securely.

The Government is clear that work can continue if this is done in line with public health guidance.

Correspondence: <https://bit.ly/3kUsPfn>

COUNCILLOR UPDATES

- Monthly email newsletter - with updates on local news as well as wider district issues which will impact us all. To sign up please go to:
https://www.sclibdems.org.uk/email_signup_longstanton
(Note to help us manage GDPR it is easier for us to host from the LibDems webpage, but we absolutely promise this link will NOT subscribe you to LibDem news)
- For all the latest news & updates so far please go to:
https://www.sclibdems.org.uk/longstanton_news
- For those on social media we have a very active Facebook group covering the whole ward here: <https://www.facebook.com/groups/2066298150052161/>

Please do not hesitate to contact us if you have any questions about these, or any other matters.

Alex Malyon and Sarah Cheung Johnson

District Councillors for Longstanton, Oakington and Northstowe

Contact details:

Sarah Cheung Johnson: cldr.cheungjohnson@scambs.gov.uk

Alex Malyon: cldr.malyon@scambs.gov.uk

CALLING ALL COMMUNITY HEROES



**LONGSTANTON PARISH
COUNCIL NEEDS YOU!**

**MAKE A CHANGE
BECOME A COUNCILLOR**

MAKE A CHANGE BECOME A COUNCILLOR

WHAT DO LOCAL COUNCILS DO?

Your local council has overall responsibility for the wellbeing of your local community. Their work falls into three main categories:

- Delivery of services;
- Improve quality of life for residents;
- Give communities a democratic voice.

BECOMING A LOCAL COUNCILLOR

As a local councillor you can become a voice for your community and make real change. Councillors are community leaders and represent the interests of the communities they serve.

Local councillors have three main responsibilities:

- Decision-making;
- Monitoring;
- Getting involved locally.

GETTING ELECTED

To stand for election to a local council you must be:

- a UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union;
- at least 18 years old;
- an elector of the local council; or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant); or work in the area local council serves (as your principal or only place of work); or live within three miles of the local council boundary.

**IF YOU ARE INTERESTED, CONTACT
LONGSTANTON PARISH COUNCIL ON: 01954 782323
OR BY EMAIL CLERK@LONGSTANTON-PC.GOV.UK**

<NAME OF COUNCIL> JOINS NATIONAL CAMPAIGN TO URGE RESIDENTS TO MAKE A CHANGE AND BECOME A COUNCILLOR

<Name of council> is taking part in a national campaign to encourage residents in England to stand in the 2021 local elections.

The aim of the Make A Change campaign is to call on people – especially those undiscovered community heroes – who are passionate about our local area to put themselves forward to be elected to sit on a local (parish and town) council as a councillor. The campaign will run from <enter date> to <enter date>.

<Name of council> will be holding events such as <enter types of events> to give those who want to know more about being a local councillor the opportunity to get that information, and for us to also explain the good our council does for the local area. And we have a range of resources – posters, flyers, videos and online information – which we will be using to aid us in this.

Today, there are 10,000 local councils in England, with 100,000 councillors. They are the heroes of their communities and give residents a voice on the decisions the council makes. With this campaign, we want to let prospective councillors know that through the work of a councillor, they can make a real difference in our community.

The work our council does is both exciting and rewarding. <Add recent projects>. An integral part of this work is the job councillors do: engaging with local people, groups and businesses to find out their needs; making decisions on the services and projects the council should take forward; and getting involved to ensure services are meeting the community's needs.

We are now asking people who want to improve the quality of life for their fellow residents to see <name of council> **as a tool to make that change** and stand for election.

<Quote from chairman or other>

— CONTINUES —

Q&A: What residents need to know about becoming a local councillor

Who can stand?

There are only a few rules to stand for election. Residents must be:

- A British citizen, or a citizen of the Commonwealth, or the European Union

- 18 years of age or older
- Live in an area that is served by a local council

Does the role require much time to be dedicated to it?

On average, it will be three hours a week. This often includes attending meetings, engaging with residents and speaking on behalf of the council to other bodies.

How can people apply to stand?

Contact **<name of council>** at **<contact details>** to find out more or visit www.nalc.gov.uk/elections

— ENDS —

Note to editors

About: <insert information about your council here>

Weblinks:

<Insert any weblinks here>

www.nalc.gov.uk/elections

Contact: <insert contact details here>

MAKE A CHANGE BECOME A COUNCILLOR

The National Association of Local Councils (NALC) is calling on all community heroes to step up and become a local (parish and town) councillor at the 2021 elections.

What do councillors do?

Local councillors are the champions of their community who invest time in local projects and issues to the benefit of residents and the neighbourhood. Councillors attend to local needs of residents, local groups and businesses, make decisions on local services, collaborate with district and borough councils to adhere to local needs, and progress vital projects to invest in the future of the community.

What do councils do?

Councils lead on community services such as allotments, footpaths, public seating and litter bins, but also larger projects such as the running of local transport, leisure services, youth services and climate change initiatives. These activities are funded by a local tax, called a precept which is determined by the council.

How long does it take?

NALC's Local Councillor Census Survey found that councillors put aside, on average, three hours a week for council work. Council work often includes attending meetings, engaging with residents and speaking to local groups and bodies on behalf of the council.

Can I stand for election?

You must be:

- A British citizen, or a citizen of the Commonwealth, or the European Union
- 18 years of age or older
- Live in an area that is served by a local council

How can I get involved?

Contact your local council or visit www.nalc.gov.uk/elections to find out more.

clerk@longstanton-pc.gov.uk

From: Fisher James <James.Fisher@greatercambridgeplanning.org>
Sent: 04 November 2020 10:03
To: clerk@longstanton-pc.gov.uk
Subject: Mills Lane Longstanton 20/04232/OUT

Hi Libby,

I hope you are well.

I am writing in relation to recent planning application for 20 dwellings at Mills Lane Longstanton. A development of this scale would be required to provide financial contributions with which an infrastructure provider (i.e. Parish Council) would use to mitigate the impact of the development. However, contributions may only be secured if qualifying projects are identified.

I have set out below the types of projects that money could be secured towards. As the application is submitted in outline I can only give an indication at this stage as to the likely level of contribution.

Sports - £25,000
Children's play - £35,000
Indoor meeting space - £10,000
Allotments and Community Orchards - £2,000
Green Infrastructure - £2,000

I would be grateful if Longstanton Parish Council could discuss this matter and provide me with details of village projects against which this money would be allocated.

If there are any questions please do not hesitate to get in touch.

Kind regards

James

James Fisher | Section 106 Officer



**GREATER CAMBRIDGE
SHARED PLANNING**

t: 01954 713217 | m: 07927 681965 e: james.fisher@greatercambridgeplanning.org
<https://www.scambs.gov.uk/planning/>
<https://www.cambridge.gov.uk/planning>

Greater Cambridge Shared Planning: a strategic partnership between Cambridge City and South Cambridgeshire District Councils

Disclaimer

clerk@longstanton-pc.gov.uk

From: Friends of St Michael's Longstanton <fosm2017@gmail.com>
Sent: 02 November 2020 09:58
To: Libby LPC CLerk
Subject: Sponsor a reindeer
Attachments: d2deec0403c97b38b4addde83954cc5f.jpg; P1140465.JPG

Hi Libby

I have just left a message on your mobile regarding our idea for a spirit lifting project over December.

Sponsor a reindeer:

Last winter, Wimpole had a display of reindeer made from prunings and logs. It was very effective. I have attached some images, of which there are plenty out there, which should show you how easily they are constructed. The Rudolph version is probably the best.

Our idea is to raise the profile of our fundraising efforts and perhaps create a fun space for people to view, on their daily walks, during the possibly grim period of lockdown/extended lockdown. We see this as a good community-engaged project. The obvious aspect of fundraising to help the ever declining state of the thatch is also paramount. ***However, it would be in the churchyard, the Parish's domain, hence the request for permission.***

How it would work:

People would respond to our advert by emailing FoSM: in our response we would assign a timeslot that would allow a family 30 mins to assemble their reindeer, name it and place it where they want - with consideration of a clear pathway etc. As the ground is very soft in there, the legs should be able to support the structure (the deer would be of varying sizes and are not expected to be bigger than 1m - antlers excepted - we'll run some prototype). There would be a buffer of 30 mins so to avoid overlaps of family groups being in the churchyard at the same time. The sponsorship form would also include confirmation of distancing rules and a statement of risk avoidance.

We would ask for a basic donation of £5-10 with an explanation of why the fundraising is being generated.

Resources needed:

Logs, antlers, stick legs, name tags etc would be ready cut and provided at a point in the churchyard. Xmas lights, red noses -optional. Amongst the wood cuttings at the rear of the church there are many offcuts, and these will help provide some of the resources. I am hoping I can contact Daniel Wright for some logs (6-8 inches in diameter).

How to advertise:

Via banners to be displayed at various points throughout the village.

FB, Instagram, online newsletters, and A3 and A4 laminated signs in various locations. Printing via the Parish please.

Limitations: If Covid restrictions ensue beyond the first week of December we (Neil and I + socially distanced help) would construct 'the herd' ourselves and people can just visit the churchyard to see their sponsored reindeer. I estimate approximately 50 reindeer. (Of course I would hope for more - the prototypes will help us with the calculation.)

Adhering to social distancing - the notices and sponsorship letters would stress this.

This project would not impact any maintenance of the churchyard.

As we head into this new lockdown I can imagine difficulties with printing banners etc so if you could let me know what I need to do to get official permission then we can get some things in motion before Thurs.

I look forward to hearing back.

Kind regards

Narelle