

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 8<sup>th</sup> OCTOBER 2019**

PRESENT: Cllr Wiltshire (Chairman), Cllr Barlow, Cllr Gray, Cllr Bathmaker, Cllr Jones, Cllr Sharp, Cllr Parker  
District Cllr Cathcart, County Cllr Kindersley  
Members of the Public 1

**7.30 pm PARISH COUNCIL MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Williams, Cllr Pledger

**02. TO RECEIVE DECLARATIONS AND DISCLOSABLE INTERESTS RELATED TO ITEMS ON THE AGENDA**

There were no interests declared.

**03. OPEN FORUM –Comments and observations from Members of the Public**

3.1 Recreation Centre refurbishment proposal

The Recreation Centre Management Committee was compiling an item for the next Parish Post regarding the future of the centre and ground. Once the committee had agreed the content it would be circulated to Councillors before publication.

3.2 Gutter Cleaning

Councillors were advised that the gutters had been cleaned but during the process large sections of the footpath surface had been torn up. Cllr Barlow advised that South Cambridgeshire District Council scheduled this cleaning on a three month cycle so he did not need to remind them following the discussions at the last Parish Council meeting. He added that he wanted to know when the sweepers were due to come again so that the damage could be pointed out. Cllr Cathcart suggested the date be requested from South Cambridgeshire District Council as they should have a schedule of work. Cllr Kindersley added that the damage to the footpaths should be reported on the County Council website where the areas of concern could be plotted.

**04. COUNTY AND DISTRICT COUNCILLOR REPORTS**

4.1 District Council

Cllr Cathcart reiterated the South Cambridgeshire District Council scheme to encourage Parish Councils to think about zero carbon projects. There were grants available but applications had to be submitted by the end of October 2019. Cllr Barlow and Cllr Jones stated that they had exchanged e-mails about possible projects but due to the short timeframe would be unable to prepare the paperwork. They hoped to be in a position to submit an application the next time around if there was one.

Cllr Cathcart then reported that the consultation process relating to the next Local Development Plan was underway. This Plan would be until 2040 adding that all information was on the District Council website. The principles of this Plan would be fundamentally different from the current plan as it was anticipated that the country would change a lot and the future society had to be provided for. People needed also to be aware that there could be the possibility in the villages of the infill only status for development changing. Cllr Cathcart confirmed that Members were trying to build the maximum level of protection for the villages. There was a query now over the future of Sheen Farm. Cllr Cathcart stated that as the site was no longer owned by the County Council the agreed development proposal could change. He added that it would be difficult to overturn the proportion of affordable houses on the site. Cllr Kindersley added that the company that had taken over the site had also taken over all County Council land sites. He referred to the call for sites where there were several areas within Lillington, owned by Cambridgeshire County Council, put forward for development.

4.2 County Council

Cllr Kindersley had circulated a report. He advised that Hertfordshire County Councillor, Steve Jarvis, had seen a set of preferred options for the A505 which included the closure of the right turn onto the A505 from Royston Road being removed at some point in 2020. The roundabout options had been dispensed with. It had been recognised that on average one car per day turned

into the wrong carriageway at the Odsey turn. Hertfordshire County Council was to carry out some research to find out why this happened.

Cllr Kindersley stated that Cambridgeshire County Council no longer carried out routine maintenance on gullies. He suggested that any problems be reported on the County Council website.

The Cambridgeshire Mayor had attended the Guilden Morden Parish Council meeting and advised that he expected an announcement on the East West Rail route at the end of October. Cllr Kindersley did not think that this would happen. He added that they had now accepted that the Cam Bed Railroad proposal was worth further investigation. A presentation had been made at Shingay-cum-Wendy recently and the village had indicated their support for a Judicial Review if the route were to come close to the villages. The basis for a review would be that East West Rail failed to take into account the various wildlife habitats and that the consultation had been carried out unfairly.

Cllr Kindersley concluded his report by advising of the latest fostering campaign where foster carers were given a generous allowance and 24/7 support.

The Chairman thanked Cllr Cathcart and Cllr Kindersley for their reports.

## 05. APPROVE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS

### 5.1 Planning/Parish Council Meeting 10<sup>th</sup> September 2019

Minutes of the meeting, copies previously circulated, were agreed a true record and signed by the Chairman.

## 06. LIVE INITIATIVES/UPDATE ON RESOLUTIONS FROM LAST MEETING

### 6.1 (Internal Audit) Employee Appraisals

The appraisals would be completed by the next Parish Council meeting.

### 6.2 Street Lighting Parish -Power Supply Quotation Update

The Clerk reported that the MPAN number had now been received from UK Power Networks. She had since joined with other local councils to request quotations from power companies through a Broker.

### 6.3 Overgrown Hedges and Shrubbery

It was noted that there had been some improvement and the visibility of signs was now better. The clerk advised that the Local County Highway Officer had been in contact regarding the refreshing of the white lining on the one way system. He had asked if the road was to be changed in the near future to two way which the Clerk confirmed it was not. She had reiterated the danger of the faded lining and urged that the signage be refreshed as soon as possible.

#### 6.3.1 Bassingbourn Road

The Clerk had contacted the original officer dealing with the opening up of the front gardens for parking. He was no longer involved with the project but there was now an officer overseeing the progression who would have more time.

### 6.4 SCDC Removal of temporary toilet

It was noted that the toilet had now been removed.

### 6.5 Gutter Cleaning

As reported under Item 3.2 this had been carried out by South Cambridgeshire District Council. A discussion took place on the clearing of the grips on Steeple Morden road and the clearance of drains which, as reported by Cllr Kindersley, Cambridgeshire County only now carried out on a reactive basis. Councillors agreed that a working party to investigate these tasks would meet on Saturday 2<sup>nd</sup> November at 9am.

-Cllr  
Wiltshire

-Cllrs

## 07. CORRESPONDENCE

### 7.1 Greater Cambridge Housing Trajectory and Five Year Housing Land Supply

Details had been circulated for information.

### 7.2 SCDC Planning Ref S/3367/19/TC Tree Work -82 Church Street

Cllr Barlow advised that he had looked at the application and there were no concerns over the planned works.

## 08. PLAY AREA /RECREATION GROUND/CENTRE

### 8.1 Play Area Weekly Inspection

Cllr Gray reported that there had been some vandalism to the play structure. He would request a quotation for the repair for the next meeting.

-Cllr Gray

8.1.1 RoSPA Report 20198.1.2 Quotations for Repairs

Cllr Gray had received a quotation of £2,500 for the basic repairs to the equipment highlighted in the RoSPA report. He added that to repair everything highlighted would cost around £10,000 more. It was agreed that the expenditure would be considered once the second quote for the latest damage repair had been received.

It was questioned whether an insurance claim could be made for the repairs but acknowledged that the majority of the work needed was general maintenance.

8.2 Recreation Centre Operational Issues

There was nothing to report.

8.3 Recreation Ground

Cllr Gray reported that there had been some vehicles parked in the car park late at night and offered to arrange for the gate to be closed. This was agreed. Cllr Gray and Cllr Williams would undertake to arrange this.

-Cllrs Gray  
& Williams

**09. UPDATE ON TRAFFIC/STREET FURNITURE**9.1 MVAS Update

Cllr Gray had produced a report on data gathered whilst the sign was located on South Street. He added that he was not sure that the figures were entirely accurate as he had seen a car go past at 47mph and this speed did not show on the report. Cllr Bathmaker suggested that the memory may have been full.

A discussion took place on Community Speedwatch. Cllr Bathmaker confirmed that there was still a team and would get them together for a session. An update to be given at the next Parish Council meeting.

-Cllr  
Bathmaker

9.2 Traffic Flow Survey

Cllr Pledger was obtaining quotations on a survey to assist with discussion on a proposal to investigate a change to the one-way system.

9.3 Direction Sign for Village Hall and Recreation Centre

The Clerk had chased an update with the County Council Projects Officer who was currently on leave.

9.4 Visibility Mirror and installation update

The contractor Bullards had agreed to source a post for the sign.

9.5 Dog Waste Bin installation update

There was no further update on the installation of the bin by the Church. Cllr Cathcart agreed to chase up.

-Cllr  
Cathcart

**10. VILLAGE OPEN SPACES**10.1 Village Tree Survey

The tree survey had been ordered.

10.2 Purchase of bench for Whitethorn Wood

A quotation for a rustic bench had been received for £276.95 to build and install. This was agreed. Cllr Barlow advised that the contractor would also deliver to the wood but needed access which Cllr Sharp agreed to arrange.

-Cllr Sharp

**11. FINANCES**11.1 Payment of Accounts

K BAKER

Recreation Centre cleaning September £135.00

PKF LITTLEJOHN LLP

External Audit 2018/19 inc £40.00 VAT £240.00

VIKING

Stationery (inc £24.31) £69.04 to be recovered from other parishes £145.87

MRS G BILES

Litterpicking and expenses July –September 2019 £236.40

MRS S WALMESLEY

Clerks Salary & Expenses 1/7/19 -30/9/19 £978.74

HMRC

PAYE July-September 2019 £239.20

TOTAL £1975.21

11.2 Internet Banking

The Clerk to obtain some personal information for the application form from the Chairman and Cllr Bathmaker. This would be arranged.

*-Cllr  
Wiltshire,  
Bathmaker  
& Clerk*

11.3 Agreement of Budget for village Christmas Celebration 2019

A discussion took place on the planned event and expenditure in previous years. It was noted that the expenditure for the tree would be separate. It was agreed that £250 be approved as this was an event open for the whole village to attend.

11.4 Conclusion of Audit 2018/19

The external audit had been completed with no issues raised. Details had been put on the notice board and website as required.

**12. COMMUNICATION WITH RESIDENTS**12.1 Adoption of Draft Emergency Plan

The format for the Plan was adopted. Information on contacts etc. would now need to be inserted which would be arranged by the Working Group set up to compile the draft. Once the Plan was complete it would be circulated to Councillors before submission to South Cambridgeshire District Council.

*-Cllr Gray,  
Williams,  
Barlow &  
Clerk*

**13. VILLAGE CHRISTMAS EVENT 7<sup>TH</sup> DECEMBER 2019**13.1 Purchase and planting of Christmas Tree

The 10ft tree had been ordered and would be planted on the 8<sup>th</sup> November 2019. Cllr Barlow explained the position but welcomed views from other Councillors. It was noted that the tree would need watering and it was agreed that a hydration bag be purchased at a cost of approximately £26.00 to help with this.

13.2 Formation of a Working Party

It was agreed that a working party be formed as in previous years to arrange the timetable for the event. The Clerk reported that the Round Table had confirmed that they would attend. Cllr Barlow had also spoken to the Church Choir. The working party, Cllr Barlow, the Chairman, Cllr Sharp, Cllr Parker and the Clerk, would meet following the November Parish Council meeting.

13.2.1 Purchase of additional Lighting

Cllr Barlow gave an update on the lights. The big lights still worked. It was agreed that more lights would be needed as this year it was intended to put them on the trees on the green as the Christmas Tree would be too small. The working party to investigate the purchase ahead of the first meeting.

*-Xmas  
Working  
Group*

**14. ANY OTHER BUSINESS FOR INFORMATION OR URGENT ATTENTION BY THE CLERK**14.1 Defibrillator Sign

The Clerk confirmed that she had given a replacement sign to Cllr Williams.

14.2 Tree Canopy Seminar

Cllr Barlow reported on the seminar stating that Lillington and Bassingbourn combined had a very low canopy cover at under 5%. Lillington alone was even less which showed that the village was short of trees.

Cllr Cathcart advised that some parishes were planning trees for joinery as well as for recreational purposes although a large enough parcel of land would need to be found for that purpose. Cllr Jones suggested that there were areas around the recreation ground which could accommodate tree planting. The area of land in the middle of the village, mostly owned by Cambridgeshire County Council, would be another area.

**15. DATE OF NEXT PARISH COUNCIL MEETING- 12<sup>th</sup> November 2019**

There was no further business. The Chairman closed the meeting at 8.30 pm

Chairman

Date