

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 13<sup>TH</sup> OCTOBER 2015**

PRESENT: Cllr Bathmaker (Chairman), Cllr Baker, Cllr Sharp, Cllr Pledger, Cllr Wiltshire, Cllr Jones, Cllr Williams  
District Cllr McCraith  
Members of the Public -3

**7.15 pm PARISH COUNCIL PLANNING MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Pipe, Cllr McClelland, County Cllr Dent, District Cllr Cathcart

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

There were no declarations made.

**03. OPEN FORUM**

There were no issues raised.

**04. HIGHFIELD FARM –UPDATE ON PROJECT**

The Chairman reported that he had been in contact with the Reg Bio Project Manager, Mr Collins, who was unable to make this meeting. It had been suggested that an article be prepared for the next Parish Post to communicate with the village on how the project was progressing. The Clerk advised that she had received two replacement fencing quotations for consideration as a sponsored project. The Chairman was also aware that the Church had some initiatives that could benefit from funding. Once these were known a discussion would take place on the options on what to suggest to Reg Bio as a community contribution.

**05. AFFORDABLE HOUSING UPDATE**

As discussed at the last meeting Cllr Pledger to forward her County Council contact to the Clerk so that she can follow up.

*-Cllr  
Pledger*

**06. SCDC -20 ROYSTON ROAD –REQUEST FROM HOUSE OWNER TO PURCHASE ADDITIONAL LAND**

The Land and Property Surveyor, Geraldine Roper, had advised that the Solicitors for the Executors of the Estate of the above property had made a request to purchase the additional piece of land to the side of the property which was currently owned by South Cambridgeshire District Council. The land had been held on licence since 1979 when the property was purchased. If agreed the land would be sold subject to valuation on similar terms to the current agreement that the land could be used as garden land only. Councillors views were invited.

*-Clerk*

Details had been circulated to Councillors prior to the meeting. It was agreed that there was no objection to the sale of the land. Clerk to advise Ms Roper.

**06. OTHER**

There were no other issues raised.

## 7.30 pm PARISH COUNCIL MEETING

### 01. APOLOGIES FOR ABSENCE

Cllr Pipe, Cllr McClelland, County Cllr Dent, District Cllr Cathcart

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

There were no interests declared.

### 03. OPEN FORUM

#### 3.1 Recreation Centre

Mrs Heather Williams had passed quotations for the proposed heating units and installation costs to the Clerk.

She then advised that the options for the Recreation Centre refurbishment should be ready for a presentation to the Parish Council at the next meeting.

It had been found that the fridge in the Recreation Centre kitchen had been left on when the building was empty. She suggested that this should be checked weekly when the weekly risk assessment was carried out by the Badminton club.

### 04. MINUTES OF PREVIOUS MEETING

#### 4.1 Minutes of the Parish Council Meeting dated 8<sup>th</sup> September 2015

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

#### 4.2 Minutes of the Parish Council Meeting dated 29<sup>th</sup> September 2015

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

### 05. MATTERS ARISING

#### 5.1 Highway Issues

##### 5.1.1 South Street/Meeting Lane Junction/Local Highway Improvements Initiative 2014/15

Cllr Pledger had followed up the meeting between County Council officers and had confirmed that the work had been approved and would now be implemented. The Clerk was liaising with the Chairman and Cllr Pipe over the application for the second phase.

##### 5.1.2 Parking Issues Bassingbourn Road

As discussed at the last meeting the Clerk had contacted South Cambridgeshire District Council Housing Officer, Andrew Cole, regarding the offer of the Parish Council to pay for the painting of the lines at the rear of New Close. Mr Cole confirmed that the area was Cambridgeshire County Council land, and so the decision advised by the Highway officer earlier in the year stood.

##### 5.1.2 Speedwatch signs

The police had asked for more details of the Speedwatch checks to be forwarded. The Chairman would arrange some further sessions with the Volunteers.

##### 5.2 Working Party for -Installation of wooden posts /Overgrown Shrubbery

It was noted that the last planned session had been overlooked and therefore Councillors agreed, that to progress the installation of posts, quotations would be sought for this work to be carried out by a contractor. Cllr Williams and Cllr Baker would both arrange for quotations. Councillors agreed that a budget be set for expenditure of up to £200 for the installation work. The cheapest contractor would be asked to proceed as soon as possible

##### 5.3 Update on Parish Plan

Cllr Jones confirmed that he was working through the draft prepared by Cllr Pledger and he would soon arrange a meeting of the working group. A discussion took place on the amount of information from the questionnaire especially relating to affordable housing in the village. Cllr McCraith stated that it was beneficial to include as much information in the final plan, and actions list, as it would be useful for all authorities.

##### 5.4 Proposed Village Christmas Tree

The Chairman had asked a local farm shop for a price of a Christmas tree and this should be available for the next meeting.

##### 5.5 Next Parish Post/Parish Council Communication

The Chairman had circulated different formats for newsletters and suggested that the style of newsletter produced by Steeple Morden seemed to be the best option for the village. The current Parish Post Editor, Nick Goldman, had advised that he would not have the time to take on any further

*-Cllr  
Bathmaker*

*-Cllr  
Williams &  
Cllr Baker*

commitments with the production of a new format. Councillors recognised that to engage the village in Parish Council business there should be more content in any publication, with topical information, and ideally somebody was needed to take on this task. The Clerk advised that Mr Goldman had agreed to put together an edition of the Parish Post and requested copy by the 26<sup>th</sup> October for printing 6<sup>th</sup>/7<sup>th</sup> November. The Chairman would arrange for an item relating to a revised newsletter to go in there.

The Chairman then advised that he had looked at various websites which accommodated the requirements of the Transparency Code for Smaller Authorities. He was aware of a parishioner who might be able to design a website which could be easily updated by the Clerk. On a proposal by Cllr Jones, seconded by Cllr Wiltshire, it was agreed that the Chairman and Clerk would arrange a meeting. The meeting was advised that a Twitter account had recently been set up- parishclerk@litlingtonpc.

#### 5.6 Celebration of 90<sup>th</sup> Birthday of HM the Queen

The official date that the Queen would be celebrating her birthday still needed to be established. The Village Fayre committee were to be asked their intentions for the 2016 Fayre.

#### 5.7 Vacant District Council Homes

The Clerk confirmed that a letter had been sent to South Cambridgeshire District Council Director of Housing, as discussed at the last meeting. A response had not yet been received.

### **06. CORRESPONDENCE**

#### 6.1 SCDC Planning Delegation Workshop

A consultation on the proposals was underway until the 28<sup>th</sup> October 2015. A special Parish Planning Workshop was to be held on Wednesday 14 October 2015 which would provide an opportunity to discuss the changes and improvements to the planning system for both Parish Councils and residents.

#### 6.2 Request to move venue for Parish Council meetings during November and December 2015

Steeple Morden Village Hall Secretary, Karen Brown, had asked if the Parish Council would help their village hall committee by using a smaller venue for the November and December Parish Council meetings. Steeple Morden village hall was to undertake some refurbishment work during these months and alternative venues for their bookings was being sought.

It was agreed that the Parish Council would move to the Chapel Schoolroom for their meetings on the 10<sup>th</sup> November and 8<sup>th</sup> December 2015 to free up the village hall. Clerk to advise Mrs Brown.

-Clerk

### **07. COUNTY AND DISTRICT COUNCILLOR REPORTS**

#### 7.1 County Council

Cllr Dent had circulated a report.

Councillors expressed their disappointment over the quality of the report and the lack of information on local issues. This would be discussed with Cllr Dent.

#### 7.2 District Council

Cllr McCraith reported that South Cambridgeshire District Council voted for all out elections every four years which would also apply to Parish Councils. The District Council had also recommended retaining 45 Councillors to the Boundary Commission and was awaiting the feedback.

A discussion took place on the Planning Workshop, Item 6.1. This related to a change in process whereby more support would be needed from parishes if they wanted a particular planning application to go to the District Council Planning Committee. Concerns were raised over the timing of meetings which Councillors with full time jobs were unable to attend. Cllr McCraith stated that to hold these meetings during the evening would cost money in staff time. The Chairman suggested the introduction of conference calls which would also cut down on travel time. Cllr McCraith advised Councillors to suggest this at the workshop.

The Chairman thanked Cllr McCraith for his report.

### **08. RECREATION CENTRE/VILLAGE HALL IMPROVEMENTS**

Cllr Jones reported that he was getting together some outstanding questions which needed to be addressed for both buildings and would be working with the committees. Cllr Wiltshire stated that at the present time the Recreation Centre was used very little with only two classes per week. She referred to a recent fund raising event for the Centre which had to be cancelled due to lack of interest.

### **09. PLAY AREA /RECREATION GROUND/CENTRE**

#### 9.1 Play Area

##### 9.1.1 Play Area Weekly Inspection Update

This was satisfactory.

##### 9.1.2 Play Area Fence

Cllr Williams reported that a whole section of the existing fence had been taken out and was now lying

against the remaining fence. It was advised that two quotations, one for a wooden and one metal, fence had been received. A discussion took place on whether there was a need for a fence. A vote was taken with five Councillors agreeing that a fence was needed and two against. To progress this it was agreed that further quotations for the same size fence be sought for the next meeting so that this work could be put in hand.

-Clerk

#### 9.1.3 Litter Bins

Cllr Williams advised that there were still two bins which needed to be installed on the recreation ground. The Football Club had offered to install them but nothing had happened and they were still freestanding. Cllr Wiltshire would ask the Football Club their intentions. If they were no longer prepared to install the bins a contractor would be used.

-Cllr  
Wiltshire

#### 9.2 Recreation Centre

##### 9.2.1 Infra Red Heating –Agreement of Quotations

Copies of both quotations for the purchase of the infra red heating units, discussed at the extra Parish Council meeting on the 29th September 2015, had been distributed to Councillors. Both quotes were for the same make of heater. There were also now two separate quotes for the electrical installation costs.

Councillors agreed to order six heaters at this stage, at a cost of £1572.50 plus VAT, which could be added to if needed. Thermostats would also been required.

A discussion then took place on the quotations provided by the electricians who had both quoted for the same specification. The cheaper quotation provided by Summers Electrical, at a cost of £2625.00 plus VAT was approved. The Clerk to place the orders.

-Clerk

##### 9.2.2 Purchase of Tables and Chairs

This was in hand.

-Clerk

## **10. CLUNCH PIT LAND**

There was no further update. It was agreed that as there had been no further complaints of motorbike noise this would be removed from the agenda.

## **11. FINANCES**

### 11.1 Payment of Accounts

K BAKER

Recreation Centre cleaning September 2015 £100.00

PKF LITTLEJOHN

External Audit 2014/15 (inc. £40.00VAT) £240.00

A MEAD-BLANDFORD

Repair to brickwork and tar painting cage roof £350.00

MRS L WILTSHIRE

Re-imburement for dog foul initiative signs £ 8.30

G D BRADSHAW

Repair to Rec Centre lighting fault (inc. £11.93VAT) £71.58

MRS G BILES

Litter picking July –September 2015 £182.00

MRS S WALMESLEY

Clerks Salary & Expenses 1/7/15 -30/9/15 £957.08

HMRC

PAYE 1/7/15-30/9/15 £132.80

MR M BAKER

Grasscutting 2015 £2298.00

MRS L WILLIAMS

Reimbursement for Rec Centre materials (inc. £2.98.VAT) £ 20.90

TOTAL

£4360.66

Agreed. PROPOSED Cllr Sharp SECONDED Cllr Jones

### 11.2 Completion of Audit 2014/15

The Financial Annual Return for 2014/15 had been completed with one transposition error raised by the External Auditor. A copy of the return was on the village notice board.

## **12. ANY OTHER BUSINESS FOR INFORMATION FOR URGENT CLERK ACTION**

### 12.1 Cambridgeshire Energy Switch

Cllr Pledger reported on the initiative and suggested looking out for the next phase as the deadline for the current scheme had passed.

12.2 Repair to Village Notice Board

The Clerk advised that there had been an issue with the board and this had received a temporary repair. Parishioner, Mr Biles, had offered to repair the hinge. The Chairman thanked him for his offer.

**16. DATE OF NEXT PARISH COUNCIL MEETING** – Tuesday 10<sup>th</sup> November 2015 in the Chapel Schoolroom

There was no further business. The Chairman closed the meeting at 8.50pm

Chairman

Date