

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN
LITLINGTON VILLAGE HALL ON TUESDAY 10th DECEMBER 2019**

PRESENT: Cllr Wiltshire (Chairman), Cllr Barlow, Cllr Sharp, Cllr Parker, Cllr Williams, Cllr Pledger, Cllr Gray
District Cllr Cathcart
Members of the Public 1

7.15 pm PARISH COUNCIL PLANNING MEETING

01. APOLOGIES FOR ABSENCE

Cllr Jones, Cllr Bathmaker, County Cllr Kindersley

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

There were no interests declared.

03. OPEN FORUM

There were no planning issues raised.

04. TO CONSIDER PLANNING/TREE APPLICATIONS

To consider Planning/ Applications –

4.1 Planning Ref S/4003/19/FL & S/4005/19/LB

Grove House, Middle Street –Demolition of existing extension and replacement proposed single storey rear extension. New dormer window and new garden room

(Mr & Mrs Felsted)

Recommendation –Support

4.2 Planning Ref S/3898/19/LD

7 The Mount –Certificate of lawful development for a single storey rear extension (FOR INFORMATION ONLY)

05. OTHER PLANNING ISSUES

5.1 Building work on properties in conservation area

Concern was expressed over building works on dwellings which could be listed currently being carried out in the village. There was no recollection of planning applications for the works but Cllr Gray agreed to check with the Planning authority.

-Cllr Gray

7.30 pm PARISH COUNCIL MEETING

01. APOLOGIES FOR ABSENCE

Cllr Jones, Cllr Bathmaker, County Cllr Kindersley

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 Clerk advised that a meeting of the Management Committee had taken place before the Parish Council meeting. It had been agreed that, to try and raise some interest from parishioners, a positive update would be made in the Parish Post. The committee had agreed the wording of the update which would be circulated to Councillors for their comment before publishing.

-Clerk

3.2 Other Issues

There were no other issues raised.

04. COUNTY AND DISTRICT COUNCILLOR REPORTS**4.1 District Council**

Cllr Cathcart reported that South Cambridgeshire District Council was proceeding with Local Development Consultation and it was very important that the Parish Council took part. Councils would be notified shortly of the start date. The consultation period would last around six weeks. At this stage there were no details of nominated development sites just general principles with a large range of housing options.

There was no further news on the East West Rail link. It was believed that the assessment had been completed, and a recommendation made, but the forthcoming general election had delayed the publication of the decision.

The organisation review at South Cambridgeshire District Council was taking place and they were looking at ways of carrying out tasks more economically. The object was to have a much more integrated way of working.

Councillors were aware that there had been some planning applications for discharge of conditions, relating to the Sheen Farm development, but building had not yet started. Cllr Cathcart offered to find out the position.

The Chairman thanked Cllr Cathcart for his report.

4.2 County Council

Cllr Kindersley had circulated a report.

*-Cllr
Cathcart*

05. APPROVE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS**5.1 Parish Council Meeting 12th November 2019**

Minutes of the meeting, copies previously circulated, were agreed a true record and signed by the Chairman following amendment to Item 3.3 penultimate sentence to read –The Chairman then asked the views of Councillors where it was agreed that permission be sought for a static caravan.

06. LIVE INITIATIVES/UPDATE ON RESOLUTIONS FROM LAST MEETING**6.1 Street Lighting Parish -Agreement on Power Supply**

The Parish Council had agreed a contract with Opus Energy until 2022.

6.2 Feedback from Parish Council Christmas event

Cllr Pledger stated that there had been a very good attendance with more participation with the carol singing. The lights, although they were alight on Saturday evening, were now not all working. It was recognised that other villages had power supplies for their Christmas lights where Litlington did not. There was nowhere to take an electrical spur from. The Clerk advised that donations of £140.01 had been made and it was suggested that this be earmarked towards the event for 2020. Cllr Barlow agreed to follow up the replacement battery packs for the lights and the Clerk would send a letter of thanks to the Royston Round Table and neighbouring residents that had helped.

*-Cllr
Barlow &
Clerk*

07. CORRESPONDENCE

Correspondence received was discussed under agenda items.

08. PLAY AREA /RECREATION GROUND/CENTRE**8.1 Play Area Weekly Inspection****8.1.1 Agreement of Quotations for Repairs**

Cllr Gray advised that the quotation he was awaiting would be less than £500. He was expecting this in writing soon. Expenditure of up to £500 was agreed so that the Clerk could progress the repairs as soon as possible once the quotation was received.

-Clerk

8.2 Recreation Centre Operational Issues

As reported under Item 3.1 the Recreation Centre Management Committee had met earlier.

8.3 Recreation Ground

Cllr Gray advised that he had received a request from the youngsters, currently using the mound as their bike track, for a letter of support from the Parish Council to acknowledge the work they were carrying out regenerating the area for their own use, as part of the Duke of Edinburgh Scheme. Councillors agreed that they supported the actions of the youngsters and would confirm this in writing for them. Cllr Gray to advise the Clerk of the contact information.

*-Cllr Gray
& Clerk*

8.3.1 Hedge Cut Request

Cllr Sharp confirmed that following the last meeting he had been in contact with the contractor.

09. UPDATE ON TRAFFIC/STREET FURNITURE

9.1 South Street/Meeting Lane/Bassingbourn Road junction-Feasibility Assessment Update

Cllr Pledger confirmed that she had made the application through the PFHI and an invoice for £500 was awaited. Once that was paid arrangements would be made for a Project Manager. Cllr Pledger added that she hoped this would be a quick process.

She then suggested that the installation of wooden bollards in front of the newly built wall in South Street be investigated. If posts were not permitted then reflectors on the wall could be an option. It was noted that the small area between the wall and the road was County Highway land. The Clerk to ask the Local Highway Inspector.

-Clerk

9.1.1 Traffic Flow Survey update on specification for quotation

Cllr Pledger reported that following recommendations from Cambridgeshire and Hertfordshire County Councils she had contacted a company who had asked her to mark out on a map where the survey needed to take place which she had done. She was now waiting for a quotation. It was advised that the survey would happen over 24 hours and needed to be carried out during weekday term time.

9.2 MVAS Update

The equipment was due to be moved from South Street to another location in the village. Cllr Williams to arrange this.

-Cllr Williams

9.2.1 Positioning Of Equipment

County Highways had advised that if the additional locations for the sign were to be on existing street lighting columns then a location plan would be needed and agreement sought from the street lighting contractor. If posts were needed then this would be arranged through the Local Highway Officer.

-Clerk

Cllr Williams reported that the team had agreed that a post be installed on Meeting Lane. The lighting column on Bassingbourn Road would be a suitable place for the sign so this should also be pursued. Clerk to arrange.

9.3 Direction Sign for Village Hall and Recreation Centre

The County Local Projects Officer had advised that the erection of the signs had been postponed until the end of the year/beginning of 2020.

9.4 Visibility Mirror and installation update

The contractor had advised that a post could be installed but it would need painting. The Clerk had given the go-ahead stating that once the post was installed, and the mirror mounted, the post could be painted by volunteers.

9.5 LHI 2020/21 application –Feasibility Report

The feasibility report for the application to reduce the speed of traffic on Bassingbourn Road had been circulated to Councillors. The cost of the budget was £22,747.96 with the Parish Council expected to contribute £10,000.

Cllr Sharp suggested that, as Bassingbourn Road was in both Litlington and Bassingbourn parishes, Bassingbourn Parish Council be asked to contribute to the cost. The Clerk advised that the request had been made before but as Bassingbourn had a number of other ongoing traffic schemes in their village they would not contribute financially at this time. Cllr Cathcart offered to ask Bassingbourn Councillors again.

-Cllr Cathcart

Councillors agreed that the proposals and options in the report could be challenged. The Clerk advised that dates and times for the panel meetings to support the application had been circulated and suggested that Councillors attend to discuss the application with the panel. Cllr Pledger and Cllr Gray volunteered to attend if there was an early time slot which the Clerk would investigate and liaise with them.

-Cllr Gray,
Cllr Pledger &
Clerk

10. VILLAGE OPEN SPACES

10.1 Village Tree Survey

Cllr Barlow reported that the survey had taken place and the report would be circulated to Councillors once received.

10.2 Review of Grasscutting Contract

The Clerk advised that the three year contract was due for renewal on the 1st April 2020. The specification was discussed and Cllr Barlow queried whether the number of cuts were needed. It was also suggested that the contractors be asked their opinion on the timetable for the work as they were aware of the grasscutting conditions.

The Clerk was asked to arrange for the specification, with a reduction in 2 cuts per section, to be sent out to Councillors with a request that quotations be returned for the February 2020 meeting. She would also ask if they did not agree with the number of cuts then to suggest an

alternative.

11. FINANCES

11.1 Payment of Accounts

K BAKER

Recreation Centre cleaning November 2019	£108.00	
Overpayment October 2019 of	-£17.00	£ 91.00

THE PRINTWORKS ROYSTON LTD

Leaflets and posters for Christmas celebration 7/12/19		£ 67.00
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CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting energy October 2018-September 2019		£2016.91
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STEWART BULLARD & SON LTD

14 Cuts of Churchyard 2019	£385.00	
8 Cuts if verges	£706.64	
12 Cuts of recreation ground	£1272.00	
VAT	£ 472.73	£2836.37

MR G BARLOW

Reimbursement for expenses Hydration Bag ((inc £4.66 VAT)	£ 28.00	
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Christmas lights (inc. £9.26VAT)	£ 54.98	
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Batteries for Christmas lights	£ 10.00	£92.98
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AMAZON PAYMENTS UK LTD

Cups for Christmas celebration (inc £1.48VAT)		£ 8.89
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MR M BAKER

Bench for wood		£276.95
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MRS L WILLIAMS

Reimb for Recreation Centre cleaning materials		£ 32.40
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MRS L WILTSHIRE

Reimb for Xmas celebration refreshments		£ 98.79
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THE BLUE TREE COMPANY

Purchase and installation of Christmas tree (inc £160.00VAT)		£960.00
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TOTAL		£6481.29
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AGREED Proposed Cllr Barlow, Seconded Cllr Williams

11.2 Internet Banking

The Chairman and Cllr Bathmaker had been asked for their personal details so that the application form could be completed.

11.3 Precept 2020/21

The Clerk had circulated income and expenditure to date plus the expected financial position as at the end of the financial year. The Clerk advised that a decision on the precept requirement was needed by the beginning of February 2020. Councillors were asked to think about Parish Council projects for the year for further discussion, and agreement of the precept amount, next meeting.

-Cllrs

12. COMMUNICATION WITH RESIDENTS

12.1 Update on Emergency Plan information

The working group would meet to complete the contact information on the plan early in the new year.

13. ANY OTHER BUSINESS FOR INFORMATION OR URGENT ATTENTION BY THE CLERK 3

There were no issues raised.

15. DATE OF NEXT PARISH COUNCIL MEETING- 14th January 2020

There was no further business. The Chairman closed the meeting at 8.40 pm

Chairman

Date