

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

PRESENT: Cllr Pipe (Chairman), Cllr Bathmaker, Cllr Williams, Cllr Sharp, Cllr Pledger, Cllr Wiltshire, Cllr McClelland

District Cllr Cathcart, District Cllr McCraith, County Cllr Dent

Members of the Public: 10

**7.15 pm PARISH COUNCIL PLANNING MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Jones, Cllr Baker

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

Cllr Sharp expressed a non disclosable interest under Item 4.1 being a business associate.

**03. OPEN FORUM**

There were no issues raised.

**04. PLANNING APPLICATIONS**

4.1 S/2649/14/FL

Mr T Kerchiss –The Old Bakery –Erection of a house and garage

*Recommendation –Approval (with the proviso that the owls on the site are protected)*

**05. OTHER**

5.1 S/2475/14/DC

Walnut House, 1 Cockhall Lane –Discharge of conditions 3 +4 of S/1683/13/LB –for information only

5.2 A/1864/14/PH

12 Royston Road –Single Storey rear extension –Permitted Development –for information only

## 7.30 pm PARISH COUNCIL MEETING

### 01. APOLOGIES FOR ABSENCE

Cllr Jones, Cllr Baker

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

There were no interests declared.

### 03. MINUTES OF PREVIOUS MEETING

3.1 Minutes of the Parish Council Meeting dated 9<sup>th</sup> December 2014

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

### 04. MATTERS ARISING

#### 4.1 Bassingbourn Road Parking

Cllr Dent confirmed that the Highway Officer had been chased but they were very behind with their work. He added that they had a list of jobs which they were working through.

#### 4.2 Request for a bus shelter on Church Street

Cllr Pledger had spoken to the Highway Officer about the proposed location of the shelter outside the pub. She was told that the road safety team would not allow the shelter on the corner because of the two flows of traffic there which increased the risk of an accident. The shelter could be located further along Church Street towards the Church.

#### 4.3 South Street/Meeting Lane Junction/Local Highway improvements Initiative 2014/15

The County officers were getting a quotation from Balfour Beatty for the change to the lighting positions.

#### 4.4 Highway Issues

##### 4.4.1 Church Street Flooding

Cllr Pledger reiterated her comments from the last meeting regarding the ditch and riparian owners. She added that the grip cutting was to take place within the next four weeks. She would meet the contractors on site.

#### 4.5 Update on Parish Plan

Cllr Bathmaker advised that Cllr Jones was to install software to help produce the survey results.

#### 4.6 McDonalds Litter

The Clerk had not yet received a reply to her query and would urge. The Chairman reported that he had visited McDonalds on the A505 and they did not print the registration number of the vehicle on the receipt. Cllr McCraith added that other villages also had a similar problem with McDonalds litter.

-Clerk

#### 4.7 Speedwatch Signs at entrance to village

Cllr Bathmaker confirmed that the application form was with him. He was in the process of taking photographs to accompany it.

#### 4.8 Village Wartime Photographs

Steeple Morden Parish Council had said that they may be interested in taking some of the photographs not needed in Litlington. The Clerk would arrange for them to be at their next Parish Council meeting. The photographs for the village hall would be reframed by the Clerk.

### 05. OPEN FORUM

#### 5.1 Litlington Pre-School

Members of Litlington Pre-School were in attendance to support a letter sent to the Parish Council requesting a donation of £2500.

The letter advised that due to knock-on effect of the previous academic year, when attendance numbers were particularly low, they had used their savings to survive the current year and now had serious concerns regarding the survival of Pre-School. This had been part of the community for nearly 30 years and involved local people in both its larger and smaller more frequent fund raising events. The Pre-School also offered valuable job opportunities for local people. The village hall benefited as it received a guaranteed and regular income. The attendance numbers for the current term look positive and Pre-School were instigating other initiatives to improve their flexibility. Fundraising activities had increased and grants had been applied for in order to generate more income. The main concern was that the initiatives would not generate money soon enough to ensure Pre-School survival.

Mrs Taylor, Pre-School Leader, reported on the number of children, number of sessions and staff employed. She advised that they had to offer at least 15 hours a week to be able to claim Government

funding and this was not paid at a set time which was part of the problem. Mrs Reynolds, representing Pre-School, confirmed that the Pre-school was viable and that this was a cash flow issue. A business plan had been started, which was initiated by 'Early Learning'. Mrs Reynolds stated that the staff were very fortunate to have the support of the parents. A discussion took place on the need for a business plan so that Councillors would be able to see how the Pre-School worked. Cllr Pledger stated that she would like to see the accounts before making any decision recognising that the Pre-School employees were very passionate about the group and recommending that they contact South Cambridgeshire District Council who offer free business advice. It was noted that Pre-School was a Registered Charity and therefore did not have as much freedom as a business. Cllr Bathmaker asked about fundraising which the representatives confirmed they arranged regularly and gave examples. It was also noted that Steeple Morden and Bassingbourn Pre-Schools had their own purpose built premises and could offer additional services such as a Breakfast club and afterschool club. Litlington Pre-School had to consider other users of the village hall. The representatives confirmed that they were looking at what options were available.

After further discussion Councillors agreed that Pre-School was a valuable asset to the village. The representatives were urged to compile a business plan to help them. Councillors then agreed that the latest Pre-School accounts would be circulated amongst Councillors who would highlight any issues raised with Mrs Reynolds. A decision would then be made on the grant request.

-Cllrs

#### 5.2 House on Bassingbourn Road

A parishioner expressed her concern over the lack of communication from South Cambridgeshire District Council Housing Department Officers after she had contacted them on a number of occasions. A house on Bassingbourn Road, believed to be a District Council property, appeared to have had a lot of money spent on it including block paving to the front. Cllr Sharp added that he was aware that the house needed to be underpinned. The block paving was causing an issue with surface rain water which now ran off into the road.

-Cllr  
Cathcart,  
Cllr  
McCraith

The Chairman asked the District Councillors to follow this up with the Housing Officers.

## **06. CORRESPONDENCE**

### 6.1 Mobile Warden Scheme Contribution

A letter had been received from the Treasurer of the Mobile Warden Scheme Trustees requesting a donation of £500 for the current financial year 2014/15. He gave a breakdown of their estimated income and expenditure for the year for which they expected to have a shortfall of £1400. The Clerk reminded Councillors that the Litlington Townlands Trust had made a £200 donation to the scheme in the current financial year already. She was aware that the Trustees would welcome the full amount of £500 if possible. Cllr Sharp expressed his concern over the lack of members and what it was costing per head. There were currently four members from Litlington with a total membership across the three villages of 16. He questioned whether the scheme was still needed. Cllr Williams stated that she was aware that the current members of the scheme really appreciated the service. The Chairman then summarised that the Parish Council could donate the full £500, £300 (being the difference between the Townlands Charity donation and the requirement) or £200 being the original budgeted amount. It was proposed by Cllr Williams, seconded by Cllr Wiltshire that £300 be donated at this time. This was agreed by all Councillors.

The donation for 2016/17 would need to be put into the budget and it was agreed that this should be £500.

### 6.2 Litlington Pre-School Request for Donation

This was discussed under Item 5.1 where it was agreed the Pre-School accounts would be circulated to Councillors for a decision at the next meeting.

### 6.3 CCC Cambridgeshire Future Transport Meeting 21<sup>st</sup> January 2015

The Clerk advised that the meeting to follow up in the consultation at the end of 2014 was to take place in Melbourn. She would attend and invited anyone else interested to let her know.

### 6.4 Parish Planning Training

Notification had been received of training sessions which would take place on the 27<sup>th</sup> January and 12<sup>th</sup> March 2015. The first session would be a focus on planning policy and applications and the second on monitoring, enforcement, heritage and trees. Each parish was invited to send two representatives. The Chairman agreed to attend the sessions. Other Councillors interested were asked to let the Clerk know as soon as possible.

### 6.5 SCDC Consultation to help retain village pubs

South Cambridgeshire District Council was currently seeking views concerning the proposed use of article 4 directions to help retain village pubs. Article 4 directions could be used to withdraw the permitted development rights which currently allowed the conversion to other uses. It did not prevent

the development but did require planning permission for the development to be obtained first. The consultation was to close at midnight on the 23<sup>rd</sup> February 2015.

It was agreed that the Clerk would reply to the consultation on behalf of the Parish Council. She would also arrange for details to go on the notice boards. Hard copies of the response form would be left in the shop.

#### 6.6 Recreation Centre Cleaning

The Clerk had received notification that the contractors were not going to continue after the end of the month. A meeting of the Recreation Ground Management Committee would need to be held to discuss the replacement. This would be arranged with the Chairman of the Management Committee, Cllr Wiltshire.

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

#### 7.1 County Council

Cllr Dent had circulated a written report to Councillors. He had been keeping the Parish Council updated with progress on a drain issue on Malting Lane. The Chairman added that the work had now been completed and the contractors hoped to resurface the area the following day.

Cllr Dent had received a response to the review on the issues at Bassingbourn Barracks. There was nothing new highlighted. He read the letter to the meeting adding that there would be no further training sessions involving the Libyan soldiers at the Barracks. A meeting to discuss the Barracks with the Army was scheduled to take place soon.

#### 7.2 District Council

Cllr McCraith reported that the Local Plan inspection continued. The Inspector was to resume in February 2015. He added that the whole district was currently at risk of development due to the current position.

Cllr Cathcart stated that he had seen a list of where the major developments were planned in the district. The District Council Planners were monitoring the Horse and Groom site for any movement.

The Chairman thanked the County and District Councillors for their update.

### **08. PLAY AREA**

#### 8.1 Play Area Weekly Inspection Update

Cllr Williams confirmed that the inspections were regularly taking place.

#### 8.2 Recreation Ground

##### 8.2.1 Football Pitch

Cllr Wiltshire reported that the football clubs were currently using the pitch closest to the hedge as the other pitch was unfit to play on. Bullards were treating it but that could take two-three weeks until it could be used again. This meant that teams from outside the village were being turned away. Steeple Morden junior teams had wanted to mark out a smaller pitch but this had to be declined as there was only one in use. Cllr Wiltshire had expressed her concerns to Litlington FC for the overuse of the one pitch. Cllr Sharp suggested that if any expenditure was incurred in repairing the pitch the football club should pay for it.

Cllr Wiltshire advised that the Football Club were talking about refurbishing the showers and changing rooms. She had told them that they should make a formal proposal to the Parish Council.

### **09. CLUNCH PIT LAND**

Cllr Pledger confirmed through a land registry search that the area around the front face of the pit was unregistered. As already established the rest belonged to Parker Farms. Cllr Sharp advised that Mr Parker would like to meet with members of the council to discuss the way forward. The Chairman stated that a date would be arranged once Cllr Pledger and Cllr Jones had combined information.

### **10. SPEP MEMBERSHIP**

Cllr McClelland advised that the Sustainable Parish Energy Partnership (SPEP) was set up by South Cambridgeshire District Council and around one third of parishes were now members. The Partnership helped parishes to become more sustainable and she gave examples of how this had happened in other villages. To join the Partnership was free and the parish only needed to minute that they agreed to join. It was proposed by Cllr McClelland, seconded by Cllr Wiltshire, that Litlington Parish Council join. This was agreed by all Councillors. Cllr McClelland then advised that she was to attend a training session on thermal imaging cameras. Once trained she suggested trying the camera out on three different types of property in the village to see the difference.

**11. FINANCES**11.1 Payment of Accounts

TRUE BLUE LTD	
Rec centre cleaning December 2014	£110.00
MRS S PLEDGER	
Reimb for website software purchase	£ 20.29
INFORMATION COMMISSIONER	
Renewal of Data Protection Registration	£ 35.00
MRS G BILES	
Litterpicking October –December 2014 26 hours	£182.00
MRS S WALMESLEY	
Clerks Salary & Expenses 1/10/14 -31/12/14	£884.67
HMRC	
PAYE 1/10/14-31/12/14	£166.80
LITLINGTON VILLAGE HALL	
Hall Hire July –December 2014	£110.00
E-ON	
Recreation Centre electricity (inc. £16.02VAT)	£336.38
TOTAL	£ 1845.14

11.2 Budget/Precept 2015/16

The draft budget had been distributed to Councillors. The Chairman stated that the parish was being expected to contribute towards more as the District and County Councils were doing less. Cllr McCraith advised that both the District and County Councils were expected to increase their council tax by 1.99%. He added that they were asking for more than the rate of inflation. After further discussion it was proposed by Cllr Sharp, seconded by Cllr Wiltshire, to keep the precept at the same level as in the current year £20500. All Councillors in agreement. The Clerk to make the demand to the District Council.

*-Clerk*11.3 NALC/SLCC National Salary Award 2014-16

Agreement had been reached for the new pay scales for 2014-16 to be implemented from 1 January 2015. The Clerk's hourly rate to be adjusted to take this into account.

11.4 Purchase of Litter Bin for Recreation Ground

Councillors confirmed the style of bin they would like as agreed at the last meeting. The Clerk advised that the cost would be around £150 plus VAT. She would order the bin and contact the Football Club to see if they would be willing to install it.

*-Clerk***12. ANY OTHER BUSINESS FOR INFORMATION FOR URGENT CLERK ACTION**12.1 Christmas 2015

Cllr Pledger suggested that the parish arrange for a Christmas tree and lights in December 2015. This would be an agenda item to follow up in September 2015.

12.2 Recreation Ground Hedge Cut

Cllr Sharp agreed to arrange for the annual recreation ground hedge cut. He would check that the contractor had current insurance before confirming the cut.

*-Cllr  
Sharp*12.3 Spring Lane Bassingbourn

Cllr Sharp expressed concern over the condition of the roadway caused by the Solar Farm construction traffic. The District Councillors confirmed that they had taken this up with the District Council Planners and it was part of the planning consent to make the road good.

12.4 Ditch outside Cemetery

Cllr Williams advised that the ditch needed to be cleared out. It was flooding when there was heavy rain and this was overflowing into the road and cemetery. Clerk to report to the County Council.

*-Clerk***13. DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 10<sup>th</sup> February 2015**

There was no further business. The Chairman closed the meeting at 9.20pm

Chairman

Date