

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

PRESENT: Cllr Wiltshire (Chairman), Cllr Williams, Cllr Barlow, Cllr Gray, Cllr Bathmaker, Cllr Jones, Cllr Sharp, Cllr Pledger, Cllr Parker
District Cllr Cathcart
Members of the Public 2

7.15 pm PARISH COUNCIL PLANNING MEETING

01. APOLOGIES FOR ABSENCE

County Cllr Kindersley

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

Cllr Bathmaker declared a Pecuniary interest under Item 4.1 as a close relation of the applicant. Cllr Sharp declared a non Pecuniary interest as a family member. Cllr Williams and Cllr Gray declared a Pecuniary interest under Item 4.3 as the applicants and the Chairman declared a non Pecuniary interest under Item 4.2 as a friend.

03. OPEN FORUM

There were no planning issues raised.

04. TO CONSIDER PLANNING/TREE APPLICATIONS

To consider Planning/ Applications –

4.1 Planning Ref S/2685/19/FL

The Old Bakery, Church Street –Proposed change of use from commercial to residential use with single storey and two storey rear extension and associated alterations
(H, C and G Bathmaker, Badger and Holley)

Cllr Bathmaker and Cllr Sharp did not take part in this item.

-Recommendation Support

4.2 Planning Ref S/2835/19/FL

Hayesdene, Church Street –New two storey dwelling
(Mr & Mrs P Ram)

-Recommendation Support

4.3 Planning Ref S/2694/19/LB

Thatchcroft, South Street –Replace existing timber windows with replica timber windows
(Mr R Williams)

Cllr Williams and Cllr Gray did not take part in this item.

-Recommendation Support

4.4 Planning Ref S/2571/19/FL

Low Farm, Bassingbourn Road –Side extension to existing commercial building
(Parkers Farm (Bassingbourn)Ltd)

-Recommendation Support

4.5 Planning Ref S/2676/19/DC (FOR INFORMATION ONLY)

Grove House Middle Street –Discharge of condition 3 (internal and external render repairs) of planning application S./0784/19/LB –repairs to the base of the external walls and installation of a French drain to perimeter. Removal of the external cement based rough cast render and replacement with lath and lime render. Removal of the modern celcon blocks between the studs of the front lounge wall. Inseration of insulation and new lath and lime internal plaster, The replacement and repair of the lime plastering to the Inglenook fireplace recess brickwork

4.6 Planning Ref S/2771/19/DC (FOR INFORMATION ONLY)

Back Cottage, Malting Lane –Discharge of condition 3 (details of new external door), 4 (details of closing up door at ground level), and 5 (details of new rooflight) of Listed Building consent S/2196/18/LB for reinstatement of internal wall on ground floor to return building into 2 separate units, with addition of traditional style roof light in second bathroom

05. OTHER PLANNING ISSUES51 Planning Ref S/2927/17/FL Sheen Farm

The Clerk advised that she had received notification of discharge of conditions planning applications S/2909/19/DC and S/2910/19/DC for information only. These related to condition 7 (Archaeology) and condition 13 (Ground Contamination).

7.30 pm PARISH COUNCIL MEETING**01. CO –OPTION OF COUNCILLOR**

There had been one application for co-option. On a proposal by Cllr Sharp, seconded by Cllr Jones, Mr Ralph Parker was co-opted onto Litlington Parish Council. He signed the Declaration of Acceptance of Office and joined the meeting.

02. APOLOGIES FOR ABSENCE

County Cllr Kindersley

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

There were no interests declared.

04. OPEN FORUM –Comments and observations from Members of the Public4.1 Recreation Centre refurbishment proposal

The Chairman reported that the Recreation Centre Management Committee had met before the Parish Council meeting. Cllr Gray had arranged a survey for the Village Fayre and there had been 27 responses with 24 people in favour of a complete knock down and rebuild. The feedback on the survey was disappointing for the committee as they wanted to have some reaction and people interested in developing the proposal. The committee agreed that they would prepare an item for the Parish Post which would include details of a loan, to finance the proposal, to try and get some views either way. It was recognised that if the new facility was built the fee structure for the hire of the building would have to increase and this would also need to be taken into consideration.

4.2 Other issues4.2.1 Refreshing of white lines

It was advised that vehicles were regularly driving the wrong way in the village especially Church Street and Meeting Lane. At the approach to the shop the advisory white lining had worn away and the signage was difficult to see.

The Clerk advised that a request for the refreshing of the white lines had to be made through the County Council website. She urged people to report this themselves stating that the lack of signage on the road was a safety issue.

-Cllrs

4.2.2 Gutters

Concern was expressed over the weeds growing in the village gutters. Cllr Barlow advised that he had arranged for a District Council street sweeper, followed by the County drain cleaners, at the beginning of Summer. The advice on the District Council website was that they would sweep the gutters every three months so he would ask again.

-Cllr
Barlow

05. COUNTY AND DISTRICT COUNCILLOR REPORTS5.1 District Council

Cllr Cathcart referred to the discharge of some conditions for the Sheen Farm planning consent adding that the development appeared to be moving ahead.

There was no further news on the Local Development Plan call for sites. Officers were still registering the applications and it would be a while before they were in the public domain. A consultation would then take place.

Some planning services had been outsourced to the private sector due to the services being stretched. The District Council had to do something to accelerate the processes. This should only be for the smaller applications. Cllr Cathcart added that outsourcing would be more expensive and he was not sure of the quality of the recommendations.

South Cambridgeshire District Council was developing an investment strategy to replace Government funding which would soon disappear. This needed to be carefully handled.

Cllr Cathcart was to attend a member briefing on the new Local Development Plan later in the month. He confirmed that green issues would be a part of this.

The Chairman thanked Cllr Cathcart for his report.

5.2 County Council

Cllr Kindersley was not in attendance but a report had been circulated.

06. APPROVE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS

6.1 Planning/Parish Council Meeting 9th July 2019

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

07. LIVE INITIATIVES/UPDATE ON RESOLUTIONS FROM LAST MEETING

7.1 (Internal Audit) Employee Appraisals

The appraisals would be carried out before the next Parish Council meeting now that the Summer break was over. Cllr Barlow referred to the staff costs and proposed that the living wage be paid. This was seconded by Cllr Williams with all Councillors in agreement. This decision would form part of the appraisal.

7.2 Street Lighting Parish handover update

The Clerk was in the process of obtaining an MPAN for the Parish Council streetlights. Once this was obtained quotations would be sought for the unmetered energy supply.

7.3 Overgrown Hedges and Shrubbery

Properties with overgrown hedging and shrubbery were discussed and the owners would be asked verbally to cut back. Councillors were urged to walk around the village to identify further areas. It was noted that houses on Bassingbourn Road, where the changes to access gardens was proposed, was a particular problem. A discussion took place on the progress of the plan. The Clerk was asked to obtain an update from the Housing Officer. -Clerk

7.4 Operation London Bridge

Following the last meeting members of the Church and Chapel had been contacted by the Clerk. They were aware of the operation and had plans in place when needed.

08. CORRESPONDENCE

8.1 Community Gritting Scheme Applications

Volunteers were requested for the winter season. Local volunteers could help keep the community moving in freezing weather. Under the scheme Parish Councils agree specific important routes in their area and agreed these with the County Council.

Councillors agreed to decline the invitation to take part.

09. PLAY AREA /RECREATION GROUND/CENTRE

9.1 Play Area Weekly Inspection

Cllr Williams reported on some incidents of vandalism.

9.1.1 RoSPA Report 2019

It was noted that the repair to the zip wire had taken place. Cllr Gray confirmed that he was in the process of obtaining a quotation to take into account the latest recommendations made in the report. He would include the repairs needed to the equipment highlighted by Cllr Williams. -Cllr Gray

9.1.2 Update on agreed repairs to equipment

As reported under item 9.1.1 Cllr Gray would obtain the quotation.

9.2 Recreation Centre Operational Issues

The Recreation Centre Management Committee had met earlier before this meeting. The Clerk had been advised that the defibrillator sign had been broken and she would arrange for a replacement. -Clerk

9.3 Recreation Ground

Cllr Williams reported that she had spotted human waste behind the dug outs on the recreation ground. This was supported by the village litter picker.

10. UPDATE ON TRAFFIC/STREET FURNITURE

10.1 MVAS Update

Cllr Williams reported that there had been a request for the sign to be put on Church Street next. Cllr Bathmaker advised on how the data obtained by the sign could be downloaded. He added that an analysis had been done on Royston Road traffic which he was asked to share with Councillors. Cllr Gray expressed concern over some traffic on South Street where he had seen a vehicle recorded at 45mph. It was suggested that the Community Speedwatch team carry out some more checks.

-Cllr
Bathmaker

10.2 Traffic Flow Survey

Cllr Pledger advised that she had contacted three companies and was waiting for information and quotations. She had also sought advice from a Hertfordshire County Council Traffic Analysis Officer.

10.3 Direction Sign for Village Hall and Recreation Centre

The County Council had promised that the signs would be installed during September. The Clerk would allow the officers another week and then urge.

10.4 Visibility Mirror and installation update

The Clerk reported that the installation of the pole to mount the mirror had still not happened. She asked that another contractor be asked which was agreed. She would contact the grasscutting contractor Bullards.

-Clerk

10.5 Dog Waste Bin installation update

Cllr Barlow reported that a cross had been painted on the grass verge where the bin was to be installed. The Clerk confirmed that she had tried on a number of occasions to obtain an update. Cllr Cathcart advised that he had also tried but as the officers responsible were based at Waterbeach he was not having any success. The investigations would continue.

-Clerk

11. VILLAGE OPEN SPACES

11.1 Wild Flower Planting working group update

It was reported that the working group had decided that small beds of lavender and wild flowers would be suitable by the lock up at St Peters Hill. Other areas under consideration were by the village sign. The group intended to start with a small area to see how the project progressed. It was estimated that the wild flower seeds would cost around £200. Cllr Pledger suggested that the large industrial bags of agricultural seeds be investigated as these were cheaper. Expenditure of up to £200 was agreed.

11.2 Village Tree Survey

11.2.1 Feedback on Tree Training attended by Cllr Barlow

Cllr Barlow had attended a course which he reported was very good. All the volunteers on the course learnt about the purpose of a village Tree Warden and how to set up a survey of parish trees. He had written a specification for a survey and sent it out to three tree Surveyors. He reported on the feedback. It was proposed by Cllr Barlow that Argenta Tree Surveyors be appointed to carry out the tree survey, at a cost of £539.00 which was seconded by Cllr Jones. All Councillors in agreement as they acknowledged they needed to have the trees plotted. The Clerk to place the order.

-Clerk

11.3 Purchase of bench for Whitethorn Wood

A quotation was awaited for a rustic style bench.

12. FINANCES

12.1 Payment of Accounts

K BAKER

Recreation Centre cleaning July	£121.50	
& August 2019	£108.00	£229.50

FENLAND LEISURE PRODUCTS

Repair to zip wire (inc £101.46VAT)		£608.76
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MR G BARLOW

Reimburse for Tree Management Book	£ 19.99	
Hazard tape (inc. £0.96VAT)	£ 5.75	£ 25.74

E-ON

Recreation Centre electricity (inc £6.70VAT)		£140.76
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CHUBB

Recreation Centre fire equipment inspection (inc. £31.03VAT)		£186.20
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MRS S WALMESLEY

Reimburse for Tree Training (Cllr Barlow attended 15/8/19)	£100.00
ABLE PLUMBING	
Repairs to recreation centre	£180.00
MR M BAKER	
Grasscutting 2019	£2298.00
TOTAL	£3768.26

PROPOSED Cllr Barlow SECONDED Cllr Williams

12.2 Internet Banking

It was agreed that the Clerk investigate the opening of an on-line bank account for the Parish Council. She would report back with the requirements at the next meeting.

13. COMMUNICATION WITH RESIDENTS

13.1 Emergency Plan

Cllr Gray to circulate the final draft to include comments made by Cllr Barlow.

-Cllr Gray

13.2 Neighbourhood Watch

Cllr Bathmaker agreed to arrange for an up to date list of members to be prepared for the Parish Post. He advised that he had received the resignation from the retired shopkeeper but would ask his replacement if he was interested in becoming a member.

-Cllr Bathmaker

14. ANY OTHER BUSINESS FOR INFORMATION FOR URGENT CLERK ACTION

14.1 Land next to the Recreation Centre

Cllr Williams advised that the gate to the land had been left open but confirmed that the gate was now locked.

14.2 Dog Fouling

Cllr Pledger referred to dog fouling on the Rights of Way and offered to spray with the florescent paint to try and encourage people to pick up after their dogs. The Chairman to provide the paint.

-Cllr Wiltshire

14.3 SCDC Portaloo

A mobile toilet had been left on the green by the lock up. It was noted that this belonged to the contractors working on the district council house roofs. The Clerk confirmed that she had not been asked for permission to site the toilet there. It was agreed that she follow up with the South Cambridgeshire District Council housing officer and ask that it be moved.

-Clerk

14.4 Christmas 2019

It was agreed to hold the event again on the 7th December and, as in 2018, serve refreshments. It was noted that some more lights would be needed and battery operated large lights would be investigated. Cllr Barlow reminded Councillors that a formal order for the planted Christmas tree would need to be placed and the Clerk was asked to arrange this. It was agreed that the Church Choir and Royston Round Table (Santa Sleigh) be invited to take part again. An update on preparations would be made as an agenda item at the next meeting.

-Clerk

15. DATE OF NEXT PARISH COUNCIL MEETING- 8th October 2019

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

Chairman

Date