

**MINUTES OF THE ANNUAL GENERAL MEETING OF LITLINGTON PARISH COUNCIL HELD IN
LITLINGTON VILLAGE HALL
ON TUESDAY 8TH MAY 2018**

PRESENT: Cllr Bathmaker (JB)(Chairman), Cllr Pledger(SP), Cllr Sharp(DS), Cllr Williams(LW), Cllr McClelland(RM), Cllr Wiltshire (LW), Cllr Barlow (GB), Cllr Gray (SG)
District Cllr Cathcart, County Cllr Kindersley
Members of the Public: 3

Elected Councillors signed the Declaration of Acceptance of Office.

7.15 pm PARISH COUNCIL ANNUAL GENERAL MEETING

01. ELECTION OF CHAIRMAN

Cllr Bathmaker, the retiring Chairman, opened the meeting and asked for nominations for Chairman. Cllr Wiltshire proposed Cllr Bathmaker which was seconded by Cllr Pledger. There were no other nominations. Cllr Bathmaker agreed to remain as Chairman.

02. CO-OPTION OF COUNCILLORS

There had been four applications for co-option received for the three vacant seats. A paper vote for each vacancy took place. It was agreed that Nick Jones, Stephen Gray and Rebecca McClelland be co-opted onto Litlington Parish Council. Mr Gray and Ms McClelland signed the Declaration of Acceptance of Office and joined the meeting. Mr Jones was not in attendance.

03. ELECTION OF VICE-CHAIRMAN

The Chairman then asked for nominations for Vice-Chairman. Cllr Barlow proposed Cllr Wiltshire which was seconded by Cllr Pledger. There were no other nominations. Cllr Wiltshire agreed to continue as Vice-Chairman.

04. APOLOGIES FOR ABSENCE

There were no apologies made.

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

There were no declarations made.

06. OPEN FORUM

There were no issues raised.

07. MINUTES OF PREVIOUS MEETING

7.1 Minutes of the Parish Council Meeting dated 10th April 2018

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

08. MATTERS ARISING FOR URGENT ATTENTION

8.1 Installation of Defibrillator

Three electrical contractors had been approached to quote for the installation but to date only one quotation had been received, dated 26th February 2018 at a cost of £313.00. On a Proposal by Cllr Barlow, Seconded by Cllr Pledger it was agreed that this quotation, from RMES. be accepted. Clerk to arrange installation.

-Clerk

09. CORRESPONDENCE

Correspondence received was discussed under agenda items.

10. ELECTION OF COMMITTEES/WORKING GROUPS

The following were agreed by Councillors.

PLANNING –Cllr Gray

PARISH PATHS –Cllr Barlow

TREE WARDEN –Cllr Barlow

MOBILE WARDEN SCHEME –Cllr Sharp, Mrs J Wootton
WEBSITE –Clerk

The Chairman reported that the website was now back up and running. He had made contact with the webmaster who was going to set up a Google registration account so that the website www.litlington.org could be found easier. A discussion on ownership took place. The following responsibilities would be agreed at the next Parish Council Meeting.

GRASSCUTTING/HIGHWAYS –
PLAYGROUND EQUIPMENT –
POLICE LIASON –
RECREATION CENTRE –
CEMETERY –
VILLAGE HALL –
PARISH POST LIAISON –
PARISH PLAN –
COMMUNITY SPEEDWATCH –
LITLINGTON TOWNLANDS CHARITY –

11. REVIEW OF POLICIES

11.1 Insurance Schedule

The insurance policy was due to expire at the end of the month. The current provider Aon had advised that they would no longer be involved in the Local Council market but had arranged for BHB Ltd to provide a quotation instead. The Clerk had also obtained a comparable quote from Zurich. After discussion the premium of £723.96, from BHB Ltd, was agreed by Councillors.

-Clerk

11.2 Risk Assessment

The previously adopted Risk Assessment was circulated to Councillors for update. This would be discussed at the next meeting.

12. ADOPTION OF POLICIES/REGULATIONS

12.1 Standing Orders

The 2018 Standing Orders had been circulated to Councillors and would be discussed at the next meeting.

12.2 Financial Regulations

The latest Financial Regulations had been circulated to Councillors and would be discussed at the next meeting.

12.3 Code of Conduct

A draft Code had been distributed to Councillors for adoption at the next meeting.

12.4 Complaints Procedure

The previously adopted Procedure had been circulated to Councillors for update.

12.5 Data Protection Policy

A policy was to be compiled to take into account the General Data Protection Regulations which were to take effect on the 25th May 2018.

13. MEETING WITH CCC LOCAL PROJECTS OFFICER

13.1 Village Hall/Recreation Centre signage

The CCC Local Projects officer, Josh Rutherford, had advised that the signs would be installed at the same time as the mobile vehicle activated signs which was anticipated to be around September 2018. The Parish Council had to first sign up to the Memorandum of Understanding.

13.2 Traffic Survey of one-way system

Mr Rutherford suggested two strips across the road to monitor traffic volume peaks and troughs. The cost for this would be around £900 for one week.

13.3 Bassingbourn Road Footpath

Mr Rutherford had been shown the footpath causing concern which he suggested the Parish Council put together a case for LHI funding for the worst part of the path. There may also be the opportunity for a speed reduction to 50mph –again a traffic survey would be needed to support this. It was recognised that support would also be needed from users of the path. The Clerk had asked Mr Steve Cooper, Bassingbourn Village College Governor, for help asking parents of children using the path for their support and he had agreed.

These issues would be progressed at the June Parish Council meeting.

14. PLAY AREA/RECREATION GROUND/CENTRE14.1 Play area ROSPA report 2018

The report had not yet been received. Cllr Pledger advised that the play area equipment needed to be washed.

15. PLANNING15.1 Planning Ref S/1461/18/LB

The Manse, Malting Lane –Single storey extension, conversion of ground floor of barn and alterations to fenestration of barn
(Mr Lawrence)

Recommendation –Support15.2 Planning Ref S/ New Cambridge House, Bassingbourn Road

Cllr Cathcart asked if there had been any further news on the planning application since the last meeting. The Chairman confirmed that the Parish Council had heard nothing further.

15.3 Planning Ref S/0682/17/OL

South Cambridgeshire District Council had advised that an appeal had been made to the Secretary of State, against the planning decision to refuse the outline application, for the erection of one dwelling on land adjacent to Fairview, Royston Road. Any additional information was requested by the 7th June 2018.

16. FINANCES16.1 Payment of Accounts

K BAKER

Recreation Centre cleaning April 2018 £135.00

CAMBRIDGE WATER BUSINESS

Recreation Centre water rate October 17 –April 18 £ 26.52

CAMBRIDGESHIRE COUNTY COUNCIL

Recreation ground half yearly rent £ 75.00

E-ON

Recreation Centre electricity (inc. £17.53 VAT) £368.15

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting October 2017 –September 2018 £1602.51

BHIB LTD

Renewal of insurance schedule 2018/19 £ 723.96

TOTAL £2931.14

Agreed. PROPOSED Cllr Sharp SECONDED Cllr Wiltshire

16.2 Agreement of Annual Return 2017/18

The paperwork was currently with the Internal Auditor. Copies of the draft had been circulated to Councillors.

16.2.1 Agreement of Governance Statement

The statement was read by Councillors. Councillors agreed that the Statement could be signed with all sections showing Yes once the Internal Audit had been completed.

16.2.2. Agreement of Accounting Statement

The statement was agreed as correct and would be signed by the Chairman once the Annual Return was back from the Internal Audit.

17. ANY OTHER BUSINESS FOR INFORMATION OR URGENT ACTION OF THE CLERK17.1 Mobile Vehicle Activated Signs –Memorandum of Understanding

Cllr Barlow urged the completion of the agreement by the deadline of the end of May 2018. Leaflets had been circulated to residents asking for volunteers to move the signs and change batteries. There had been good feedback so the Parish Council was now in the position to commit and sign the acceptance. It was agreed that the Clerk would do this. -Clerk

17.2 Proposal for Tennis Court

Cllr Pledger advised that she had contacted three companies who were interested in quoting for a tennis court with the cost being around £30,000. A quotation for a MUGA (Multi Use Games Area) would also be sought.

18. DATE OF NEXT PARISH COUNCIL MEETING –Tuesday 12th June 2018

The Chairman closed the meeting at 8.00 PM

Chairman

Date