

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 12<sup>th</sup> JUNE 2018**

PRESENT: Cllr Bathmaker (Chairman) Parish Council Meeting, Cllr Gray, Cllr Williams, Cllr Barlow, Cllr Sharp, Cllr Wiltshire, Cllr Pledger –Parish Council Meeting, Cllr Jones-Parish Council Meeting, District Cllr Cathcart, County Cllr Kindersley  
Members of the Public 3

**In the absence of Cllr Bathmaker the meeting was chaired by Cllr Wiltshire  
7.15 pm PARISH COUNCIL PLANNING MEETING**

01. **APOLOGIES FOR ABSENCE**  
Cllr Bathmaker, Cllr Pledger, Cllr Jones
02. **TO RECEIVE DECLARATIONS AND DISCLOSABLE INTERESTS RELATED TO ITEMS ON THE AGENDA**  
There were no interests declared.
03. **OPEN FORUM**  
There were no issues raised.
04. **TO CONSIDER PLANNING/TREE APPLICATIONS**
  - 4.1 Planning Ref S/1946/18/FL & S/1947/18/LB  
Little Place, Meeting Lane –Re-roofing and insulation  
(Mrs S Pledger)  
**-Recommendation Support**
  - 4.2 Planning Ref S/2140/18/TC  
Little Place, Meeting Lane –Tree work (removal of tree closest to property to below wall height/reduction removal of others  
(Mr B Pledger)  
**-There were no objections raised**
  - 4.3 Planning Ref S/2144/18/FL  
Lower Hill Farmhouse , South Street –Tree work (removal of Sycamore tree)  
**-A request to be made for a native species replacement**
05. **OTHER PLANNING ISSUES**
  - 5.1 New Cambridge House Planning Application  
The Clerk confirmed that she had heard nothing further regarding the application. Cllr Cathcart advised that he was aware that the application had been approved in principle but issues raised by the Parish Council were being revisited. He added that there must be a problem as the consent should have been issued a long time ago.
  - 5.2 Horse and Groom site  
Cllr Cathcart had no information on the current situation. Councillors were aware that the site had recently been sold and the neighbours had been visited by the owner.
  - 5.3 Sheen Farm Development  
There was no further news on the development. Cllr Cathcart stated that as the site had detailed consent he would have expected work to have started by now.
  - 5.4 Planning Meeting  
The Clerk advised that she had received a further planning application for Little Place which needed a response before the next meeting. A meeting date would be advised.

## 7.30 pm PARISH COUNCIL MEETING

### 01. APOLOGIES FOR ABSENCE

Cllr McClelland

### 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

Recreation Centre issues were discussed under Item 10.4

#### 3.1.1 Recreation Committee Meetings

#### 3.1.2 Update on Refurbishment Project

#### 3.2 Traffic Problems

#### 3.3 Bassingbourn Road Parking Update

There was no update available.

#### 3.4 Other issues

#### 3.4.1 Request to install a visibility mirror

A letter requesting permission had been circulated to Councillors prior to the meeting. The parishioner in attendance had photographs of the dangerous access from her property onto South Street. Councillors agreed with the request. The County Highway Officer would be advised by the Clerk.

-Clerk

#### 3.4.2 Overgrown Hedges

Concern was raised over the number of hedges overgrown and also obscuring signage. Councillors were reminded that in the past an article had been written for the Parish Post. The Chairman advised that as a first step an appeal to residents would be put in the next Parish Post. He would ask Cllr McClelland to investigate past publications to find the article.

-Cllr  
Bathmaker  
& Cllr  
McClelland

### 04. COUNTY AND DISTRICT COUNCILLOR REPORTS

#### 4.1 District Council

Cllr Cathcart reported that since the election there was a new administration at the District Council. The labour party had also doubled its numbers from 1 to 2! The new cabinet was looking at the District Council assets for best use and part of this was the investigation into garage blocks.

There was good news regarding the five year land supply where the target had just been reached. Cllr Cathcart stated that this could easily be lost again. The deadline for the Inspector response in relation to the Local Development Plan kept moving further away. Until the Plan was adopted the district was still vulnerable. A new LDP was to be started in 2019 with Cambridge City Council. Cllr Cathcart was unsure how that would work.

#### 4.2 County Council

Cllr Kindersley had circulated his monthly report. He referred to the current situation regarding the A505 where the idea for a roundabout at Odsey had been accepted. The original idea of a roundabout at Slip End was also still in discussion. Having the two roundabouts would increase the cost of the project from £3.5million to £5.5million but Hertfordshire County Council did not appear to think that the cost would be an issue. Details surveys on the proposals were expected by the end of the year which would be followed by a public consultation. The timetable for the work had slipped to 2021.

The east/west rail link appeared to be hotting up with Councillors invited to various meetings. It was proposed to announce the preferred route by the end of the year. A discussion took place on the A428 duelling and the rail link.

Cllr Kindersley then advised that the County Council had voted to move their offices to Alconbury. Shire Hall would be disposed of. A discussion on this took place.

The pothole issue was being addressed. Cllr Kindersley stated that he had sympathy for the Highway Supervisor who only had so much money to deal with the problem. Blocked gullies were now replacing potholes as rainfall patterns were changing. A discussion took place on flooding issues around the area. Cllr Barlow suggested that the digging out of the grips on Steeple Morden Road should be carried out again before the winter.

The Chairman thanked Cllr Cathcart and Cllr Kindersley for their reports.

**05. APPROVE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS**5.1 Parish Council Annual General Meeting 8<sup>th</sup> May 2018

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

5.2 Parish council Planning Meeting 31<sup>st</sup> May 2018

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

**06. LIVE INITIATIVES/UPDATE ON RESOLUTIONS FROM LAST MEETING**6.1 Action Point Review of Parish Plan

There was a successful presentation of 'you said we did' at the Annual Parish Meeting. Cllr Pledger agreed to prepare an item for the Parish Post with these details.

*-Cllr  
Pledger*

6.2 Update on Clunch Pit Activity and TRO

Cllr Jones advised that they were waiting for the manufacturer to come back.

6.3 Update on Defibrillator Purchase

The defibrillator was now installed on the wall of the recreation centre. Cllr Williams agreed to be the co-ordinator with the Ambulance Service. She also agreed to carry out the weekly check on the equipment. A training session was included in the purchase and it was agreed that the best time to arrange this would be after the Summer break in September.

6.4 Traffic Issues6.4.1 LHI Scheme 2019/20

Details of the scheme had been received and the deadline of 31<sup>st</sup> July 2018 for applications noted.

6.4.2 Bassingbourn Road –evidence for LHI 2019/20

As discussed at previous meetings there were concerns over the speed of traffic on Bassingbourn Road and also the footpath which was used by residents of Litlington. As reported at the AGM there might be the opportunity for a speed reduction on the road. As part of the evidence gathering Councillors agreed that an up to date speed survey be arranged. Cllr Pledger reminded Councillors of the petition she had compiled. Cllr Gray had found out that there was currently around 20-30 youngsters walking to the Village College daily along the path. The Clerk had been advised by the Village College Governors that they would support improvements to the road. The Chairman would make contact.

*-Cllrs*

The application would be discussed at the next Parish Council meeting where there should be sufficient data available to complete the submission.

6.5 LHI Scheme 2018/196.5.1 Memorandum of Understanding for MVAS

The signed MVAS had been returned to Cambridgeshire County Council. Cllr Williams was to arrange a meeting with the volunteers to discuss the requirements.

*-Cllr  
Williams*

6.5.2 Site meeting to be arranged with Highway Officer to agree locations

Before the meeting of volunteers was arranged the Clerk would set a date for a site meeting to discuss locations of the MVAS. This would be in early July 2018.

*-Clerk*

**07. CORRESPONDENCE**7.1 Request for Permission to install visibility mirror (South Street)

The request had been discussed under Item 3.4.1.

**08. REVIEW OF POLICIES/REGULATIONS**8.1 Insurance Schedule

A review of the insurance schedule had taken place.

8.2 Risk Assessment

It was agreed that the updated Risk Assessment be adopted.

**09. ADOPTION OF POLICIES/REGULATIONS**9.1 Standing Orders

It was agreed that the 2018 Model Standing Orders be updated with the values previously used. They were then adopted.

9.2 Financial Regulations

It was agreed that the Financial Regulations be adopted with the values used previously.

9.3 Code of Conduct

It was agreed that the Code of Conduct, previously circulated, be adopted.

9.4 Complaints Procedure

It was agreed that the Complaints Procedure from the previous term be adopted.

9.5 Data Protection Policy

The Clerk confirmed that she was working on a draft policy which once agreed would need to be displayed on the village website. -Clerk

**10. ELECTION OF WORKING GROUPS**

10.1 Grasscutting/Highways –Cllr Jones/Cllr Pledger

10.2 Playground Equipment –Cllr Williams/Cllr Gray

10.3 Police Liaison –Cllr Sharp

10.4 Recreation Centre –Cllr Gray/Cllr Wiltshire/Cllr Sharp

A discussion took place on the recent Recreation Centre AGM where concerns were raised over the membership. The only members were Parish Councillors either as elected members or parishioners. Meetings of the committee were a waste of time. The Chairman reminded Councillors that the Centre was supposed to be run by the community and not just the Parish Council. After further discussion it was agreed that the next committee meeting would be held on the same evening as the Parish Council meeting until the membership built up.

10.5 Cemetery –Cllr Sharp

10.6 Village Hall –Cllr Williams

10.7 Parish Post Liaison –Cllr McClelland had advised that she no longer wanted to be involved with the production of the Parish Post. Cllr Barlow agreed to find out what was involved. -Cllr Barlow

10.8 Parish Plan –Cllr Pledger

10.9 Community Speedwatch –Cllr Bathmaker

10.10 Neighbourhood Watch –Cllr Bathmaker

10.11 Litlington Townlands Charity –Cllr Sharp/Mr Biles/Mrs Baker

**11. PLAY AREA /RECREATION GROUND/CENTRE**11.1 Play Area update –RoSPA Inspection 2018

The RoSPA report had been circulated to Councillors. There were no issues raised for immediate action.

11.1.1 Play Area Weekly Inspection Report

Mrs Williams confirmed the equipment was satisfactory. A checklist would be drawn up of the equipment in the play area from the RoSPA report for the weekly inspections. -Cllr Williams & Cllr Gray

11.2 Recreation Centre Operational Issues11.3 Recreation Ground

Cllr Williams was to arrange for the grass under the five a side portable goal posts to be cut before the Village Fayre. -Cllr Williams

11.3.1 Proposal to cut back Recreation Ground/South Street hedge

There had been discussion about this proposal at the AGM with some people agreeing that it was a safety concern and others not. The Clerk advised that there was an area by the old gate, opposite Malting Lane, that could be removed without affecting the hedge. The play area would then be visible. Councillors to look before the next meeting so that a decision with a view to cutting in the Autumn could be made. -Cllrs

11.3.2 Proposal for a Tennis Court

This was in hand. Cllr Pledger was arranging for formal quotations. -Cllr Pledger

**12. REQUESTS FOR STREET FURNITURE**12.1 Direction Sign for Village Hall and Recreation Centre

The direction signs would be installed at the same time that the MVAS was delivered to the village.

12.2 Visibility Mirror

The order had been placed by the Clerk. She had urged the delivery.

**13. VILLAGE WEBSITE –HOSTING AND DOMAIN NAME REGISTRATION**

The Chairman reported that he had a few further questions for the website designer who had confirmed that he would host the site. Once the questions had been answered the web administrator would need to be paid. Cllr Jones advised that he was in the process of arranging for the continuation of the website domain name.

**14. FINANCES**14.1 Payment of Accounts

K BAKER

Recreation Centre cleaning May 2018 £108.00

PLAYSAFETY LTD

RoSPA play equipment inspection 2018 (inc. £23.10VAT) £138.60

CAPALC

Membership 2018/19 £271.70

CPRE

Renewal of membership 2018/19 £ 36.00

LGS SERVICES

Internal Audit 2017/18 (inc. £15.00VAT) £ 90.00

ABLE PLUMBING

New cistern to ladies toilet £ 90.00

RICHARD MORFORD

Installation of defibrillator £313.00

THE POST OFFICE

Uncontested election 3/5/18 £135.00

MRS L WILLIAMS

Cleaning expenses Recreation Centre £ 31.66

MR G BARLOW

MVAS leaflet copying £ 14.00

TOTAL

£1227.96

PROPOSED Cllr Wiltshire SECONDED Cllr Pledger

14.2 Internal Audit Report 2017/18

The report had been circulated to Councillors. The following points were raised and noted –

- Written Risk Assessment should always be completed before carrying out activities including play equipment repairs and highway works
- Annual Appraisals should be carried out
- The Asset List should be reviewed to show values against each item

-Cllrs  
-Cllrs  
-Clerk

14.3 Agreement of Appointment of Solicitor for Recreation Ground Lease

A Client Care Letter had been received for agreement from Tees Solicitors, Carol Thornton-Swain, in relation to the recreation ground 99 year lease of land from the County Council at a peppercorn rent. This was part of the Sheen Farm agreement.

The letter laid out the terms under which Ms Thornton-Swain worked. She advised that at this stage they had not received the draft lease or title but assuming that this was straight forward, and the lease required little negotiation, costs were estimated at £850 plus VAT. It was agreed that the Clerk sign and return the agreement.

-Clerk

The Chairman agreed to follow up the lease with the County Council officers.

**15. ANNUAL PARISH MEETING 8<sup>TH</sup> MAY 2018**15.1 Matters Arising from Meeting15.1.1 Request for dog waste bin Church Street

A discussion took place on the best location to request a bin. It was agreed that the Clerk contact the District Council Officer and request that a bin be installed somewhere in the area around the Church.

-Clerk

15.1.2 Neighbourhood Watch

The Chairman now had representatives from all areas of the village. He would arrange a meeting.

-Cllr  
Bathmaker

15.1.3 Working Group to clean play equipment

Cllr Gray suggested a power washer be used. He would arrange a working group before the Village Fayre on the 14<sup>th</sup> July.

-Cllr Gray

**16. ANY OTHER BUSINESS FOR INFORMATION FOR URGENT CLERK ACTION**16.1 Update on Reg Bio

Cllr Barlow suggested that as the developer had advised the scheme was to go ahead it might be the appropriate time to talk about a contribution to the village. The Chairman agreed to find out the situation before the next meeting.

-Cllr  
Bathmaker

16.2 The Mount, overgrown hedges

Cllr Wiltshire had received complaints about overgrown hedges. As discussed under Item 3.4.2

an item would be put in the next Parish Post highlighting the need for hedges to be kept under control.

16.3 Woodland Trust

The Clerk to urge a response from the Woodland Trust regarding the installation of a gate at Whitehorn wood. *-Clerk*

16.4 Royston Road Nameplate

The nameplate outside College Farm had been damaged. The Clerk to report on the District Council website. *-Clerk*

16.5 Next Parish Post

As advised under Item 10.7 Cllr Barlow was going to liaise with Cllr McClelland over the publication. It was likely that the next edition would come out in July 2018.

16.6 Refurbishment Proposal

At the AGM the Recreation Centre Management Committee had agreed to go ahead with the refurbishment project. They were at the stage where the FA were satisfied with the plans and an application could now be made for planning consent.

Cllr Gray advised that there was an issue with the latest FA approved drawings. Due to a slight increase in size three trees in front of the Centre would need to be removed. Because of the remaining tree roots the cost of the footings would also increase. He advised of other positions for the proposed buildings.

It was agreed that the Recreation Centre Management Committee would review and make a recommendation on the position and the way forward at the next meeting.

**17. DATE OF NEXT PARISH COUNCIL MEETING AGM– 10<sup>th</sup> July 2018**

There was no further business. The Chairman closed the meeting at 9.00 pm

Chairman

Date