

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 8<sup>TH</sup> SEPTEMBER 2015**

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

District Cllr Cathcart, District Cllr McCraith

Members of the Public -1

**7.15 pm PARISH COUNCIL PLANNING MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Jones, County Cllr Dent

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

There were no declarations made.

**03. OPEN FORUM**

There were no issues raised.

**04. HIGHFIELD FARM –UPDATE ON PROJECT**

The Chairman reported that as far as he was aware work on the implementation of the plant was due to start at the end of 2015 beginning of 2016. The village now needed to consider how the developer could contribute to the community. It was suggested that a replacement play area fence might be a project for consideration also some updated pieces of play equipment.

Mr Collins, the developer's representative, had said that he would attend Parish Council meetings to keep the village informed of progress. The Chairman would forward his e-mail address to the Clerk so that an agenda could be sent ahead of the October 2015 meeting.

*-Cllr  
Bathmaker*

**05. AFFORDABLE HOUSING UPDATE**

Cllr McCraith reported that he had spoken to Ray Manning, the Leader of South Cambridgeshire District Council who confirmed that affordable housing in Litlington was still an option if another housing association was willing to become involved. He suggested that a letter be sent to South Cambridgeshire District Council stressing that a lot of work had been done to date on this project and the Parish Council very much hoped that a scheme would go ahead.

Cllr Pledger reported that she had spoken to a County Farms officer who advised that the County Council had now developed a model whereby they built housing themselves. They were currently working on two other projects in Cambridgeshire and were in discussions with South Cambridgeshire District Council on how this could be progressed on the Sheen Farm site. Cllr Pipe reminded Councillors that the original proposal was for market housing on Royston Road with the affordable housing located on an exception site behind. With the County Council proposal concern was raised over how this would work. After further discussion Cllr Pledger agreed to forward the contact details of the County Farms officer she had spoken to, and the location of the two projects currently underway, to the Clerk so that she could seek further clarification.

*-Cllr  
Pledger &  
Clerk*

**06. OTHER**

6.1 Horse and Groom site

Cllr Pledger advised that she was aware that the current developer of the site was going to appeal against the South Cambridgeshire District Council decision to refuse the two dwellings on the site. She suggested that a letter of support for the houses be sent to the Planning Inspector. The Clerk advised that she had not yet been notified of the appeal and once the notice was received that would be the time to reiterate the support for the application.

## 7.30 pm PARISH COUNCIL MEETING

### 01. APOLOGIES FOR ABSENCE

Cllr Jones and County Cllr Dent

### 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. MINUTES OF PREVIOUS MEETING

#### 4.1 Minutes of the Parish Council Meeting dated 14<sup>th</sup> July 2015

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

#### 4.2 Minutes of the Parish Council Planning Meeting dated 26<sup>th</sup> August 2015

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

### 05. MATTERS ARISING

#### 5.1 Highway Issues

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

During August Councillors had been made aware that the County Council had decided that the decision on whether to proceed with the traffic calming measures would be by 'delegated decision' and not by a committee. This would mean that the decision was to be made between the Head of Local Infrastructure and County Cllr Dent. As far as Councillors were aware they had not yet made the decision as Cllr Dent had been on sick leave. He had though expressed his full support that the scheme should go ahead. After discussion it was agreed that the Clerk would make contact with Cllr Dent and urge the meeting.

-Clerk

Cllr Sharp stated that there was a car parked on the grass verge at the junction which made crossing the road very difficult.

-Cllr  
Bathmaker  
& Clerk

##### 5.1.2 Speedwatch Signs

There had been no contact made from the police or the County officer regarding the provision of the signs. The Chairman and Clerk to urge.

##### 5.2 Installation of wooden posts

The posts, plus a 'smartwater' sign, were awaiting installation. Cllr Pledger expressed concern over the length of time it was taking to get a working party together to carry out the installation and suggested paying a contractor. This was dismissed and a date of the 3<sup>rd</sup> October 2015 was set by Councillors to carry out the works.

##### 5.3 Update on Parish Plan

Cllr Pledger had collated the plan and produced a draft which she had circulated to Councillors. As this was a community project it would now go back to the working group for their review and a list of action points for the Parish Council to consider. Once finalised the plan would be printed and distributed to all homes in the village. The Chairman thanked Cllr Pledger for her work in getting the plan to this stage.

##### 5.4 Dog Fouling Initiatives

Cllr Wiltshire stated that she felt that spraying the fouled area with the florescent paint had helped. Many residents were keen to join in with highlighting the dog foul which was hoped to make the offending owners uncomfortable. It was agreed that the initiative would continue whilst cans of paint were held.

##### 5.5 Overgrown Shrubbery Malting Lane

The overgrown shrubbery on the verge had been reported to the County Council for their action. The shrubbery around the 'No Entry' sign would be included for the working party on the 3<sup>rd</sup> October.

### 06. CORRESPONDENCE

#### 6.1 CCC Minor Highway Improvement Scheme 2016/17

Details had been received from Cambridgeshire County Council with a deadline for applications of the 2<sup>nd</sup> November 2015. Cllr Pipe reminded Councillors that when the application had been submitted in 2014/15 for the traffic calming on Bassingbourn Road it had been identified that Meeting Lane was

-Cllr Pipe  
& Clerk

just as bad. It was hoped at the time to install traffic calming measures on both roads but this turned out to be beyond the budget. It was agreed that a bid be submitted for the second phase of the scheme for Meeting Lane. Cllr Pipe and the Clerk to complete the application.

#### 6.2 Community Parking Fund

Inconsiderate Parking had been an ongoing issue discussed with the police at the Neighbourhood Policing Panel meetings. The officers were asked to consider what options were available for the community to deal with the problem themselves. One of the suggestions was that parishes pay for a PCSO on overtime. A PCSO normally cost about £45 per hour if required for an event, partly due to administration costs. An option would be for parishes to make a conditional grant to a Community Parking Fund. A grant of £1,000 would allow a PCSO to be deployed for 42 hours outside their normal duties on voluntary overtime. Neighbouring parishes could join together to make this manageable and give value. Areas for attention would be determined by the parishes however ultimately discretion of whether to ticket or educate people remained with the PCSO. The police had asked the Parish Council for feedback as soon as possible.

It was agreed that Litlington as a whole did not have a big problem with parking. Cllr Sharp expressed his concerns again over the parking on Bassingbourn Road by residents. The unused disabled parking space added to the problem. This issue had been ongoing for a number of years without a solution. The most recent suggestion was for parking bays to be marked out at the rear of New Close. South Cambridgeshire District Council had asked Cambridgeshire County Council to do this but the request was declined with the reason that if parking bays were facilitated they would need to be under controlled/restricted parking conditions. After further discussion it was agreed that the clerk would contact the District Council housing officer, Andrew Cole, and suggest that if the area at the rear of New Close was owned by South Cambridgeshire District Council, with their permission the Parish Council could arrange for the lining to be painted for the parking spaces. The Clerk would also report that the disabled parking bay was no longer needed, to Cambridgeshire County Council, and ask for this to be removed.

-Clerk

#### 6.3 Boundary Commission Review of South Cambridgeshire District Council

The Chairman and Clerk had completed a questionnaire relating to this. A workshop had also been held the previous week with the notes circulated.

Cllr McCraith reiterated the update made at the last meeting that options resulting in less District Councillors were being considered. One option was to have three member wards. South Cambridgeshire District Council was to hold a special meeting on the 24<sup>th</sup> September 2015 to discuss this and he would update Councillors at the next meeting.

#### 6.4 CCC Street Lighting Energy Charges

The County Council had advised of an increase in the costs for administering the electrical energy on Parish Council owned street lights. They would need to make an increase of 15% which would come into effect from 1<sup>st</sup> October 2015. The period 1<sup>st</sup> October 2014 -30<sup>th</sup> September 2015 would be invoiced at the old rate. Councils were invited to make their own arrangement with energy providers if they were unhappy with this increase.

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

### 7.1 County Council

Cllr Dent had circulated a report.

### 7.2 District Council

Cllr McCraith expressed concerns over the recent Government budget where in the small print it was stated that council rents would have to be reduced by 1% every year. This meant that the amount of money needed to build more council housing would disappear. The same thing could apply to Affordable housing.

There had been speculation regarding Bassingbourn Barracks. Heidi Allen, MP, had suggested that the Barracks be used to house Syrian refugees. Cllr McCraith expressed concern over this as Ms Allen had not discussed the suggestion with local members. He added that the Leader of South Cambridgeshire District Council, Ray Manning, had confirmed that the District Council had no plans to use the Barracks in this way. Cllr McCraith reminded the meeting of the issues with the Libyan soldiers and said that residents had been misled.

Cllr Sharp raised concern over the number of council houses in the village which were empty. Cllr Cathcart advised that he had taken this issue up in Bassingbourn adding that there was often work that needed to be done to the properties before they were suitable to re-let. He had been informed that in some cases the District Council would not be in a position to carry out the necessary repairs for up to eighteen months because of the shortage of funds. He suggested that the Parish Council send a letter expressing their concern to the District Council Head of Housing, Stephen Hills. It was suggested that

-Cllr Sharp  
& Clerk

some of the people in the village waiting for council housing would be willing to carry out work themselves for a discounted rent. Cllr Sharp would forward these names to the Clerk to include in the letter.

The Chairman thanked the District Councillors for their report.

**08. RECREATION CENTRE/VILLAGE HALL IMPROVEMENTS**

Both buildings were being investigated by Cllr Sharp and Cllr Jones. A fundraising Barn Dance was to be held on Saturday 26<sup>th</sup> September to raise funds for the Recreation Centre refurbishment.

**09. PLAY AREA /RECREATION GROUND/CENTRE**

9.1 Play Area

9.1.1 Play Area Weekly Inspection Update

Cllr Wiltshire reported, on behalf of Cllr Williams, that there were no issues to note. Cllr Pipe confirmed that he had checked the zip wire.

9.1.2 Play Area Fence

A quote for a replacement fence was to be sought by Cllr Wiltshire.

9.1.3 Rubbish at Rear of Centre

This had been cleared by the Chairman and Cllr Jones.

9.2 Recreation Centre

9.2.1 Review of Infra Red heating

Cllr Pipe recapped on the heating of the building and the heated lagging. He advised that the infra red heaters would cost £5118.96 and suggested that a decision be made as soon as possible so that they could be installed before the winter. He added that he had not had chance to liaise with Mrs Williams as agreed at the last meeting. The Chairman stated that before a decision was made the two quotes needed to be looked at to ensure that they were competitive. After further discussion it was agreed that Cllr Wiltshire would find out the availability of Mrs Williams so that a dedicated Parish Council meeting could be arranged to discuss the infra red heating and agree a way forward.

9.2.2 Purchase of Tables and Chairs

The Clerk had circulated the details of the proposed purchase to Cllr Wiltshire, the Recreation Centre Management Committee Chairman. She was aware that the village hall also wanted some furniture (two small tables plus 20 chairs) so would add this on to the Parish Council order.

-Cllr  
Wiltshire

-Cllr  
Wiltshire

**10. CLUNCH PIT LAND**

There was no further update.

**11. PROPOSAL FOR VILLAGE CHRISTMAS TREE**

Cllr Pledger had been approached by residents asking for a tree to be erected on the village green by the flagpole. A discussion took place on the positioning and how the tree could be lit. It was agreed that the Chairman would find out the cost of a 20ft tree from a local farm shop and report back to the next meeting for further discussion.

-Cllr  
Bathmaker

**12. PARISH COUNCIL COMMUNICATION WITH THE VILLAGE**

The Chairman expressed concern over communication in the village and referred to the planning meeting to discuss the Highfield Farm Reg Bio Power application. He asked Councillors how best to get information out to the residents. Cllr Pledger advised that a Parish Plan question showed that most people received information from either the Church magazine, Prospect, or word of mouth. It was suggested that if the website was more user friendly this would be a good source of information. There was already a channel through a village Facebook account. Twitter was another option.

After further discussion it was agreed that a single page flyer could be produced every month, highlighting the important issues, and distributed with the Prospect. The Chairman would speak to the website editor, Cllr Jones, about updating the website to a version that could be easily maintained. The Clerk would also investigate a Twitter account.

12.1 Parish Post Timing

It was agreed that the next edition of the Post could go out at the beginning of November 2015 and this would include the details of how the Parish Council were trying to improve communication within the village. The Clerk would check the dates with the Parish Post Editor Mr Goldman.

-Cllr  
Bathmaker  
& Clerk

-Clerk

**13. PROPOSAL FOR CELEBRATION OF THE 90<sup>TH</sup> BIRTHDAY OF HM THE QUEEN**

Cllr Sharp had asked for this to be an agenda item. A discussion took place on whether the event could be incorporated with the village Fayre in 2016. The Chairman agreed to find out the plans from the

-Cllr  
Bathmaker

village Fayre organisers. The date that the birthday would be celebrated would also need to be confirmed.

#### 14. FINANCES

##### 14.1 Payment of Accounts

K BAKER

Recreation Centre cleaning 7/6.14/6,21/6,28/6 £100.00

##### 14.2 Proposal for Donations and Grants Policy

Cllr Pledger advised that there were a couple of modifications which needed to be made to the forms and these were agreed with Councillors. She would now arrange for the information to go onto the village website.

*-Cllr  
Pledger*

##### 14.3 Village Cage Roof – Approval of expenditure for annual paint

A quotation had been received from the contractor that carried out the work the last time. The quote to replace broken bricks and tar paint the roof was from Mr Alan Mead Blandford for a total of £350.00. On a proposal by Cllr Pledger, seconded by Cllr Baker, this was approved. Clerk to advise the contractor.

*-Clerk*

#### 15. ANY OTHER BUSINESS FOR INFORMATION FOR URGENT CLERK ACTION

##### 15.1 Collection for Refugee Charities

Cllr McClelland asked if the Parish Council could help to promote the appeals for the refugees. It was stated that this was not within the remit of the Parish Council but parishioners could be directed to local charities through the newsletter or Facebook.

##### 15.2 Royston Town

Cllr Pledger advised that she was aware that Royston had been nominated as a Local Enterprise Zone. Although this was not within south Cambridgeshire Royston was the closest town to the village. It was agreed that the Clerk would contact North Herts District Council and Royston Town Council to see if support was needed from local villages.

*-Clerk*

##### 15.3 Recap of Planning meeting

The Chairman recapped on the discussion at the earlier planning meeting in relation to suitable projects to put forward to Reg Bio for funding. The play area fence and play equipment would probably be best suited so that the developer could get some positive public relations feedback.

##### 15.4 Parish Councillor Training

The Clerk advised that she was arranging a CAPALC Councillor training day, with another local Clerk, on Saturday 24<sup>th</sup> October 2015. She asked anyone interested in attending to let her know.

#### 16. DATE OF NEXT PARISH COUNCIL MEETING – Tuesday 13<sup>th</sup> October 2015

There was no further business. The Chairman closed the meeting at 8.53pm

Chairman

Date