

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 13<sup>th</sup> JUNE 2017**

PRESENT: Cllr Bathmaker (Chairman), Cllr Williams, Cllr Barlow, Cllr Sharp, Cllr Pledger, Cllr Pipe  
District Cllr McCraith, District Cllr Cathcart, County Cllr Kindersley  
Members of the Public 4

**7.15 pm PARISH COUNCIL PLANNING MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Jones, Cllr Wiltshire, Cllr McClelland

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

The Chairman declared a Pecuniary interest under Item 4.1 as the Applicant and Cllr Sharp declared a Pecuniary interest under 4.1 as the adjoining Landowner.

**03. OPEN FORUM**

3.1 Sheen Farm Consultation

Cambridgeshire County Council had held a consultation in the village the previous evening on their proposal for 22 dwellings.

Concern was raised over the proposed drive opposite the cottages which would add to the already visibility problems. There were also concerns over the number of vehicles and site traffic to the site. Speeding vehicles made the situation worse.

The Chairman advised that the County Council was expecting to submit a planning application in a month or so. Once the application was out for consultation there would be an opportunity for the village to steer the response made by the Parish Council. He added that the County Council may make further tweaks before the submission. Cllr Sharp expressed his personal concern over the accesses from Royston Road to the new estate and the two proposed dwellings on Royston Road. The old air raid shelter, currently on the Sheen Farm site, would be removed too. Residents stated that the developer had made it clear that no surveys had been carried out on utilities, especially Broadband, which was concerning.

Cllr Cathcart concluded that this would be a major development, in an infill village, so South Cambridgeshire District Council Planners would be looking at the facilities available when they evaluated the Planning Application.

**04. TO CONSIDER PLANNING/TREE APPLICATIONS**

After explaining his planning application, to Councillors, the Chairman and Cllr Sharp left the meeting. The meeting was then Chaired by Cllr Pipe.

4.1 Planning Ref S/1524/17/OL

Holmcroft, Bassingbourn Road –Outline planning permission for a new dwelling house, removal of existing outbuildings and conversion of barn to new garage space

(Mr J Bathmaker)

***Recommendation –Support***

Cllr Bathmaker and Cllr Sharp returned to the meeting.

4.2 Planning Ref S/1986/17/LD (for information only)

6 Cockhall Close –Lawful development certificate for proposed single storey rear extension

(Mr & Mrs Cretton)

**05. OTHER PLANNING ISSUES**

5.1 Planning Ref S/0475/16/FL The Old Bakery –Appeal Made to the Secretary of State

The Clerk reminded Councillors that a new application for demolition and rebuilding had been supported by the Parish Council at their April Parish Council meeting. There was confusion why this appeal for a refused application had been submitted at this time. Cllr Cathcart confirmed that the applicant was trying to get the decision overturned with the first application but if this failed he would still have another attempt. It was noted that the neighbouring residents, who originally did not want to see the existing building demolished, now agreed that it was beyond repair.

There were no other issues raised.

## 7.35 pm PARISH COUNCIL MEETING

### 01. APOLOGIES FOR ABSENCE

Cllr Jones, Cllr Wiltshire, 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/Village Hall improvements

There was no update made.

#### 3.2 Other issues

##### 3.2.1 Royston Road Traffic

Since the Annual Parish Meeting residents of Royston Road were trying to progress signage with County Highways without success. The information they were asking for was not forthcoming. The residents wanted to set up a working group for the road as they were still keen on the installation of flashing signs. Cllr Pledger offered her help stating that she would get the information they needed. Cllr Kindersley also offered to pursue. He suggested that Councillors and residents look at the interactive mobile flashing sign which had just been purchased in Hatley. The Chairman added that he had forwarded information on research related to these signs to residents.

*-Cllr Pledger &  
County Cllr  
Kindersley*

It had been suggested at the Annual Parish Meeting that the give way feature on Royston Road could be improved and repainted. Cllr Pledger also had in the past suggested a gated feature at the entrance to the village. Cllr Kindersley stated that the request for the repainting should be reported on the County Council website repeatedly. He also urged the Parish Council to continue to pursue a LHI bid.

A discussion then took place on possible Section 106 contribution from the proposed Sheen Farm development which could tie in with the planning consultation.

### 04. COUNTY AND DISTRICT COUNCILLOR REPORTS

#### 4.1 District Council

Cllr Cathcart reported that he had attended a briefing on proposed changes to planning services which would include the merger of Cambridge City and South Cambridgeshire District Council. The District Council had been moving towards more shared services so this was not a surprise. Councillors had been assured that this was not just a financial move. Cllr Cathcart expressed his concern over how this would work feeling that villages may become less important. He added that there were no proposals at the present time for a joint planning committee. Cllr McCraith added that looking at the existing structure it needed improvements to become more customer orientated. There was still a lot of questions. Cllr Sharp asked if this meant that the Cambridge City would eventually rule. Cllr Kindersley stated that it would be the other way around as South Cambridgeshire District Council covered a larger area and had a lot more expertise.

Cllr Cathcart concluded the report by advising that the Local Development Plan was still going on. He hoped it would be completed by the end of Summer 2017. He added that Cllr McCraith was recently elected Chairman of South Cambridgeshire District Council.

Cllr Pledger advised that the Steeple Morden based Smarties Pre-School had applied for a Community Chest grant to improve their outdoor facilities. She asked the District Councillors if they would support the application as children from Litlington attended Smarties. The Clerk advised that the local member for Steeple Morden, Cllr Cicely Murfitt, had advised Steeple Morden Parish Council that she had expressed her support. Cllrs Cathcart and McCraith agreed to write a letter of support as representatives from Litlington.

*-Cllr Cathcart,  
Cllr McCraith*

The Chairman thanked the District Councillors for their reports.

#### 4.2 County Council

Cllr Kindersley had distributed a monthly report. He advised that a lot in the report did not apply to Litlington.

Cambridgeshire County Council had held their Annual Meeting where he had stepped down as Chairman. Mandy Smith, Councillor for Papworth and Swavesey, had now been elected Chairman. As the County Council was now conservative led they had taken the Chair and Vice Chair of the committees. Cllr Kindersley advised that he remained on the Planning Committee and was to join the Fire Authority. The next meeting was later in the week where there would be an interesting debate as to whether the Authority should join with the Police Authority.

Cllr Kindersley then referred to the lease that the Parish Council had with Cambridgeshire County Council for the strip of land along the front of the recreation ground. It had been suggested at the Annual Parish Meeting that this could be part of the negotiation for the Sheen Farm planning application but a decision had since been made that the lease would be offered for another 10 years. He added that the County Council were aware of how they now needed to manage their assets. Cllr Kindersley asked to be kept updated on the speeding issues.  
The Chairman thanked Cllr Kindersley for his report.

## 05. MINUTES OF PREVIOUS MEETING

### 5.1 Minutes of the Parish Council Annual General Meeting dated 9<sup>th</sup> May 2017

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

### 5.2 Minutes of Parish Council Planning Meeting dated 24<sup>th</sup> May 2017

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

Cllr Jones had an action point to get the working party together for the review.

### 6.2 Parking on Bassingbourn Road –Update on meeting with SCDC Officer

The Clerk reported that she had spoken to the resident of Bassingbourn Road who had initiated this and he advised that the Housing Manager, Geoff Clarke, had advised him two weeks ago that he would be speaking to the Planners. Cllr Cathcart confirmed that he had also spoken to Mr Clarke. He added that the officers needed to be reminded.

### 6.3 Update on Clunch Pit Activity and Signage

There was no further update.

### 6.4 Update on Village Website

The Clerk advised that the website was now live and work was taking place to update it. The website designer had not been in contact, the invoice had not been received either, but once he did make contact there were a number of questions to ask.

### 6.5 Bassingbourn Road Bus Shelter Repair

The Clerk still to action this. It was noted that there was no urgency.

-Clerk

### 6.6 Parish Councillor Code of Conduct

The Chairman reported that a resident had asked for the Complaints Procedure for the Parish Council. This had been forwarded to him but nothing further had been heard. The Code of Conduct had been distributed to Councillors as a refresher and it was suggested that the Complaints Procedure, adopted by a previous Council, be updated and readopted. It was agreed that The Adoption of the Complaints Procedure be an agenda item for the next meeting.

## 07. CORRESPONDENCE

### 6.1 Magpas Air Ambulance –Request for financial help

The request had been circulated to Councillors. Cllr Pipe suggested that the Parish Council should concentrate on supporting local groups. It was advised that the air ambulance had been involved in a recent incident in Litlington landing in Malting Lane. A discussion took place on the Section 137 budget and it was suggested that a list of charities and groups making a request for a donation should be compiled and considered once a year. After further discussion it was agreed that a donation of £262, which would buy a tank of fuel, be made with the proviso that this was a one off donation.

### 6.2 Seafarers UK –Fly the Red Ensign for Merchant Navy Day

Communication had been received regarding Merchant Navy Day on the 3<sup>rd</sup> September 2017. There as a nationwide campaign to raise public awareness of the seafarers and the organisers suggested that a Red Ensign by displayed on a prominent flagpole.

-Clerk

In the absence of a Red Ensign it was agreed that the Union flag could be displayed on the 3<sup>rd</sup> September. Clerk to advice the flag holder Mr Biles.

### 6.3 Bassingbourn Half Marathon

A request had been made by the organiser, Ash Hawkins for the footpath from Litlington to Brook Road Bassingbourn to be cut back for the marathon arranged in the 2<sup>nd</sup> July 2017. As this was the responsibility of Cambridgeshire County Council she would put the request on the County Council website and advise Mr Hawkins of this. She was also asked to request that the organisers clear up the discarded water bottles/cups left around the route following the event.

-Clerk

**08. PLAY AREA /RECREATION GROUND/CENTRE**8.1 Play Area update

Cllr Williams confirmed that all was well in the play area. She advised that a lot of rubbish had to be cleared up by the litter picker when a family using the play area abandoned it.

8.1.1 RoSPA Report 2017

Since the last meeting the mound had been cut. There were still some other issues which Cllr Pipe, agreed at the last meeting, would look at.

*-Cllr Pipe*8.1.2 Recreation Ground Hedge

The RoSPA report had highlighted the encroaching hedge near the mound. This had been left as the hedge cutting contractor could not get his machinery near due to the mounds. It was noted that the hedge could not be cut back now until after the 1<sup>st</sup> September. The Clerk would diary the work after that date.

*-Clerk*8.2 Recreation Centre Operational Issues

The Recreation Ground Committee Management Committee had held its AGM on the 31<sup>st</sup> May 2017. There was nothing to report.

**09. ANNUAL PARISH MEETING –MATTERS ARISING**9.1 Traffic Speeds Royston Road and the village

This issue had been discussed under Item 3.2.1 where Cllr Pledger had agreed to find out the information the residents wanted.

9.2 Police Speed Checks

Police Officer Derek Crosby had been formally asked to carry out speed checks in the village. He had acknowledged the request.

9.3 Sheen Farm Development

The presentation had been discussed in the earlier Planning Meeting. The Chairman confirmed that once the planning application was received it would be widely advertised so that as many residents as possible could attend the meeting to air their views. A response would then be made to the consultation based on those views. He added that at this time any comments made by Councillors on the drawings must be made as an individual and not as a Parish Councillor.

**10. REQUEST FOR VILLAGE DEFIBRILLATOR**

There had been a brief discussion on the request at the AGM. The Recreation Centre Management Committee had also discussed this and agreed that it would be a good idea to have a defibrillator available at the recreation ground.

A discussion on how the equipment would work and why, when there as the First Responder Group, it was needed in the village. The cost was also queried when donations were made to the First Responder Group and MAPGAS. It was suggested that the Village Fayre committee may be able to help with funding. After further discussion it was agreed that the Village Fayre committee would be asked if they were interested. Councillors would also investigate the benefits of a village defibrillator for discussion again at the next meeting.

*-Cllrs***11. REPLACEMENT DOG WASTE BIN (Ashwell Stret)**

The bottom of the existing dog waste bin had fallen out and the bag was currently being supported by a bucket. The Clerk had a replacement bin which had previously been positioned in Malting Lane. She believed a special tool was required to unfasten the bin. Cllr Pipe offered to investigate.

*-Cllr Pipe***12. FINANCES**12.1 Payment of Accounts

K BAKER

Recreation Centre cleaning May 2017	£100.00
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CHUBB FIRE AND SECURITY LTD

Recreation Centre fire equipment hire (inc £29.11VAT)	£174.66
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LGS SERVICES

Internal Audit 2016/17 (inc £15.00VAT)	£ 90.00
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CPRE

Membership 2017/18	£ 36.00
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Cheque for the following issued on 24.5.17

AON UK LTD Insurance Premium 2017/18	£820.29
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TOTAL	£1220.95
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AGREED. Proposed Cllr Pledger, Seconded Cllr Williams

12.2 Internal Auditor Report 2016/17

The report had been circulated to Councillors. There were no major issues highlighted for action. The Clerk advised that she had discussed the asset values with the Auditor and he had suggested that, as insurance values were no longer used on the return, that the costs of assets be kept on the Asset Register in future.

**13. CHANGE TO SEPTEMBER PARISH COUNCIL MEETING DATE**

The Clerk advised that she would not be available to attend the meeting on the 12<sup>th</sup> September 2017. It was agreed to change the date to Wednesday 20<sup>th</sup> September, and as the Village Hall was booked, hold the meeting in the Chapel Schoolroom. Cllr Barlow reminded the Clerk that discussions on the village Christmas celebration should commence at that meeting.

**14. ANY OTHER BUSINESS FOR INFORMATION FOR URGENT CLERK ACTION**

14.1 Village Cage roof

The roof did not received the agreed annual paint in 2016. The Clerk was asked to arrange for 2017. She would report back at the next meeting.

*-Clerk*

14.2 Signage

Cllr Williams expressed concern over the 'One Way' signage at Malting Lane which was covered with ivy and also the direction sign at the junction of Church Street/Silver Street which was pointing the wrong way. This would be looked at.

*-Cllrs*

14.3 Overgrown Hedges

Cllr Williams was still concerned over the hedge from Rush Green which, had been trimmed, but was still overhanging the footpath. The Chairman suggested that she speak to the resident and ask for it to be cut back further.

*-Cllr Williams*

Cllr Sharp advised that the hedge by the bus stop on Bassingbourn Road was also overgrown. He had spoken to the resident who had since moved. Once the new owners were there he would speak to them about cutting the hedge back.

*-Cllr Sharp*

14.4 Stolen Number plate

Cllr Williams advised that her car number plates had been stolen overnight the previous weekend. It was also noted that an attempt had been made to break into a property in the village while occupied. These incidents had been reported to the Police. The Clerk was asked to contact the PCSO and ask for increased visibility in the village.

*Clerk*

**15. DATE OF NEXT PARISH COUNCIL MEETING— Tuesday 11<sup>th</sup> July 2017**

There was no further business. The Chairman closed the meeting at 9.15 pm

Chairman

Date