

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 10<sup>th</sup> MARCH 2020**

PRESENT: Cllr Wiltshire (Chairman), Cllr Barlow, Cllr Sharp, Cllr Williams, Cllr Gray, Cllr Parker, Cllr Jones,  
District Cllr Cathcart  
Members of the public 6

**7.15 pm PARISH COUNCIL PLANNING MEETING**

- 01. APOLOGIES FOR ABSENCE**  
Cllr Pledger, Cllr Bathmaker, County Cllr Kindersley
- 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**  
To consider Planning/ Applications –  
4.1 Planning Ref 20/01140/HFUL  
Oakville, South Street –Single storey rear extension, new east back door and porch  
(Mr & Mrs Featherstone)  
***-Recommendation Support***
- 05. OTHER PLANNING ISSUES**  
There were no issues raised.

**7.30 pm PARISH COUNCIL MEETING**

- 01. APOLOGIES FOR ABSENCE**  
Cllr Pledger, Cllr Bathmaker, County Cllr Kindersley
- 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 refurbishment proposal  
The Clerk advised that the Parish Post, which had recently been distributed to residents, contained an item on the refurbishment proposal indicating an increase in Council Tax of £75 per property per year to cover the costs. The Committee had hoped that this statement would raise some interest in the project.
  - 3.2 Other Issues
    - 3.2.1 Bassingbourn Road Potholes  
Concern was raised, by a resident, over the number of potholes on Bassingbourn Road which needed attention. Councillors were advised that if the road was in a better condition there would be more likelihood of the Village College/School pupils cycling. Once repairs had taken place they did not last very long. It was suggested that there should be a process in place to track the repair and standard. Cllr Sharp advised that he had observed some potholes being marked out for repair. The Clerk explained the process of reporting the potholes on the County Council website with the more reported the more likely that there would be some action.

After further discussion it was agreed that the Clerk would report the potholes again and urge their repair. In the text box on the report she would ask for the process to be supervised with an inspection of the repair on completion. -Clerk

Cllr Cathcart added that there was a problem with the whole road system across the County starting to break up. He was aware of a rolling programme of road improvements but unaware of any dates.

### 3.2.2 Church Street Footpath

It was advised that the surface of the footpath from Anvil Avenue to the bus stop was lifting up. This was not helped by the road sweeper. The Clerk was asked to report on the County Council website. -Clerk

### 3.2.3 BMX Track

Concern was raised over the encroachment of the area onto the main recreation ground. A ramp of crates and mud had been moved further into the ground. Cllr Gray advised that the youngsters involved with the area were working towards their Duke Of Edinburgh Award and this initiative was part of the scheme. He would have a look at the encroachment and report back. Cllr Jones added that he did not think this was a problem. -Cllr Gray

### 3.2.4 Ashwell Stret Parking

Councillors were advised that the area from Royston Road to the barrier had always been maintained by the residents. There was now a big issue with potholes which made access for emergency vehicles questionable. Since the substation had been constructed there was a huge area in front which users of the Stret, mostly dog walkers, used as a car park. It was acknowledged that the vehicles were not permitted on Ashwell Stret.

Residents had now come up with a proposal to repair the potholes and reinstate the grass in front of the substation adding bollards. It was noted that this had been discussed and agreed with County officers in the past but never carried out.

Councillors agreed with the proposal but requested that the residents contact the County Council Rights Of Way Officer so that he was aware.

The residents were also asked to write an article on their actions for the next Parish Post which they agreed to do.

### 3.2.5 Social Media Complaints

Concern was expressed over comments on social media currently over a gate to Whitethorn Wood which had recently been installed. Previously there had been comments regarding the fencing of the Clunch Pit which had been carried out by the landowner. It was stated that the comments were ill informed backchat.

Cllr Barlow explained that the Parish Council had asked the Woodland Trust to replace the barrier as the wood was being accessed by motorbikes and horse riders which was not permitted. The gate had now returned the wood for use by pedestrians only. He added that there had also been a lot of people complaining about the misspelt sign 'Whitehorn Wood' which the Woodland Trust had also been made aware of.

Cllr Jones reiterated the concern over the use of social media stating that the residents should be encouraged to attend Parish Council meetings if they had a concern. There would be an item referring to this in the next Parish Post.

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

### 4.1 County Council

Cllr Kindersley had circuted a monthly report.

### 4.2 District Council

Cllr Cathcart reported that South Cambridgeshire District Council had agreed a £5 council tax increase per Band D property. Other streams of additional income would also need to be investigated. At the present time the District Council was allowed to retain some of the business rates collected but this was likely to cease.

Planning was still an issue with a high turnover of planning officers. It was difficult to retain staff. Cllr Cathcart added that this was not unique to South Cambridgeshire District Council.

There had not yet been a release of information on the Call For Sites. It was hoped that this would happen soon.

The Chairman thanked Cllr Cathcart for his report.

## **05. APPROVE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS**

### 5.1 Parish Council Meeting 9<sup>th</sup> February 2020

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**

These were discussed under other agenda items.

**07. CORRESPONDENCE**

7.1 Whitethorn Wood and Rights of Way

An e-mail had also been received by the Parish Council in relation to the village Rights Of Way, including permissive paths, and the new gate on the wood. This had been circulated to Councillors.

Cllr Barlow offered to write to the Woodland Trust thanking them for reinstating the access which was accepted. The Clerk would reply to the resident's e-mail, with input from Cllrs Barlow and Parker.

-Clerk

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

8.1 Play Area Weekly Inspection

Cllr Williams advised that she had received a number of complaints about the state of repair of most of the equipment from parents.

8.1.1 Agreement of Quotations for Repairs

Cllr Gray reported that he had met with a representative from Fenland Leisure and had been disturbed by the recommendations made. There were three urgent actions required which were work to the cradle swings, to bring them back in use and up to standard, at a cost of £235.80, the removal of the Junior Multiplay for safety reasons, cost £900, or the installation of adequate safety surfacing at a cost of £5613.75 and the removal of the Stand Up See-Saw at a cost of £200.00. These costings did not include the labour charge or VAT.

Councillors were aware that the Stand Up See-Saw needed to be removed but were concerned over the Junior Multiplay recommendation. Cllr Gray advised that even if the safety surfacing was installed the structure still failed safety requirements on other parts.

A discussion took place on the recommendation. It was advised that if the village could demonstrate that it was actively fundraising there were grants available for replacement equipment.

After further discussion it was agreed that a budget of £2,500 be allocated for the repairs to the cradle swings, removal of Multiplay and See-Saw. The budget would include the labour charges. As the Parish Council had shared a good business relationship with Fenland Leisure over the years a quotation for replacement equipment, including a slide, would be requested when placing the order.

Cllr Gray offered to tape off the equipment to be removed to prevent use.

Cllr Jones suggested that an appeal be made in the next Parish Post for volunteers to form a play area fund raising group. There had been a suggestion of this recently on social media.

8.2 Recreation Centre Operational Issues

The Clerk reported that a new Booking Secretary had been found and the Management Committee would be meeting soon to discuss the booking process and end of year financial statement.

The Clerk had also been asked by the cleaning contractor to purchase some brooms with the cost of these items around £100. Councillors agreed that the Clerk purchase the items.

-Clerk &  
Cllr Gray

-Clerk

8.3 Recreation Ground

8.3.1 Portacabin information for changing rooms

Investigations were in hand with Cllr Gray.

-Cllr Gray

**09. UPDATE ON TRAFFIC/STREET FURNITURE**

9.1 South Street/Meeting Lane/Bassingbourn Road junction-Feasibility Assessment Update

A meeting with the CCC Local Projects Manager on the 11<sup>th</sup> March 2020. The Clerk would report back at the next meeting.

9.1.1 Traffic Flow Survey –update

Councillors were still to meet and arrange a strategy for the monitoring of vehicles over a one hour period in early morning.

9.1.2 Bollard /Reflector Request

The CCC Local Highway Officer had advised that the verge outside Ingelby on South Street was too narrow for bollards. He had no objection to the residents putting reflector signs on their wall as long as they did not dazzle drivers or create confusion. The Clerk would advise the

-Clerk

-Cllrs

residents.

-Clerk

#### 9.2 MVAS Update

The equipment was currently erected on Church Street.

##### 9.2.1 Positioning Of Equipment

The Clerk was working with the working party to complete an application form for Balfour Beatty to allow the MVAS to be positioned on a CCC street light column.

##### 9.3 Direction Sign for Village Hall and Recreation Centre

The County Council had confirmed that the signs were on order and would be attached to existing street light columns once delivered.

##### 9.4 Visibility Mirror post installation update

The Clerk had again urged the installation of a post with the contractor.

##### 9.5 LHI 2021/22 application date 1<sup>st</sup> April 2020 –awaiting instructions

The County Council had advised that the invitation to submit a bid under the next scheme would be earlier than in previous years to enable the applications to be processed in the same financial year. Once details were received they would be circulated. The Clerk added that the results of the 2020/21 bid were still awaited.

### 10. VILLAGE OPEN SPACES

#### 10.1 Village Tree Survey –Agreement of Quotation for recommended works

Cllr Barlow reported that he had met with the Local Highway Officer who confirmed that the tree requiring attention on Steeple Morden Road was theirs. He still had a query on the tree at the entrance to the Meeting Lane footpath. Cllr Sharp raised a query over the ownership of the footpath and explained the history. It was noted that the Parish Council maintained the path.

#### 10.2 SCDC Three free trees

It was agreed to leave the purchase and planting of the three trees, for the recreation ground, to Cllr Jones and Barlow. Cllr Gray advised that he would see if the youngsters working on their Duke Of Edinburgh award would take on the watering responsibility.

-Cllrs  
Barlow &  
Jones

### 11. FINANCES

#### 11.1 Payment of Accounts

K BAKER

Recreation Centre cleaning February 2020 £108.00

OPUS ENERGY

Street lighting energy charge (inc £18.08VAT) £113.80

CAMBRIDGESHIRE ACRE

Membership 2020 (inc £9.50VAT) £ 57.00

VIKING

Toner cartridges for printer (inc £24.39VAT) £146.36

R G OLIVER & SON

Recreation Ground hedge cut (inc £33.10VAT) £198.60

STEEPLE MORDEN PARISH COUNCIL

Book of condolence £20.82

Black Tablecloth £ 7.24 £ 28.06

MR N GOLDMAN

Parish Post Printing £ 30.00

MRS G BILES

Litter Picking January- March 2020 26 hours £234.00

MRS S WALMESLEY

Clerks Salary & Expenses 1/1/20 -31/3/20 £974.88

HMRC

PAYE January –March 2020 £239.40

TOTAL £2130.10

AGREED Proposed Cllr Barlow, Seconded Cllr Williams

#### 11.2 Internet Banking

The Clerk was still awaiting the personal details for Cllr Bathmaker.

#### 11.3 Appointment of Internal Auditor 2019/20

It was agreed that LGS Services be used as in previous years. Clerk to arrange.

-Clerk

**12. COMMUNICATION WITH RESIDENTS**12.1 Update on Emergency Plan information

The working group had met before the meeting and were finalising the draft Plan which would be circulated once completed.

**13. ANNUAL PARISH MEETING**

It was agreed that the Annual Parish Meeting would be held on the same evening as the Parish Council Annual General Meeting on the 12<sup>th</sup> May 2020.

Agenda items to include –

- An appeal for a fund raising group for the Play Area
- The Recreation Centre Refurbishment Project
- The Feasibility Study results of the junction of South Street/Meeting Lane/Bassingbourn Road.

**14. ANY OTHER BUSINESS FOR INFORMATION OR URGENT ATTENTION BY THE CLERK**14.1 Planning Workshop

Cllr Gray reported for information that in his professional capacity he had been invited to a South Cambridgeshire District Council workshop on the Pre Planning Process.

14.2 Cemetery Grasscutting

Cllr Sharp raised concerns on behalf of the Church over the decision of the Parish Council not to fund the Cemetery grasscutting. As discussed at the last meeting this was due to NALC and CAPALC advice that Parish Councils were prohibited to contribute to open burial grounds.

He urged fellow Councillors to investigate a way that the funding could be made as there was likely to be a lot of complaints regarding the number of cuts that the Church were able to make.

14.3 Chapel Close Verge

Cllr Williams advised that the verge was very muddy especially close to the dog waste bin. It was pointed out that this area was South Cambridgeshire District Council land.

14.4 Defibrillator

On inspection of the defibrillator it appeared that the battery was not charging. The Clerk to *-Clerk* investigate.

**15. DATE OF NEXT PARISH COUNCIL MEETING- 14<sup>th</sup> April 2020**

There was no further business. The Chairman closed the meeting at 9.10 pm

Chairman

Date