

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD  
REMOTELY ON TUESDAY 14<sup>th</sup> JULY 2020**

PRESENT: Cllr Wiltshire (Chairman), Cllr Sharp, Cllr Williams, Cllr Barlow, Cllr Parker, Cllr Bathmaker, Cllr Pledger, Cllr Jones, Cllr Gray  
County Cllr Kindersley (part), District Cllr Cathcart (part)  
Members of the public 8

**7.30 pm PARISH COUNCIL MEETING**

**01. APOLOGIES FOR ABSENCE**

All Parish Councillors were in attendance.

**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**

There were no issues raised.

**04. COUNTY AND DISTRICT COUNCILLOR REPORTS**

4.1 District Council

Cllr Cathcart reported that the District Council continued to provide support for vulnerable residents as there were still cases of Covid 19 in the district. He added that people still needed to be very careful.

The District Council was now in the economic recovery phase. There was likely to be a lot of local businesses going under at the end of the Furlough scheme.

In relation to planning a lot of sites, 700 in total, had been put forward under the call for sites. Details of these were likely to be released in September so they would be identified then. Central Government was carrying out a major examination of the planning system. Cllr Cathcart stated that he did not know the details but he was aware that every district council in the country was concerned. He reminded the meeting that Litlington was currently an infill only village but that could change.

A remote meeting had taken place with the District Council the previous week over zero carbon grant schemes. There was various support available for targeted schemes, which would include the village hall and recreation centre. Tree planning could also benefit as the District Council was anxious to plant more trees. Cycling was also encouraged as much as possible. Further detail was available on the District Council website. Cllr Cathcart added that the timescale for applications was short.

Cllr Sharp asked if there was any further news on the Sheen Farm development. Cllr Cathcart advised that as far as he was aware all the planning conditions had now been met and he wondered why work had not started. It was acknowledged that the delay could be related to the Covid pandemic. Cllr Bathmaker believed that the electricity and water supply was to be set up in the next few weeks.

4.2 County Council

Cllr Kindersley had circulated a report earlier in the day which he explained focused mainly around the pandemic. It was important that any resident who should be shielding register with the County Council so in the event of a second or third spike in infections the County Council had the details. These people also had privileged access to on-line booking slots at the supermarket. It was acknowledged that a lot of shielded people were not on social media.

The County Council was £12 million down in their finances at the present time and this did not take into account the loss of income. Major libraries had started to open up in the county. The Cambridgeshire level of Covid 19 infection was below the national average although Huntingdon was now above as was Bedford.

A big issue was the return to school of children. The Government had written to the County Council stating what it expected to happen. This guidance was challenging.

Cllr Kindersley expressed his disappointment over the new County Council headquarters at Alconbury which would only support 40% of its own energy. The proposal for a new university at Peterborough, in partnership with Cambridge Ruskin, was not the greatest idea at the present

time when some universities might not survive following the Covid 19 crisis.

Cllr Kindersley concluded his report by advising that Royston Road was to be closed in September for a new electricity supply which was believed to be for the Sheen Farm development.

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

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

### 5.1 Parish Council Meeting 9<sup>TH</sup> June 2020

Minutes of the meeting, copies previously circulated, were agreed a true record and would be signed by the Chairman when appropriate following amendment to Item 9 fourth sentence to read - As discussed at the last meeting there was a covenant on the land which could be removed.

## **06. LIVE INITIATIVES/UPDATE ON RESOLUTIONS FROM LAST MEETING**

### 6.1 Condition of Christmas Tree

Cllr Barlow reported that the tree was now dead with the cause uncertain. As discussed at the last meeting he had followed this up with the tree nursery and planters who would between them cover the cost of a replacement tree of similar size. The Parish Council would have to undertake the planting according to the instructions provided. There would be no additional expense to the council. If the second tree failed then there would be no comeback. Cllr Barlow advised that two volunteers had come forward and hopefully other parishioners would join in. Regular watering would be required and a rota was suggested.

Cllr Sharp suggested that the dead tree be removed and queried the condition of the soil which might make it difficult for the roots to grow.

## **07. CORRESPONDENCE**

### 7.1 Coronavirus –various updates form SCDC/CAPALC/NALC

The updates had all been circulated to Councillors. These were becoming fewer as the Government restrictions were lifting.

### 7.2 SCDC Greater Cambridge Green Infrastructure Opportunity Mapping Project

The Parish Council was invited to answer a survey which would ask about assets, weaknesses and gaps in the green infrastructure network and to share priorities. The survey would also ask about ongoing green infrastructure projects that the Parish Council was aware of. At this stage wider feedback from residents was not needed.

The Clerk advised that Cllr Cathcart had suggested that the Parish Council reiterate their interest in keeping the existing village green spaces in the consultation. She agreed to look at the questions and respond to the consultation by the deadline of 27<sup>th</sup> July. -Clerk

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

### 8.1 Play Area

#### 8.1.1 Removal of Structures –Update from contractor

The Clerk had been in contact with the contractor who was to forward a revised quotation to include the repair to the wobble board, as discussed at the last meeting. Cllr Gray advised that he had since been contacted by the contractor who advised that the removal of the structures would take place the following week.

#### 8.1.2 Repair to wobble board

It was unclear whether the wobble board repair would be included. Cllr Gray to find out. -Cllr Gray

#### 8.1.3 Opening of Play Area

A discussion took place on measures needed to open the play area safely following the easing of the Covid 19 restrictions even though closure notices had been displayed the area had been used throughout the pandemic. It was noted that play areas in other villages were starting to open. A risk assessment had been prepared. Councillors agreed to wait until the structures and repairs were carried out before carrying out a deep clean of the equipment. -Clerk

It was suggested that residents be kept updated on what was happening through the Facebook page.

### 8.2 Recreation Centre

The Clerk advised that as restrictions were to ease on sports halls from the 25<sup>th</sup> July the Recreation Centre Management Committee would be meeting the following week to agree the process for a safe opening of the Centre. She suggested that the Play Area could be included in the discussions then. Councillors agreed to meet at 7pm on the 22<sup>nd</sup> July. -Cllrs

### 8.3 Recreation Ground Mound

The Chairman reported that a successful meeting had been held with the youngsters and parents following the last Parish Council meeting. The area they could use for their 'bike tracks' was agreed.

#### 8.3.1 Purchase and Storage of Equipment

The youngsters advised at the site meeting that some of their personal tools had been stolen from the site and it was suggested by Councillors that the Parish Council could purchase some tools for anyone to borrow which would be kept in the Recreation Centre when not in use. On a proposal by Cllr Bathmaker, seconded by Cllr Pledger, it was agreed that a maximum expenditure of £100 be made for some tools. This was agreed by all Councillors. Cllr Gray would work with the youngsters to compile a list of requirements for the Clerk to arrange the purchase. The tools would be recorded as Parish Council Assets.

-Cllr Gray

#### 8.3.2 Proposal to Hire a Digger

Another discussion at the site meeting with the youngsters was for some of the earth by the hedge to be moved. This would require heavy machinery. It was suggested that the youngsters put forward a plan of what they wanted to achieve.

#### 8.3.3 Sowing of Wild Flower Seeds

It was agreed that wild flower seeds would be sewn on the mounds of earth which were not being disturbed.

#### 8.3.4 Notice of Liability

The Clerk had circulated a draft notice based on RoSPA guidance. Once agreed the Clerk would arrange for a permanent rigid version to be made and this would then be erected in the area.

-Cllrs

## **09. PROPOSED FEASIBILITY TENDER FOR THE VILLAGE HALL AND RECREATION CENTRE**

### 9.1 Update on Quotations

Cllr Pledger reported that she had investigated the land titles for both the Village Hall and Recreation Centre and found that the Village Hall site was unregistered. The land would need to be registered to progress this project and the cost would depend on the amount of information available. There would be a fee for the Solicitor plus a fee for the Government based on the land area.

Cllr Pledger proposed that to progress the land registration before the next Parish Council meeting a ceiling cost of £1500 be agreed. Three quotations would be obtained. The proposal was seconded by Cllr Bathmaker with all Councillors in agreement.

-Cllr  
Pledger

## **10. UPDATE ON TRAFFIC/STREET FURNITURE**

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

#### 10.1.1 Meeting with Police Traffic Control Office

The Clerk advised that she had sent an e-mail to Derek Crosby, the Police Traffic Control Officer, with a copy of the feasibility assessment prepared by the County Council. He had agreed to meet with Councillors and residents to discuss the proposals and any other options he thought might be worthwhile pursuing. The Clerk was to speak to him to find out whether the meeting would be socially distanced face to face or remote. Councillors agreed that the sooner the meeting could be arranged the better so that by the next Parish Council meeting there would be some firm proposals to progress.

Cllr Pledger agreed to liaise with the residents at the junction and keep them updated. The Clerk to urge the meeting.

-Clerk &  
Cllr  
Pledger

#### 10.1.2 Traffic Flow Survey –ON HOLD

There was no update.

### 10.2 MVAS Update

#### 10.2.1 Positioning Of Equipment

Cllr Williams reported that the sign could not be erected on the flashing sign post on Bassingbourn Road as it would be too low. The team felt that additional posts were needed for mounting the sign in Meeting Lane and Bassingbourn Road especially. She had received requests to move the sign back to South Street or Royston Road. Councillors agreed that it should be moved to South Street when the batteries needed to be charged.

The Clerk suggested that if Councillors had not agreed a project to submit for the LHI bid by the time of the closing date an application could be made for additional posts around the village to mount the sign.

10.3 Direction Sign for Village Hall and Recreation Centre

The County Council Project team had advised that they had the signs and they would be erected at the same time as the 50mph signage on Bassingbourn Road.

10.4 Visibility Mirror post installation update –ON HOLD

There was no update. The Clerk had urged with the contractor.

10.5 LHI10.5.1 2021/22 applications invited from 1<sup>st</sup> April 2020

The County Council was to advise a closing date for applications. Councillors hoped to be able to agree a scheme relating to the junction of South Street/Meeting Lane and Bassingbourn Road to apply for but if not, as suggested under Item 10.2.1 an application for funding of further MVAS posts would be made.

**11. FINANCES**11.1 Payment of Accounts

## OPUS ENERGY

Street lighting energy charge (inc £7.200VAT)	£151.16
---	---------

## LGS SERVICES

Internal Audit 2019/20 (inc £19.00VAT)	£114.00
--	---------

## MRS G BILES

Litter Picking April –June 2020 26 hours	£234.00
--	---------

## MRS S WALMESLEY

Clerks Salary & Expenses 1/4/20 -30/6/19	£1133.84
--	----------

## HMRC

PAYE April –June 2020	£239.20
-----------------------	---------

## TOTAL

	£1872.20
--	----------

Agreed. PROPOSED Cllr Bathmaker, SECONDED Cllr Pledger

11.2 Update on Internet Banking

Lloyds bank was still not accepting new applications for accounts. The Clerk suggested that an account be opened with Unity Trust Bank, which was used by a lot of Parish Councils. There was a small monthly charge but it would be much more convenient having on-line banking. Councillors agreed that the Clerk investigate. She reminded Cllr Bathmaker to let her have his personal details.

-Clerk

11.3 Internal Audit 2019/20

The report had been circulated to Councillors. There had been no issues of concern raised. The Clerk advised that the next step was to forward the information to the External Auditor which she would do by the end of July.

11.4 Street Lighting Energy Contract –Utility Aid Quotation

The Clerk advised that the Broker, Unitary Aid, had forwarded some prices for the energy contract when it expired. He was keen to get a contract in place. Cllr Barlow stated that the existing contract with Opus Energy did not expire until 2023 and he doubted the wisdom of signing up at this stage. It was unknown what the position would be at that time but Councillors agreed that the Clerk advise the Broker that they would review the situation in December 2022.

-Clerk

**12. PLANNING**12.1 Planning Ref 20/02765/S73

Grove House, Middle Street –Removal of Condition 3 (repairs or replacement agreement after removal of render)

Cllr Gray advised that from what he could see the application was for an extension to the consultation period due to the Covid 19 pandemic.

12.2 Tree Work Applications

The Clerk had forwarded notification of tree works to Cllr Barlow who advised that permission had been given for the work on the 1<sup>st</sup> July. As village Tree Warden he had e-mailed the SCDC Tree Officer and expressed his concern over the lack of consultation. The Clerk advised that the lack of consultation had been highlighted at the recent meeting with the new Planning teams.

The Clerk was asked to put this on the agenda for the next meeting when there should be some feedback from the Tree Officer.

**13. COMMUNICATION WITH RESIDENTS**13.1 Coronavirus Volunteer Group

The Clerk reported that there were very few requests for help as the lockdown restrictions were eased. She envisaged that the group would stand down once the Shielding restrictions were lifted in August.

13.2 Update on Emergency Plan information

On hold.

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

Cllr Williams had made the Clerk aware of an issue with the defibrillator which advised that the battery needed to be replaced. She was also concerned that as far as she was aware there were no reported back to Community Heartbeat being made.

The Clerk had since sent an e-mail to Community Heartbeat asking for their help. She would copy the e-mail to Cllr Gray who offered to liaise with them.

*-Cllr Gray  
& Clerk*

14.2 Scarecrow Competition

Councillors agreed that there had been a very good scarecrow competition in the village the previous weekend in place of the annual Village Fayre. The Clerk was asked to send a letter of thanks to the Village Fayre committee for arranging this.

*-Clerk*

14.3 Horse and Groom Site

A question had been raised earlier in the meeting about the position regarding the planning permission for a petrol station on the site. There had been rumours that the site had been sold.

Following investigation Cllr Bathmaker reported that there had been eleven planning applications over the past five years. The current permission, for the petrol station, expired in November 2022.

**15. DATE OF NEXT PARISH COUNCIL MEETING- 8<sup>th</sup> September 2020**

There was no further business. The Chairman closed the meeting at 8.30 pm