

**MINUTES OF THE ANNUAL GENERAL MEETING OF  
LITLINGTON PARISH COUNCIL HELD REMOTELY ON  
TUESDAY 4<sup>th</sup> MAY 2021 at 7.45pm**

**PRESENT:**

Cllr Bathmaker (Chairman), Cllr Sharp, Cllr Williams, Cllr Gray, Cllr Parker, Cllr Barlow,  
Cllr Jones,  
Members of the public 2

In the absence of Cllr Wiltshire and Cllr Pledger the meeting was chaired by Cllr Bathmaker.

**1 Election of Chairman**

Cllr Bathmaker opened the meeting and asked for nominations for Chairman. Cllr Sharp proposed that Cllr Wiltshire continue, which was seconded by Cllr Bathmaker. There were no other nominations. In her absence Cllr Wiltshire was elected Chairman.

**2 Election of Vice Chairman**

Cllr Bathmaker then asked for nominations for Vice-Chairman. In her absence Cllr Pledger was nominated by Cllr Gray, which was seconded by Cllr Williams. There were no other nominations. Cllr Pledger was elected as Vice-Chairman.

**3 Apologies for absence**

Apologies were received from Cllr Wiltshire, Cllr Pledger, District Cllr Cathcart, County Cllr Kindersley.

**4 To Receive Declarations and Personal and Prejudicial Interests Relation to Items on the Agenda**

There were no declarations made.

**5 OPEN FORUM-Comments and observations from Members of the Public**

There were no issues raised.

**6 Approve minutes from previous Parish Council meetings**

**6.1 Parish Council Meeting Minutes from 13<sup>th</sup> April 2021**

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

**7 Live initiatives requiring urgent attention**

**7.1 Agreement of quotation to repair zip wire**

The Clerk had tried to get more than one quotation for the repair but only the company that had installed the equipment originally had been willing to quote. The cost of the repair was quoted as £917.90 plus VAT which was agreed by Councillors.

A discussion then took place on the warranty on the repair and how best to keep the equipment maintained in good order. The Clerk would advise Councillors when the repair was to take place and they could then arrange to seek advice from the contractors.

**-Clerk**

**8 Correspondence**

**8.1 RoSPA Play Area Inspection Report 2021**

The report had been received and had been circulated to Councillors. The only item requiring urgent attention was the zip wire repair which was discussed under item 7.1.

## 9 Election of committees/working groups

- 9.1 Grasscutting/Highways –Cllr Jones, Cllr Barlow
- 9.2 Playground Equipment –Cllr Gray, Cllr Williams
- 9.3 Police Liaison Cllr Parker
- 9.4 Recreation Centre -Cllr Wiltshire, Cllr Gray, Cllr Sharp
- 9.5 Planning –Cllr Gray
- 9.6 Village Hall Representative –Cllr Williams
- 9.7 Parish Paths –Cllr Barlow, Cllr Jones
- 9.8 Tree Warden –Cllr Barlow, Cllr Jones
- 9.9 Website/Social Media Cllr Bathmaker, Clerk
- 9.10 Parish Post Liaison Cllr Barlow
- 9.11 Mobile Warden Scheme Cllr Sharp, Mrs J Wootton
- 9.12 Community Speedwatch/MVAS –Cllr Williams
- 9.13 Litlington Townlands Charity –Cllr Sharp, Mrs L Baker, Mr A Biles

The Clerk to circulate the list to councillors for confirmation.

**-Clerk**

Cllr Barlow referred to the Parish Post advising that over the past 12 months there had not been a distribution network in the village as the Post usually went out with the Prospect. This was due to change for the June edition. Cllr Barlow added that he was also short of copy and urged communication from other councillors. It was agreed that each of the committees/working groups would provide him with a paragraph on their activities for an edition timed to send out with the Prospect in June. A précis of the report provided by the Chairman at the Annual Parish Meeting would also be included. **-Cllrs**

## 10 Finances

### 10.1 To receive the financial statement and to approve the payment of bills

OPUS ENERGY

Street lighting energy charge March 2021 (inc £35.29VAT) £222.61

CAPALC

Membership 2021/22 £388.57

PLAYSAFETY LTD

RoSPA play equipment inspection 2021 (inc £22.80VAT) £136.80

MORELOCK

Replacement batteries for MVAS (inc £25.80VAT) £154.80

BHIB LTD

Renewal of insurance policy 2021/22 £763.48

TOTAL

£1666.26

Agreed. PROPOSED Cllr Jones, SECONDED Cllr Bathmaker

### 10.2 Annual Audit 2020/21

Copies of the Annual Return had been circulated to Councillors.

#### 10.2.1 Internal Audit Report

The Clerk reported that the paperwork was currently with the Internal Auditor.

#### 10.2.2 Agreement of Governance Statement

The statement was read by Councillors. Councillors agreed that the Statement could be signed with all sections showing Yes once the Internal Audit had been completed.

#### 10.2.3 Agreement of Accounting Statement

The statement was agreed as correct and would be signed by the Chairman once the Annual Return was back from the Internal Audit

## 11 Actions from Annual Parish Meeting 27<sup>th</sup> April 2021

### 11.1 Missing Street Nameplates

The issues raised at the Annual Parish Meeting had been forwarded to the Clerk who would follow up missing street nameplates, and a missing sign in Chapel Close, with South Cambridgeshire District Council.

**-Clerk**

A concern was also raised over cyclists using Abbots Close as a cut through from Malting Lane to Meeting Lane. Cyclists were using the pedestrian pavement between the stile and along the side of number 7. It was pointed out that cycling on a footpath is considered an offence.

A discussion took place on this practice which could result in an accident with a pedestrian. Signage was also discussed. It was agreed that Cllr Barlow would investigate signage and associated costs for discussion at the next meeting. **-GB**

**11.2 One Way System Signage**

The Chairman reported that he had heard from the County Projects Officer about the proposed work to be carried out from the LHI bid 2021/22. A give way feature was to be installed at the South Street/Bassingbourn Road junction giving vehicles on the one-way system the right of way. Additional one way signage and reflective posts at the junction would also be included. **-JB**

The Chairman would circulate the correspondence to Councillors.

The Clerk referred to a comment made at the Annual Parish Meeting about the poor signage on the one way system. There had been many meetings over the years where the County Officers had agreed the signage was adequate. Cllr Gray advised that Ashwell now had a 20mph speed restriction. It was noted that Ashwell came under Hertfordshire County Council but this could be something to pursue under a future LHI bid.

**12 Planning/Tree Work Applications**

**12.1 Planning Applications**

There were no applications for consideration.

**13 Any Other Business for information or urgent Clerk action**

**13.1 MVAS Battery**

Cllr Williams had been advised by a local garage that the battery had a dead cell and that was the reason it did not hold its charge. Councillors agreed that she dispose of it appropriately. **-LW**

**13.2 Additional Soil for The Mound**

Cllr Gray expressed his thanks to Cllr Sharp for arranging the delivery of extra soil. He added that the spades and shovels were also appreciated by the youngsters. Cllr Sharp offered to deliver more soil which should become available as the Bassingbourn Road parking project continued.

**14 Date of Next Meeting – Tuesday 8<sup>th</sup> June 2021 (in Village Hall)**