

**MINUTES OF THE MEETING OF LITLINGTON PARISH COUNCIL HELD IN
LITLINGTON VILLAGE HALL ON TUESDAY 14th JANUARY 2020**

PRESENT: Cllr Wiltshire (Chairman), Cllr Barlow, Cllr Sharp, Cllr Williams, Cllr Bathmaker, Cllr Jones
District Cllr Cathcart, County Cllr Kindersley
Members of the Public 0

7.15 pm PARISH COUNCIL PLANNING MEETING

01. APOLOGIES FOR ABSENCE

Cllr Gray, Cllr Parker, Cllr Pledger

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

The Chairman declared a non pecuniary interest under Item 4.1 as a friend of the applicant.

03. OPEN FORUM

There were no members of the public in attendance.

04. TO CONSIDER PLANNING/TREE APPLICATIONS

To consider Planning/ Applications –

4.1 Planning Ref S/420419/FL

Curradrish, Meeting Lane –Single storey rear and side extension

Recommendation –Support

4.2 Planning Ref S/4324/19/DC (FOR INFORMATION ONLY)

Sheen Farm, Royston Road –Discharge if condition 6 (Boundary treatment) of planning permission S/2927/17/FL

05. OTHER PLANNING ISSUES

5.1 Building work on properties in conservation area

The Clerk reported that she had looked on the South Cambridgeshire District Council website to see if there had been any planning information on the properties queried at the last meeting and related internal and external works. There was nothing recorded. It was noted that both properties were within the conservation area. Councillors agreed that, before the Conservation Officer was approached, a letter be sent to each resident, reminding them of the conservation area requirements and, asking if they had investigated the necessary permissions to carry out the works.

-Clerk

7.30 pm PARISH COUNCIL MEETING

01. APOLOGIES FOR ABSENCE

Cllr Gray, Cllr Parker, Cllr Pledger

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 to circulate the draft notice for the next Parish Post. Cllr Barlow invited contributions from Councillors so that he could put a current ‘Post’ together.

-Clerk

3.2 Other Issues

There were no other issues raised.

04. COUNTY AND DISTRICT COUNCILLOR REPORTS

4.1 District Council

Cllr Cathcart reported that he had attended a presentation on the new Local Development Plan which was out for consultation until the 24th February 2020. The District Council wanted to capture as wide a range of views as possible. He added that there was nothing on the ‘Call for

Sites' as officers were still in the process of assessment. Cllr Cathcart was aware of a proposal for houses, additional to those in the Local Development Plan, between 5,000-35,000. These may not just be expansions to existing settlements but new settlements as well.

Cllr Cathcart advised that he had spoken to Bassingbourn Parish Council, as agreed at the December Parish Council meeting, about support for the LHI application for 2020/21. The response was for a stronger case to be made by Litlington on how the improvements would support Bassingbourn. Cllr Cathcart suggested that a representative of Litlington Parish Council attend a Bassingbourn PC meeting. A discussion took place on how the speed reduction would be a benefit to both villages. Cllr Kindersley suggested that as the works on the A505 will result in significant increase in traffic travelling through the villages, measures be put in place now to protect the environment. He added that he was working with the Bassingbourn County Councillor on the bus routes. After further discussion it was agreed that the Clerk draft a letter to send to Bassingbourn-cum-Kneesworth Parish Council, as soon as possible, so that their Councillors could discuss the content, and respond, before the LHI Panel meeting which had now been deferred to early February.

-Clerk

4.2 County Council

Cllr Kindersley reported on the current consultation relating to a Cambridge South station at Addenbrookes which would close at the end of January. He stated that he could not believe that anyone would be against the proposal. He asked the Parish Council to respond to the consultation and urge the delivery as soon as possible. 2022 was the target.

Cllr Kindersley had sent a message to the Hertfordshire County Council Councillor, Steve Jarvis, regarding an update on the A505 but there had been nothing further.

A meeting had been held with an Odsey landowner and his advisors. A planning officer from South Cambridgeshire District Council was also in attendance. The aim was to try and persuade the officer that a planning application for the conversion of farm buildings at Cheyney Lodge, and the delivery of a car park with 100 spaces in Odsey, would be very welcome. There would also be some highway works included in the proposal to stop the parking on the verges around the station. Cllr Kindersley was now waiting to hear the outcome from a senior Planning Officer. He explained that the profit made from the conversion of the farm buildings to dwellings would fund the car park, highway measures and business rates. He confirmed that the car park would remain in the ownership of the Odsey estate.

A County Council consultation on climate change was due to end soon. He urged Councillors to respond. Cllr Cathcart advised that South Cambridgeshire District Council was offering three free trees to parishes which, it was advised, Litlington had applied for.

Cllr Jones asked for an update on the East West Rail. Cllr Kindersley stated that he was aware that the Government would not be making an announcement in the new political environment. He confirmed that he had asked East West Rail a number of questions. There was money for a Judicial review if needed.

Cllr Kindersley concluded his report by referring to the comment made by Cllr Cathcart about the additional homes needed. He stated that there was scope on the other side of A428 where there was access to the railway station and motorway.

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

05. APPROVE MINUTES FROM PREVIOUS PARISH COUNCIL MEETINGS

5.1 Parish Council Meeting 10th December 2019

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

Initiatives and resolutions were discussed as part of agenda items.

07. CORRESPONDENCE

7.1 Fews Lane Consortium

The letter from a private company expressed concern that changes to the planning process were to be made so that a decision on whether an application went to committee was down to a single planning officer.

7.2 SCDC –Items referred to Planning Committee

A letter from Bridget Smith, the South Cambridgeshire District Council Leader, had then followed advising that the process for determining which applications went before the Planning Committee would remain the same.

Cllr Cathcart was invited to comment. He stated that the argument had been going on for a long time and supported the current process adding that if everything went to committee it would not only be a huge cost but also take a lot of time. There was however scope for some improvement. A discussion took place on examples of referral.

Cllr Cathcart referred to the heavy workload in the Planning Department and his concern over the temporary consultants currently being used to reduce the workload.

08. PLAY AREA /RECREATION GROUND/CENTRE

8.1 Play Area Weekly Inspection

Cllr Williams expressed concern over sawdust left following the removal of the trees. Cllr Barlow stated that it was not the contractor's policy to remove the sawdust as it would rot down and fill the holes left by the tree stumps.

8.1.1 Agreement of Quotations for Repairs

The formal quotation from Fenland Leisure had still not been received. Councillors were aware that Cllr Gray had recently urged. The Clerk would also contact the contractor to find out the position. -Clerk

8.2 Recreation Centre Operational Issues

The Clerk advised that she was aware that the Recreation Centre Booking Clerk had not sent out any invoices for a long while to users as she did not have the time. Some money had been collected and this would need to be banked before the end of the financial year in March. The Chairman asked that an urgent meeting be set up with the Booking Clerk. Clerk to arrange. -Clerk

8.3 Recreation Ground

The Clerk had not included the recreation ground in the specifications sent out to contractors for the grasscutting. Councillors were aware that the current contractors also maintained the football pitches on behalf of the football club and carried out additional groundworks free of charge. It was agreed that the Clerk ask the existing contractor for a quotation per cut of the whole ground for 2020. -Clerk

8.3.1 Hedge Cut Request

The hedge had been cut. Cllr Williams advised that ivy needed to be removed from around the sewer pipe and telegraph pole which were positioned in the hedge. A discussion took place on how this could be achieved as the access was very limited. It was agreed that the Clerk would look at access and see how the removal of the ivy could be actioned. -Clerk

09. UPDATE ON TRAFFIC/STREET FURNITURE

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

An invoice for the PFHI had been received and was on the list of invoices to be paid. Once received Cambridgeshire County Council should then start their investigations.

9.1.1 Traffic Flow Survey –agreement of quotation

A quotation had been received for £925.00 plus VAT for a survey 0700 -1900 on a neutral weekday with three survey locations on the one way system.

Cllr Sharp reported that he had carried out a survey of two different junctions of the village on two consecutive days. He had made lists of vehicle movements and advised of his findings. Councillors found his findings interesting and discussed how they could expand on gathering information themselves to save on the cost of the survey. It was suggested that partial number plate information could be recorded at each of the three junctions at the same time. The vehicles could then be tracked. -Cllrs

After further discussion, on how a simpler survey could work, it was agreed that a team would be set up to arrange the monitoring of vehicles at peak times. If the results did not provide enough information then the professional Traffic Flow Survey would be revisited.

9.1.2 Bollard /Reflector Request

The Clerk had asked Cllr Kindersley to follow up her e-mail to the Local Highway Officer as agreed at the last meeting. -Cllr Kindersley

9.2 MVAS Update

9.2.1 Positioning Of Equipment

The Clerk confirmed that she had followed up the request for an additional post on Meeting Lane, with the Local Highway Officer, who advised that an application for a PFHI had to be made. An application was also required to Balfour Beatty for permission to mount the sign on a County Council lighting column. She suggested that this might be an option instead of a post on Meeting Lane. Cllr Williams to investigate. -Cllr Williams

9.3 Direction Sign for Village Hall and Recreation Centre

The County Local Projects Officer had advised that the signs should be installed soon. This would be monitored.

9.4 Visibility Mirror and installation update

The contractor had advised that a post could be installed but it would need painting. The Clerk had given the go-ahead stating that once the post was installed, and the mirror mounted, the post could be painted by volunteers.

9.5 LHI 2020/21 Panel Meeting date

Cllr Pledger and Cllr Gray were to attend a panel meeting on the 15th January but this had now been cancelled and rescheduled for the beginning of February 2020.

10. VILLAGE OPEN SPACES10.1 Village Tree Survey

Cllr Barlow confirmed that the survey had been received. Once scanned he would circulate to Councillors so that a course of action could be agreed.

-Cllr
Barlow

10.1.1 Urgent Removal of two trees on Recreation Ground

Cllr Sharp expressed his concern over the way the work on the trees was managed and felt that other quotations should have been sought before giving the go-ahead. Cllr Barlow replied that the Tree Surveyor had contacted him to advise of the trees which were in a dangerous condition and recommended urgent felling due to their location on the recreation ground. One of the trees was dead and the other had a split down the middle and was completely rotten. Cllr Barlow added that the Parish Council was obliged to act for public safety reasons. The tree removal and grinding out of the stumps were two separate operations (within the Financial Regulations). The Chairman, Cllr Bathmaker and Cllr Jones supported the decision made and agreed that as Councillors had been made aware of their danger action had to be taken.

Cllr Barlow advised that other trees in the survey needed some work but there were none in need of felling. Cllr Bathmaker reminded Councillors that the Parish Council had agreed to take a more serious approach to the village trees. Once the urgent work was completed the trees would be easier to manage.

10.2 Grasscutting Tenders 2020/22

The Clerk had sent out the specifications to contractors and asked that quotations be returned by the 7th February 2020 so that the contracts could be awarded at the next Parish Council meeting.

11. FINANCES11.1 Payment of Accounts

K BAKER

Recreation Centre cleaning December 2019	£108.00
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MR G BARLOW

Batteries for Christmas lights (inc £2.00 VAT)	£ 11.98
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SLCC

Contribution towards membership 2020 (shared with other councils)	£58.00
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CAMBRIDGESHIRE COUNTY COUNCIL

Application for PFHI (Bassingbourn Rd/Meeting Lane/South St)	£500.00
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MRS G BILES

Litter Picking October- December 2020 26 hours	£234.00
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MRS S WALMESLEY

Clerks Salary & Expenses 1/10/19 -31/12/19	£994.26
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HMRC

PAYE October -December 2019	£239.20
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THE BLUE TREE COMPANY

Urgent removal of dangerous trees on the recreation ground (inc £72.00 VAT)	£432.00
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Grind out tree stumps (inc £39.00 VAT)	£234.00	666.00
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LITLINGTON VILLAGE HALL

Hire of hall for Parish Council meetings	£110.00
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E-ON

Recreation Centre electricity (inc £11.61 VAT)	£283.77
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ABLE PLUMBING

Rec Centre outside tap isolator	£ 45.00
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TOTAL

£3249.77

AGREED Proposed Cllr Bathmaker, Seconded Cllr Barlow

11.2 Internet Banking

The Clerk was awaiting the personal details for Cllr Bathmaker.

*-Cllr
Bathmaker*

11.3 Agreement of Budget/Precept 2020/21

A draft budget was circulated. It was agreed that an additional allocation of £1000 be made for tree maintenance. A discussion took place on reserves and the anticipated expenditure for LHI and highway projects. On a proposal by Cllr Bathmaker, seconded by Cllr Sharp, it was agreed that the precept for 2020/21 be increased by £1,000 to £23,000. This was agreed by all Councillors. The Clerk to make the Demand to South Cambridgeshire District Council.

-Clerk

12. COMMUNICATION WITH RESIDENTS12.1 Update on Emergency Plan information

The working group would meet to complete the contact information on the plan in the next few weeks.

13. ANY OTHER BUSINESS FOR INFORMATION OR URGENT ATTENTION BY THE CLERK3.1.1 Plan for Tree Planting

Cllr Jones reminded Councillors that the village was near the bottom of a table in relation to the number of trees. He advised that investigations were underway as to where additional trees could be planted. He would report back to the council when his investigations were complete.

-Cllr Jones

3.1.2 SCDC Free Trees

The Clerk had received a voucher from South Cambridgeshire District Council which was agreed should be forwarded to Cllr Barlow for the purchase of native trees. Cllr Barlow asked for ideas and he would also ask the SCDC Tree Officer. It was suggested that the trees could be planted on the village green, or recreation ground, although if they were too close to the hedge there was likely to be a hedge cutting issue.

-Cllrs

14. DATE OF NEXT PARISH COUNCIL MEETING- 11th February 2020

There was no further business. The Chairman closed the meeting at 9.00 pm

Chairman

Date