

**MINUTES OF THE PLANNING MEETING AND ANNUAL GENERAL MEETING OF
LITLINGTON PARISH COUNCIL HELD IN LITLINGTON VILLAGE HALL ON
TUESDAY 8TH JUNE 2010**

PRESENT: Cllr Pipe (Chairman), Cllr Biles, Cllr Baker, Cllr Williams, Cllr Brown, Cllr Jones, Cllr Claydon, Cllr Wiltshire, Cllr Pakey
District Cllr McCraith, District Cllr Cathcart.
Members of the Public. 1

Councillors signed the Declaration of Acceptance of Office

7.30pm PARISH COUNCIL MEETING

01. ELECTION OF CHAIRMAN

In the absence of Mrs Murphy, the retiring Chairman, Cllr Pipe, retiring Vice-Chairman, opened the meeting and asked for nominations for Chairman. Cllr Claydon proposed Cllr Pipe which was seconded by Cllr Brown. Cllr Biles then proposed Cllr Claydon who declined. There were no other nominations. All Councillors agreed that Cllr Pipe be elected. Cllr Pipe accepted the position. Cllr Pipe then thanked Mr Sharp, who was unsuccessful at the Parish Council election, for all the work he had done on behalf of the Parish Council in the past. His input to the village was appreciated. Cllr Cathcart echoed the comments. Councillors agreed that a letter of thanks should be sent on behalf of the Parish Council to Mr Sharp.

-Clerk

02. APOLOGIES FOR ABSENCE

None were received.

03. TO RECEIVE DECLARATIONS AND PERSONAL AND PREJUDICIAL INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

04. ELECTION OF VICE-CHAIRMAN

Nominations for Vice-Chairman were invited. Cllr Brown proposed Cllr Claydon, seconded by Cllr Jones. There were no other nominations. All Councillors were in favour. Cllr Claydon accepted the position.

05. MINUTES OF PREVIOUS MEETING

Minutes of the meeting dated 11th May 2010, copies previously circulated, were agreed a true record and signed by the Chairman.

06. MATTERS ARISING

GRASSED AREA BEHIND CHURCH STREET BUNGALOWS –The Clerk advised that she had received a reply to her letter, from Mr Clark, the Housing Services Team Leader. He advised that the area only received a limited number of cuts each year which were described as rough cuts. The District Council grounds maintenance contractor cut the grass in this area as part of the wider contract for the whole district. Mr Clark would need to discuss with them the option of removing the area from the contract and the possibility of transfer to the Parish Council. Mr Clark concluded his letter by stating that he would contact the Parish again when he was in a position to comment further.

SECTION 106 AGREEMENTS –The Clerk advised that agreements had been signed and returned for two sites, the dwelling by Manor View and behind Fairview. The amount of money to be transferred to the Parish Council under the agreement was £5204.05.

PARISH POST –The Clerk advised that she was waiting to hear whether a newsletter could be compiled to go out at the beginning of July. When she knew, she would let all Councillors know.

-Clerk

07. CORRESPONDENCE

SOUTH CAMBRIDGESHIRE COMMUNITY PRIDE & VILLAGE HERO AWARDS –

Nominations by 31st July 2010. The Clerk to circulate with the correspondence for information pack. If required this could be an agenda item at the next meeting.

RoSPA REPORT –The report for 2010 had been received. It would be passed to the Cllr responsible for the play area checks when agreed under Item 09, and discussed at the next meeting.

LOCAL TRANSPORT PLAN –The Clerk advised that the consultation period had been extended for

comment on the third Local Transport Plan, available on the County Council website.

FOR INFORMATION

CONNECTED COUNCILLORS –Guide to using social media to support local leadership

STANDARDS COMMITTEE –Newsletter Spring 2010

SUTCLIFFE PLAY –Advertisement

COMMUNITY CARE GUIDE

CAMBRIDGE UNIVERSITY HOSPITALS –Opportunity to meet the Governors of Addenbrookes Hospital

2010

LITLINGTON PRE-SCHOOL –Copy of letter sent to grasscutting contractors regarding the play area

08. OPEN FORUM

The meeting was closed between 7.55pm and 8.05pm for public discussion.

PLAQUE –Mr Sharp thanked the Chairman for his words at the beginning of the meeting. He then asked if a plaque presented to him in 2002, for his family serving 100 years on the Parish Council, could be hung in the village hall. Cllr Baker agreed to put the request on the agenda for the next village hall meeting.

OVERHANGING TREES –Mr Sharp reported that there was still overhanging trees on Cockhall Lane and the miniature trees outside Walnut House had not been removed. The Clerk stated that she had asked the Highway Supervisor for his view on the miniature trees.

VILLAGE RAVE –It was advised that following a rave the previous weekend, five arrests had been made and a vehicle confiscated. Cllr Biles reminded Councillors about the police statement on raves he passed on at the last meeting.

GARAGES –Mr Sharp advised that a Bassingbourn Road resident had been advised by the District Council that there was now a waiting list for the garages. He suggested that residents renting garages from other parts of the village be asked to vacate.

PARISH POST –Mr Sharp asked for an item to be put in the next edition about unruly dogs. He also asked that the Parish Council try and get an edition out before the Village Fayre.

09. ELECTION OF SUB-COMMITTEES/WORKING GROUPS

GRASSCUTTING/HIGHWAYS –Cllr Pipe

DOG WARDEN –Cllr Wiltshire

PLAYGROUND EQUIPMENT –Cllr Williams.

POLICE LIASON –Cllr Biles

RECREATION CENTRE –Cllr Claydon, Cllr Baker & Cllr Wiltshire

CEMETERY –Cllr Williams.

PLANNING –Cllr Pipe

VILLAGE HALL –Cllr Baker

PARISH PATHS –The Clerk advised that Mrs Murphy had offered to continue as Parish Paths Officer.

TREE WARDEN –Cllr Jones

WEBSITE –Cllr Jones, Cllr Pakey

PARISH POST CHECKING –Cllr Biles, Cllr Brown & Cllr Pipe

PLAY EQUIPMENT IMPROVEMENT GROUP –Cllr Jones & Cllr Pakey

SOCIAL SERVICES/MOBILE WARDEN –Cllr Brown, Mr Sharp and Mrs Bright had been elected as Trustees at the Mobile Warden AGM

LITLINGTON TOWNLANDS CHARITY –Mrs Lorraine Baker, Mr Sharp and Cllr Biles were serving the second year of a three year term.

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

Cllr McCraith reported that the District Council had held their Annual General Meeting with appointments made to different committees. Both Cllr McCraith and Cllr Cathcart were to serve on the Licensing Committee. The District Council were setting in motion a process to choose their next Chief Executive and a committee had been set up to vet candidates. Cllr Cathcart reported that there had been discussions on the Eastern Regional Assembly and planning powers but their current status was unclear. It looked as if the ability to impose housing on rural communities had been reduced. Mr McCraith added that there would be change but decisions were yet to be made. All District Councillors were waiting to see what came out of Government. Cllr Cathcart then advised that there was likely to be changes in the planning system with a 'self assessment' scheme whereby the individual had to decide whether a planning application was within legislation.

Cllr Biles asked the current position with the Gypsy and Traveller sites. It was confirmed that consultations were still taking place.

11. VILLAGE QUESTIONNAIRE UPDATE

Cllr Jones asked for this item to be dropped from the agenda. Regular updates would be made through the newly formed Play Equipment Improvement Group.

12. REPAIRS TO CHURCH WALL

The Clerk advised that Mrs Murphy had approached Mr Stephens about preparing a more details quotation but he did not see how he could expand on the existing. Cllr Wiltshire suggested Cambridge Regional College be approached to see if they had any trainees that needed experience with bricklaying/flint walls. After discussion it was agreed that the Clerk write to CRC to find out their position and also to other local builders asking for their views and quote for the repair.

-Clerk

13. ADOPTION OF STANDING ORDERS FOR LOCAL COUNCILS AND FINANCIAL REGULATIONS

A draft version, using only mandatory standing orders had been prepared and circulated to those Councillors with e-mail. The Clerk was asked to forward a copy of the existing standing orders, agreed by the old Parish Council, and the NALC model. These also to be circulated to the non e-mail Councillors. This would be discussed again at the July meeting.

14. REVIEW OF INSURANCE SCHEDULE

The Chairman advised that a very thorough review had been carried out in 2009 and suggested that the schedule for 2010/11 remained the same. Councillors in agreement. He asked the Clerk to forward a copy of the schedule to the new Parish Councillors for their information.

-Clerk

15. PLANNING APPLICATION –Equity Property Investments Ltd –Land at and to the N/W of 4 Royston Road –Erection of dwelling and provision of new access for existing dwelling (No 4) S/0656/10/F)

- Comment

Reservations over proximity to adjacent properties.

The Clerk advised on the following planning issues :

RK PRINT COAT LTD (S/0017/10/F) Planning permission granted for an extension to the factory, erection of cycle store and additional parking spaces.

1A ANVIL AVENUE (S/1703/09/F)–The appeal had been allowed by the Secretary of State.

R K PRINT COAT LTD (S/0584/09/CAC) The Old Bakery, Church Street –Appeal Lodged with the Secretary of State.

16. PAYMENT OF ACCOUNTS

LGS SERVICES

Internal Audit 2009/10 (inc. £13.13VAT) £88.13

STEWART BULLARD & SON LTD

Grasscutting May 2010 (inc. £47.03VAT) £315.78

M FATHERS

Tree work in churchyard and recreation ground £340.00

NICK GOLDMAN

Parish Post Printing £ 35.00

CHUBB FIRE LTD

Rec Centre fire equipment service and hire (inc. £37.82VAT) £253.95

D SHARP

Poles for Play Area (inc. £3.50 VAT) £ 23.50

PLAYSAFETY LTD

Play area inspection 2010 (inc. £16.28VAT) £109.28

VIKING DIRECT

Stationery (inc. £3.97VAT) £ 26.66

TOTAL

£1192.30

PROPOSED Cllr Claydon SECONDED Cllr Baker

17. RECREATION GROUND –Cllr Williams advised that there were two holes in the fence again on the bend in South Street. She was concerned for the safety of children as there was a big drop from the hedge onto the road. Cllr Brown added that a lot of youngsters congregated there and the fence was a challenge. Cllr Biles believed this was the same area filled with wire and blackthorn a few months previous. He suggested that the easiest option was to reinstate the wire, with something more substantial used when there was more time. The Chairman and Councillors agreed to look to see what could be done as a short term repair.

-Cllrs

RECREATION CENTRE MANAGEMENT COMMITTEE– Cllr Biles urged the committee to take the heating problems in the hall seriously. He also urged the installation of the two requested litter bins. Cllr Claydon confirmed these problems were being investigated. It was then stated that now the mound perimeter had been marked out, the children using the tracks should be told the must keep within the lines. The Clerk to contact Mrs Faillettaz, the Chairman agreed to monitor.

TIME TEAM -Cllr Baker suggested that the Time Team television programme, to be broadcast on the 27th June, should be advertised around the village.

BROOK FARM ACCESS –Cllr Williams expressed concerns over the new access feeling that if it was left open it could invite travellers. It was stated that the owner of the site had an interest in making the area secure. It was also stated that access to the site could also be gained by the bridleway.

VILLAGE CAGE –The Clerk advised that Mr Stephens had suggested the cage door be opened to allow the cage to dry out, during fine days. There was a problem that the door needed a stop to prevent it closing in a wind. It was agreed this would be an agenda item at the next meeting.

PARISH COUNCIL TRAINING –The Clerk advised that Whaddon Parish Council were planning a new Councillor training session in September/October. She was also planning on arranging a second stage session late Autumn. Dates to be advised.

18. DATE OF NEXT MEETING –Tuesday 13th July 2010

The Chairman closed the meeting at 9.15pm

Chairman

Date

**MINUTES OF THE MEETINGS OF LITLINGTON PARISH COUNCIL PLANNING
MEETING HELD IN LITLINGTON VILLAGE HALL ON TUESDAY 29th JUNE 2010**

PRESENT: Cllr Pipe (Chairman), Cllr Baker, Cllr Biles, Cllr Williams, Cllr Wiltshire, Cllr Brown
Members of the Public: 0

7.30pm PLANNING MEETING

01. APOLOGIES FOR ABSENCE

Cllr Jones, Cllr Pakey, Cllr Clayton

**02. TO RECEIVE DECLARATIONS AND PERSONAL AND PREJUDICIAL INTERESTS
RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

03. TO AGREE RESPONSE TO FOLLOWING APPLICATION

Mr R & Mrs E Parker –Highfield Farm, Royston Road –Extension for farm office, garage, utility, conservatory and annexe, for seasonal workers. Variation of condition 4 (revised drawings)
S/0775/10/F

- *No
Objection*

04. OTHER

There were no other points made.

The Chairman closed the meeting at 7.45pm

Chairman

Date