

**MINUTES OF THE MEETINGS OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 12<sup>th</sup> APRIL 2011**

PRESENT: Cllr Pipe (Chairman), Cllr Baker, Cllr Williams, Cllr Biles, Cllr Claydon, Cllr Wiltshire,  
Cllr Edney, Cllr Sharp

Members of the Public: 0

**CO-OPTION OF COUNCILLOR**

The Chairman opened the meeting and advised that there had been one application for co-option. On a proposition by Cllr Biles, seconded by Cllr Wiltshire Mr David Sharp was co-opted onto the Parish Council. He signed the Declaration of Acceptance of Office and joined the meeting.

**7.20pm PLANNING MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Brown, District Cllr Cathcart, District Cllr McCraith and County Cllr Mrs Oliver.

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

There were none made.

**03. TO AGREE RESPONSE TO FOLLOWING APPLICATION**

Mr R Ford –Bumper Hall Penn –Extension and dormer windows  
(S/0622/11)

*- No  
Objection*

**04. OTHER**

There were no other points raised.

**7.30pm PARISH COUNCIL MEETING**

**01. APOLOGIES FOR ABSENCE**

Cllr Brown, District Cllr Cathcart, District Cllr McCraith and County Cllr Mrs Oliver.

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

There were no declarations made.

**03. MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council Meeting dated 8<sup>th</sup> March 2011, copies previously circulated, were agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

**PLAY AREA** –The Chairman confirmed that an order had been placed and the contractors were planning to install the equipment week commencing 23<sup>rd</sup> May 2011. This would be advertised in The Prospect and notices would be displayed just before. A discussion took place on the guarantee and the Chairman confirmed that, as most of the equipment was made of wood, there was a fifteen year guarantee. A discussion then took place on the proposed small mound within the existing fenced area. This was aimed at very young children for them to run up and down. Turf or seed would be used so that it was grassed.

**RECYCLING COLLECTION** –A reply had been received from the District Council relating to the recycling problem discussed at the February 2011 meeting. The officers were aware that shredded paper was causing a litter problem. They were asking residents, through the South Cambs News, to only shred that part of the document which had confidential information rather than the whole sheet. They also suggested putting shredded paper into used envelopes to contain it.

**05. CORRESPONDENCE**

**NALC POLICY CONSULTATION** -CPALC had forwarded the consultation of a review of statutory duties of local government for comment by the 14<sup>th</sup> April 2011. It had been pointed out at another meeting attended by the Clerk that this was a full list of duties and not just the duties applicable to

Parish Councils, which would make the review a long process. There were no comments to make.

FOR INFORMATION

CAMBRIDGESHIRE COMMUNITY SERVICES –Keeping in touch Spring 2011

CAMBRIDGESHIRE ACRE –Community Action Spring 2011

CPALC Membership 2011/12 –Information. Membership fee for 2011/12 £674.24 to be paid in June 2011.

**06. OPEN FORUM**

There were no members of the public present.

**07. MINUTES AND REPORTS FROM MEETINGS**

RECREATION CENTRE –Minutes from the meeting held on the 31<sup>st</sup> March 2011 had been circulated.

It was advised that a square had been cut from the turf near the hedge of the recreation ground. It was also reported that the lock to the barrier had disappeared. Cllr Claydon agreed to make enquiries with users.

*-Cllr  
Claydon*

VILLAGE HALL –Cllr Baker reported that the AGM had been held on the 26<sup>th</sup> March 2011. One member had resigned from the committee. The report from the Chairman highlighted the increase in hire fees and Pre-School would be given a subsidised rate until September 2011. The election booking for the 5<sup>th</sup> May would help to boost the income.

Cllr Sharp expressed his concern over the cost of keeping both the village hall and recreation centre. Most people agreed that the joint meeting between the representatives from both committees was the first step. Cllr Sharp and Mrs Claydon would be representing the recreation centre management Committee. The Clerk to arrange a meeting. The problem was that neither building had facilities for all uses. Councillors were reminded that the Chapel Schoolroom also had meeting room facilities, and this could be hired by a donation.

**08. COUNTY AND DISTRICT COUNCILLOR REPORTS**

There were no reports available.

**09. JOINT VILLAGE FACILITY**

This was covered under Item 7 Village Hall Report.

**10. REPAIRS TO CHURCH WALL**

The Chairman reported that a 10ft long section had pulled away from its backing. If the wall was to fall it would cost a lot of money to repair. There were also other areas of the wall which needed attention. One quotation had been received but due to the cost the Chairman agreed to obtain another. Councillors agreed that the Chairman could award the contract to the contractor with the lowest quote so that the work could be carried out before there was further damage. Cllr Wiltshire suggested that an allocation be made from the precept in future as the repairs were a regular occurrence.

*-Mr Pipe*

It was then advised that the war memorial needed some attention. This would be an agenda item at the next meeting once Councillors had taken a look.

**11. VILLAGE NEWS MONTHLY FLYER/NEXT PARISH POST**

It was agreed that the Clerk ask Mr Goldman, the Parish Post Editor, if an edition could be compiled before the Annual Parish Meeting. She would advise Councillors of the deadline dates once known. A discussion took place on a monthly flyer and it was suggested that an A5 sheet of paper with a list of dates and functions be printed and included in the Prospect circulation. There were mixed views on whether this would work with concern raised over the onus being on the individual groups to let the person responsible for compiling the list know. Cllr Biles agreed to find out the printing cost for further discussion.

*-Cllr Biles  
& Clerk*

**12. ANNUAL PARISH MEETING**

The village hall had been booked for the 24<sup>th</sup> May 2011. It had been agreed at the April meeting that the suggestion of a two way traffic system be on the agenda. Cllr Sharp also reminded Councillors that in 2012 it would be a jubilee year for the Queen. He suggested preparations should be started as soon as possible for the village celebration. It was agreed that Jubilee 2012 be added to the agenda. The Clerk to send out invitations to the meeting on the 24<sup>th</sup> May.

*-Clerk*

**13. STREET LIGHTING AND ENERGY 1 JULY 2011 ONWARDS**

Communication had been received from the County Street Lighting Engineer, Chris Sproston, regarding maintenance and energy arrangements from the 1<sup>st</sup> July 2011. The Private Finance and Initiative (PFI) contract was signed on the 1<sup>st</sup> April and followed by an eight week mobilisation period, with a programmed commencement date of 1 July 2011. Balfour Beatty, their preferred bidder, were keen to undertake additional street lighting maintenance work and this fitted in with the 'one stop shop' for fault reporting and rectification. Two proposed options were given. Option one was more enhanced to meet current street lighting codes of practice. Option 2 was in line with the present maintenance agreement. The Parish Council was asked to consider the two options. Alternatively another contact could be elected to undertake the maintenance on behalf of the Parish Council. Mr Sproston asked for the intention of the Parish Council by the end of April 2011. Details had been copied to Councillors.

After discussion it was proposed by Cllr Pipe, seconded by Cllr Williams that option one be the preferred option. All Councillors in agreement. Clerk to advise Mr Sproston. -Clerk

**14. APPOINTMENT OF INTERNAL AUDITOR 2010/11**

It was agreed that LGS Services again be used to carry out the internal audit. The external audit for 2010/11 would take place on the 6<sup>th</sup> June 2011.

**15. PAYMENT OF ACCOUNTS**

**VILLAGE HALL DISABLED TOILET** -The work had been completed on the disabled toilet and an invoice received from the building contractor. It was believed that the Parish Council had agreed to contribute £2,000 towards the cost back in 2009. After discussion it was agreed to contribute the balance of earmarked funds for the village hall £1761,82. The remaining balance would be discussed again next meeting once the Parish Council minutes from 2009 had confirmed the amount.

**CHRIS MERTON**

Recreation centre inspection following leak (balance of invoice paid 8/3/11)	£	1.00
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**VIKING DIRECT**

Stationery (inc. £4.00 VAT)	£	24.04
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**STEWART BULLARD**

Pitch marking 4/2/11	£20.00	
10/12/10 & 14/1/11 (3 pitches)	£60.00	
VAT	£16.00	£ 96.00

**MRS G BILES**

Litter Picking Jan –March 2011 Dec 2010 26 hours	£143.00	
Refuse sacks	£ 4.74	£147.74

**MRS S WALMESLEY**

<b>Clerks Salary &amp; Expenses 1/01/11 -31/03/11</b>		
3 mths @ £240.45 (SCP 25)	£	1021.35
Postage	£	10.83

Telephone etc.	£	1.00	
Refreshments for training session 15/2/11	£	2.33	£1035.51
Less PAYE £204.27			£831.24

**INLAND REVENUE**

PAYE 1/01/11-31/03/11	£204.27
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**LITLINGTON VILLAGE HALL**

Contribution towards disabled toilet	£1761.82
<b>TOTAL</b>	<b>£3066.11</b>

PROPOSED Cllr Williams SECONDED Cllr Baker

**PRINTER CARTRIDGES**- The Clerk advised that she needed to purchase ink cartridges for a laser printer so that the large volume of paperwork for the Annual Parish Meeting could be printed. As Litlington Parish Council had an account with the stationery suppliers Viking Direct, she asked if she could purchase the cartridges through this Parish Council and invoice the other parishes she was involved with for a contribution. This was agreed.

**16. SOUTH STREET ROAD PROBLEMS** –The Clerk was asked to report a pothole by the manhole cover outside Oak Cottage, South Street, and chase up the repair to the drain outside Thatchcroft. -Clerk

VILLAGE CAGE –Cllr Williams suggested that the door be opened to air the building now that the weather had improved. The Chairman advised that the post installed to hold the door open had been removed. He agreed install another post.

*-Cllr  
Pipe*

FLY TIPPING –Cllr Edney reported some fly tipping on the path to the sewerage works. Clerk to advise Anglian Water.

*-Clerk*

ASHWELL STRET –Cllr Edney expressed concern over the condition of Ashwell Stret following the road being used by farm vehicles during wet weather leaving the surface uneven. She suggested that the road should be levelled. It was agreed that the Clerk would write to the farmer, Mr Huffer, and ask if he could reinstate the surface.

*-Clerk*

BASSINGBOURN ROAD PARKING –Cllr Sharp expressed concern over the delay in reinstating the double yellow lines. Until then the police were unable to take any action regarding the poor parking. The Chairman advised that Highways had confirmed that they were on their priority list. The Clerk to ask the Highway Supervisor for an update.

*-Clerk*

NEIGHBOURHOOD POLICE MEETING –Cllr Biles advised that he would be attending the next meeting on the 19<sup>th</sup> April 2011 and asked for any points Councillors would like to be raised. He would remind the traffic officer about Bassingbourn Road parking problem.

*-Cllr  
Biles*

FUEL CLUB –Cllr Biles asked whthere there was any information in the village about a ‘fuel club’. It was believed that there used to be a ‘club’ which was run by the previous landlord of The Crown. It was suggested an item be put in the Parish Post.

#### **17. DATE OF PARISH COUNCIL ANNUAL GENERAL MEETING –Tuesday 10<sup>th</sup> May 2011**

The Chairman closed the meeting at 9.30 PM

Chairman

Date