

**MINUTES OF THE MEETINGS OF LITLINGTON PARISH COUNCIL HELD IN  
LITLINGTON VILLAGE HALL ON TUESDAY 14<sup>th</sup> JUNE 2011**

PRESENT: Cllr Pipe (Chairman), Cllr Baker, Cllr Williams, Cllr Biles, Cllr Claydon, Cllr Wiltshire,  
Cllr Brown, Cllr Edney, Cllr Sharp  
County Cllr Mrs Oliver, District Cllr Cathcart  
Members of the Public: 1

**7.15pm PLANNING MEETING**

**01. APOLOGIES FOR ABSENCE**

District Cllr McCraith

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

Cllr Edney declared a personal interest in Item 03 (planning application for Mr Ram)

Cllr Wiltshire and Cllr Brown declared a personal interest in Item 03 (planning application for Mr Tojeiro)

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

Mr P Ram –Hayesden, Church Street –Front single storey extension  
(S/0974/11)

Mr R Tojeiro –St Johnsbury, Brook Road –Single storey oak framed extension and internal alterations  
(S/1084/11)

- No  
Objection  
-No  
Objection

**04. OTHER**

BROOK FARM –Cllr Cathcart advised that the owner of the site had applied for a further 20 vehicles. He did not think the Parish Council would be consulted on this. Cllr Williams expressed concern over their other site in South End (Clear Farm) which also had similar proposals. It was believed that a condition of the planning consent for Brook Farm was that there would not be any vehicles on the South End site.

ELMLEA, SILVER STREET –The Chairman advised that the planning application for an extension had been refused. The Clerk to forward a copy of the decision notice to Councillors.

-Clerk

**7.30pm PARISH COUNCIL MEETING**

**01. APOLOGIES FOR ABSENCE**

District Cllr McCraith

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

Cllr Biles declared a prejudicial interest under Item 11.

**03. MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council Annual General Meeting dated 10<sup>th</sup> May 2011, copies previously circulated, were agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

ASHWELL STRET –The Clerk confirmed that she had sent a letter to Mr Huffer as agreed. She had not received a reply.

PLAY EQUIPMENT –Cllr Edney advised that everyone she had spoken to regarding the new equipment was happy. There were though some suggestions and requests, one being for a new gate at the far end of the play area. The zip wire was also slack. Councillors were also asked whether there were any plans to woodstain the wooden equipment as Cllr Edney had been told that there were several parents in the village who would be willing to do this. The Chairman advised that he had the instructions for the zip wire and was told to tighten it after one month. This he would do. The Chairman was also aware that the back gate needed to be replaced. He added that if parents were willing to carry out the wood stain they should put a plan together. Councillors agreed that they would

-Cllr Pipe  
& Cllr  
Edney

fund the cost of materials. Cllr Sharp suggested that they might want to paint the fence as well. Cllr Edney agreed to pass this information on to the parents and see if anyone could make a gate. Cllr Sharp then asked why the zip wire had been put in at an angle and not parallel to the hedge. The position prohibited a tractor getting access to the whole length of the hedge. He was advised that the committee thought it looked better at an angle. The proposed earth mound in the corner of the play area was then discussed and how to protect it until it could be grassed. The Chairman suggested temporary fencing and various options were discussed. It was eventually decided to leave the earth as it was until it was ready to turf. A notice would be erected to explain what it was.

MALTING LANE STREET LIGHT –Cllr Williams confirmed that the light was now working.

## 05. CORRESPONDENCE

SCOTSWOOD, Royston Road –Lawful development certificate for the occupation of Scotswood by persons not employed locally in agriculture as defined in section 231 of the Town and Country Planning Act 1962, or in forestry, and nor the dependants of such persons. Cllr Sharp suggested that the Parish Council should support the application to remove the condition. There was no longer a need for agricultural accommodation in the village. It was then agreed formally that there were no objections as it was the Parish Council's understanding that there was no evidence of a need to return the property to agriculture.

CCC –Application for Civil Parking Enforcement Powers. Notification had been received that the County Council intended to apply for the powers relating to parking enforcement under the Traffic Management Act 2004. It was expected that the powers would be implemented in April 2012. The effect of this was that the County Council would be responsible for the enforcement of on-street and off-street parking restrictions in South Cambridgeshire. As a result the police would no longer enforce parking controls although they would retain powers to address vehicular obstruction and dangerous parking on the highway. Comments were welcomed. A discussion took place on current parking enforcement and that the double yellow lines on Bassingbourn Road had still not been refreshed. It was noted that lines had been repainted in Bassingbourn. Cllr Oliver agreed to chase with the Highway Supervisor.

*-Mrs  
Oliver*

SCDC –South Cambridgeshire Community Pride and Village Hero Awards. This would an agenda item at the next meeting.

SCDC –Provision of Speed Stickers. The District had been working with a number of Parish Council's over the past year to trial an initiative to display speed limits in villages on wheelie bins. Funding had now been set aside to provide stickers District wide. This funding was limited and there was a one off opportunity to order additional stickers for the parish. The District Council were able to fund up to 120 stickers per parish. It was suggested that the stickers be placed on bins at entrances to villages every 5 -10 houses to keep costs down. Details had been circulated to Councillors prior to the meeting and it was agreed that this was a good initiative and 120 30mph stickers should be requested. Clerk to arrange.

*-Clerk*

REQUEST TO USE RECREATION GROUND –A letter had been received from a parishioner, Mr Brown, requesting permission to occasionally fly a hot air balloon from the recreation ground a few times a year. The flights tended to be during early morning and evenings in the summer. This would not interfere with other activities taking place. A discussion took place on the request. It was stated that there were a number of power lines close to the recreation ground. It was also stated that balloons could be noisy. After further discussion Councillors agreed to refuse the request. Cllr Sharp then suggested that the old airfield might be a suitable site. The Clerk was asked to reply to Mr Brown advising him of the decision and also the offer made by Cllr Sharp.

*-Clerk*

## 06. OPEN FORUM

There were no members of the public present.

## 07. MINUTES AND REPORTS FROM MEETINGS

RECREATION CENTRE –The Annual General Meeting had been held on the 25<sup>th</sup> May 2011.

Items raised at Recreation Centre AGM –The main concern was the cost to the parish keeping the building open. Two concrete posts, and one on the field, were broken. The roof light had still not been repaired as there were concerns over possible asbestos on the roof. After discussion it was agreed that the Clerk would follow up on a County Council contact with regards to the roof light and would arrange for the repair of the posts. There was a suggestion of an insurance claim as it looked as though someone had been on the roof, maybe to retrieve a ball. Councillors would look at the insurance policy and discuss further at the next meeting.

*-Cllrs &  
Clerk*

VILLAGE HALL –Cllr Baker advised that the next meeting of the committee would be held on the

22<sup>nd</sup> September 2011. She added that the bookings were consistent. Cllr Baker was asked whether there had been any discussions at the last meeting about the joint meeting with the Recreation Centre committee. She stated that the representatives were going to look at comments made by the village hall committee when this was discussed previously. Cllr Sharp then asked whether the Register of Trustees was up to date. Cllr Williams confirmed that an annual return was made to the Charity Commission.

#### **08. COUNTY AND DISTRICT COUNCILLOR REPORTS**

**COUNTY COUNCIL** –Cllr Oliver reported that there had been a debate at the County Council about whether to transfer 250 students from Gamlingay Village College to Bassingbourn Village College. The decision made was to keep the College as it was. Cllr Oliver explained the background regarding Gamlingay Village College and an OFSTED report which had identified educational challenges which placed the college rating as special measures. This meant that an action plan had to be compiled as to how this could be addressed. One option was to have Bassingbourn Village College as the designated catchment school. Cllr Oliver advised that there would now be another consultation with parents. She confirmed that the Village College were taking steps to improve with big changes already going on.

Cllr Oliver then advised that a meeting had been held with the regional director of BT to discuss Broadband in the villages. The infrastructure into Bassingbourn was to be updated in September 2011 which should be of some benefit to Litlington. The meeting had raised the profile of the need in the area.

Cllr Oliver concluded her report by advising that a very successful visit to Donarbon, the recycling centre, had been held. Another visit was planned for September.

**DISTRICT COUNCIL** –Cllr Cathcart advised that a meeting of the full council had taken place with the election of the Chairman who was the previous Vice Chairman. He had attended a briefing regarding the supply of building land in the district. There was a call for people to put forward building land and this would begin on the 17<sup>th</sup> June 2011. There was a meeting for Parish Council representatives on that date. The Clerk advised that she had not received details of this meeting. Cllr Cathcart to investigate with the District Council. The District Councillors had also been briefed on neighbourhood planning. The significance of this was that if a proposal came forward, and had local backing, it may not need planning permission. Cllr Cathcart stated that there were some serious changes ahead but was not sure how this would affect Litlington as this was an infill only village, although that could change. He added that officers would like to see as much consistency as possible. The position regarding the housing needs survey was asked which the Clerk was asked to follow up. The Chairman thanked Cllr Oliver and Cllr Cathcart for their reports.

*-Clerk*

#### **09. JOINT VILLAGE FACILITY**

This was discussed under the village hall report.

#### **10. ROSPA REPORT 2011**

Cllr Williams advised that she had carried out an inspection of the equipment. She expressed concern over the see-saw post which had been reduced by about 5% due to strimming. The Clerk suggested that Councillors look at the recent RoSPA report to see their comments on the equipment. There was also advice in the report on how to resolve any highlighted problems. Cllr Williams agreed to circulate the report and this would be discussed again at the next meeting. It was stated that the new play equipment now needed to be added to the risk assessment. Clerk to forward the form to the Chairman for the additions.

*-Cllr Williams & Clerk*

#### **11. VILLAGE LITTER PICKER REVIEW OF PAY**

Cllr Biles left the meeting.

The Clerk reported that she had been reminded by Mrs Biles that she was an employee and not a contractor as believed. A letter advising of her appointment to Village Litter Picker had been given to her when she was appointed and the Clerk had a copy. This meant that as an employee Mrs Biles should be paid the minimum wage which was currently £5.93 per hour. A discussion followed on rates of pay and it agreed that Mrs Biles would be paid £6.10p per hour with effect from 1<sup>st</sup> April 2011. Clerk to advise her.

*-Clerk*

Cllr Biles rejoined the meeting. Cllr Williams raised concern over the litter bin emptying on the Recreation Ground. She advised that when Mr Williams was caretaker, he used to arrange for the sacks to be removed from the bins and left for collection on Wednesday morning. It was suggested that the new Recreation Centre cleaning contractors be asked to change the sacks as part of the duties. After further discussion Cllr Biles offered to do this task on a trial basis. He was thanked by

Councillors.

**12. REVIEW OF INSURANCE SCHEDULE**

Cllr Sharp expressed concern that some items of play equipment were being insured when there was not a lot of value to them. If they were removed from the schedule the premium would reduce. A discussion took place on whether this would be worthwhile and there was a suggestion that they could be insured for a nominal amount. Not all Councillors had seen the schedule and policy so it was agreed this would be circulated for the next meeting. The Clerk was asked to add the new play equipment to the schedule as soon as possible.

-Clerk

**13. WAR MEMORIAL REFURBISHMENT**

The Clerk had arranged a site meeting with a Stonemason, Hibbitt & Son, to discuss what needed to be done, on Tuesday 21<sup>st</sup> June 2011 at 4pm.

**14. ITEMS ARISING FROM THE ANNUAL PARISH MEETING**

**ONE WAY SYSTEM** –Councillors agreed that the discussions had highlighted a lot of speeding problems. Suggestions were made to remove the central line and put arrows on the roads. It was agreed that the Clerk would arrange for another meeting with the Highway Engineer to discuss signage options. It was also agreed that the Speedwatch scheme should be pushed. There was a recent announcement that parishes would be able to set their own speed limits. It was suggested that Bassingbourn may be interested in jointly applying to reduce the speed on Bassingbourn Road. Clerk to check.

-Clerk

**ABINGTON PIGGOTTS ROAD FOOTPATH** –It had been identified that the area in question was the responsibility of the District Council. Cllr Cathcart agreed to follow up.

-Cllr  
Cathcart  
-Clerk

**TELEPHONE BOX** –The Clerk to contact British Telecom and ask for the box to be painted.

**DOG FOULING** –Cllr Edney advised that she would prepare an item for the next newsletter highlighting the importance of people picking up after their dogs. It had been suggested at the meeting that the schools could be asked to speak to the children about this as well. Cllr Brown stated that this was the responsibility of parents and not the schools. Cllr Edney also agreed to point out the problems of dogs out of control. The Chairman advised that a leaflet had been sent out by the Parish Council a while ago. The Clerk to arrange for a copy to be forwarded to Cllr Edney.

-Clerk

**15. INTERNAL AUDIT REPORT 2010/11**

A copy of the report had been circulated to Councillors. There were no points raised for action. The Clerk advised that the external audit was now being carried out by Moore Stephens.

**16. PAYMENT OF ACCOUNTS**

**TRUE BLUE LTD**

Rec Centre cleaning April & May 2011 £225.00

**LGS Services**

Internal Audit 2010/11 (inc. £15.00 VAT) £ 90.00

**GRANGE BUILDING COMPANY**

Repairs to Church wall 9inc. £110.00 VAT) £660.00

**CPALC**

Renewal of membership 2011/12 £268.37

**CHUBB FIRE**

Rental of fire equipment Rec Centre (inc. £23.18VAT) £139.08

**CPRE**

Membership 2011/12 £ 29.00

**TOTAL**

£1411.45

PROPOSED Cllr Williams SECONDED Cllr Baker

**17. VILLAGE FLYER** –Cllr Wiltshire had prepared a sample which she circulated to Councillors. The format was agreed and it was suggested that the flyer should be sent out with the Prospect for the end of the month. Cllr Biles agreed to arrange the copies.

-Cllr  
Wiltshire  
& Cllr

**MALTING LANE VERGE** –It was reported that the bank outside Pedlars Fayre was disappearing. This was due to a self seeded elderflower bush on the opposite side of the road. Vehicles needed to manoeuvre to avoid the bush. Cllr Sharp agreed to look at the bush to see if it could be removed.

Biles  
-Cllr  
Sharp

**POLICE PANEL MEETING** –Cllr Biles advised that he would be unable to attend the next meeting and asked for another Councillor to attend in his place. The meeting was to be held at Bassingbourn

Village College on the 19<sup>th</sup> July 2011.

VILLAGE GREEN TREES –Cllr Williams agreed to look to see what work was required on the trees and report back at the next meeting where this would be an agenda item.

SALT BINS –Cllr Wiltshire asked for this to be an agenda item for the next meeting. The Clerk advised that she had contacted Highways about ordering a bin for the village hall verge, as agreed at a previous meeting. She would urge the installation.

*-Clerk*

KERBING ON THE GREEN –It was reported that the kerbing put around the green to stop vehicles parking on the grass had been moved. It was advised that the builders had installed a couple of concrete posts and up until now they had been successful in keeping vehicles off. It was suggested that a quote be obtained for further bollards. This would be an agenda item at the next meeting. In the meantime Cllr Sharp and Cllr Biles would move the kerbing back into position.

*-Cllr  
Sharp &  
Cllr Biles*

**18. DATE OF NEXT PARISH COUNCIL MEETING –Tuesday 12<sup>th</sup> July 2011**

The Chairman closed the meeting at 9.50 PM

Chairman

Date