

**LONGSTANTON PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING**

**Annual Parish Council Meeting to be held in the Village Institute, High Street,  
Longstanton on  
Monday 10th May 2010 at 7.30pm.  
Members of the Public and Press are welcome to attend.**

---

**AGENDA**

1. Apologies for absence.
2. Election of Chairman.
3. Declaration of Acceptance of Office to be signed by the Chairman.
4. Election of Vice Chairman.
  
5. Disclosures of Interests. To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
  
6. Meeting suspended to allow 10 minutes for public participation forum, and for Members declaring prejudicial interest relating to agenda business to be transacted, to address the meeting.
  
7. To receive reports from:
  - a) CCC – County Cllr.S Johnstone
  - b) SCDC – District Cllr. A.Riley
  
8. To receive and approve the Asset Register of Parish Council Property.
  
9. To appoint Community Representatives –
  - a. Police Liaison
  - b. Parish Paths
  - c. Oakington Immigration Reception Centre
  - d. Minor Works
  - e. Tree Warden
  - f. Burial Ground
  - g. Risk Assessments
  - h. Website Gatekeeper
  - i. Longstanton Life report
  - j. Bus Connections – Youth Project.
  - k. To appoint representatives to other community services
  
10. To appoint External Representatives to:
  - a. Joint Parishes Group
  - b. Police Neighbourhood Panel
  - c. Northstowe Stakeholders
  - d. To appoint representatives to other external bodies.
  
11. To appoint members to Committees and Working Parties:
  - a. Pavilion & Parish Plan Committee (PPPC).
  - b. Feast Day Committee (FDC).
  - c. Maintenance & Development Committee (MDC)

- d. Village Institute Committee (VIC).
  - e. To appoint other working parties or committees.
12. To appoint the Responsible Financial Officer.
  13. To appoint the Internal Auditor, Mr S.Wilson, 2010/11 and to approve fee increase from £25.00 per hour to £30.00ph.
  14. To approve minutes of the Ordinary Parish Council Meeting 12th April 2010.
  15. Matters Arising from the Minutes of 12th April 2010.
  16. Planning Matters for consideration:
    - a) S/1114/09/LB – Installation of paved terrace, alter two windows to form French doors and replace fibre cement boarding with cedar cladding. – The Manor, Woodside.
    - b) S/0438/2010 – Continued use of land as immigration reception centre. UK Border Agency.

For information only –  
 S/0273/10/F – 38 Magdalene Close – Extensions. SCDC Permission granted.  
 S/0215/10/F – 8 St Michaels – Garden Room. SCDC Permission granted.
  17. To receive Parish Council accounts, agree and sign the 2009/10 Annual Return.  
 For information - Notice of date for the exercise of Electors Rights posted on 14<sup>th</sup> April 2010. Inspection dates commence 29<sup>th</sup> April to 28<sup>th</sup> May 2009.
  18. Finance –  
 Balance of Accounts at 30<sup>th</sup> April 2010 – Not available at time of posting.  
 Income – SCDC (BACS) 1<sup>st</sup> payment of precept. £32,767.50.  
 To approve and authorise payment of cheques:
 

a) LCR (subscription 2010/11)	£ 13.50
b) ESPO – Cleaning materials & equipment	£ 174.32
c) ESPO – Stationery	£ 65.04
d) Brookfield Groundcare (contract 1 of 10).	£ 916.50
e) Cllr. D.Harradine (Cllr. expenses)	£ 33.63
f) L.Craig salary.	£ 672.18 (paid 30/4/10)
g) J.Fordham pay.	£ 30.00
h) P.Haywood salary.	£ 1668.36
i) P.Haywood expenses and reimbursements.	£ 127.31
j) W.Rostgaard-Sellwood salary.	£ 438.87
k) Inland Revenue Tax & NI.	£ 1155.23
l) Village Institute – Hall Hire /Office	£ 468.50
  19. Highways Agency – A14 Ellington to Fen Ditton: Invite to submit a Statement of Case by 7<sup>th</sup> June 2010 or consider original submission (to be confirmed by 17<sup>th</sup> May).

20. To consider funding/grant for:

- a) Funding annual review - Lynne Coulstock – payment for hall hire for children’s workshop 4 times per year of 4 x 2 hour workshops for 2010/11.
- b) Financial contribution - Summer Fun Day 2010 – Hatton Park Primary School.

21. Correspondence received:

- a) Parish Paths Partnership 2010/11 confirmation of grant allocation £800.00.
- b) Highways Agency – A14 notice of Public Enquiry on 24<sup>th</sup> May 2010.
- c) CCC – Countryside Access & Public Rights of Way, general news.
- d) Public Rights of Way – 3 x one day training events.
- e) CCC – introduction of Electronic Consultation.
- f) Stanley Tee LLP – copy letter to Hewitsons re: LSSC Lease.
- g) SCDC – Strategic Flood Risk Assessment questionnaire.
- h) SCDC & Parish Council Liaison Meeting Notes March 2010.

22. Matters for future consideration.

23. Date of the next Ordinary Parish Council Meeting Monday 14<sup>th</sup> June 2010, 7.30pm at the Village Institute.

24. Close of Meeting.

Pauline Haywood

Proper Officer

4<sup>th</sup> May 2010