

## Longstanton Parish Council

Minutes of Ordinary Meeting of the Parish Council held on Monday 14th July 2008 at  
7.30pm at the Village Institute, High Street, Longstanton.

### Public Forum

Prior to commencement of the meeting from 7.15pm to 7.30pm members of the public and press were invited to put questions to the Council relating to items listed on the agenda.

Present:

Cllr. T.Tucker – Chairman	District Cllr.A.Riley.
Cllr. F.Close – Vice Chairman.	5 Members of the public.
Cllr. N.Grace	P.Haywood – Clerk.
Cllr. K.Truran.	
Cllr.S.Ballard	
Cllr.A.Kessell	
Cllr.M.Yarrow	
Cllr. D.Harradine	
Cllr. B.Johnston	
Cllr. M.Cartwright.	

---

1. Apologies for absence received from County Cllr. S.Johnstone and Cllr. L.Meacher.
2. Declarations of Interests –  
Cllr Harradine declared a personal interest on Northstowe issues.  
Cllr. Yarrow declared a personal interest item 6e).  
Cllr. Johnston declared a personal interest on LSSC.
3. Minutes of Ordinary Meeting of 9<sup>th</sup> June 2008 were read.  
Page 184 Item 10 b) item 2) on should read *replacement* of the hedge not *removal*.  
Page 184 Item 10 b) 3<sup>rd</sup> paragraph should read that *Chair* may attend and not *he*.  
Page 187 Item 13 b) should read Cllr. Johnston.  
Page 188 Item 21. last line should read *are* no issues and not *is*.  
Cllr. Grace proposed approval of the minutes with amendments.  
Seconded by Cllr Johnston. Unanimously agreed.
4. Matters Arising from Minutes of 9<sup>th</sup> June 2008.  
Item 4 - 28j) Cllr Tucker reported that the meeting with SCDC will be on 31<sup>st</sup> July.  
Item 10 e) Clerk emailed Colin Hodgkins re: Councillors visit to the Immigration Centre. No response. Clerk to follow up.  
Item 10 o) Jane Lampshire has agreed to join discussions with the working party and Cllr Tucker has arranged for architects Meredith Bowles of Ely to assist.  
Item 18 – Cllr Close confirmed that the Recreation Ground Charity was dissolved on 19<sup>th</sup> June 2008.
5. Minutes of the Recreation Ground Charity 16<sup>th</sup> June 2008 noted.

## 6. Reports from Councillors/Representatives/Working Parties-

a) CCC- Cllr.Shona Johnstone. Report received read to the meeting by the Chairman.

“Apologies - I won't be there this evening - German exchange BBQ at school which I am organising!!

The "missing link" footpath between the golf course and the new Park and Ride - I had a meeting with officers a couple of weeks ago and am hopeful that we may be making progress - ie. subject to funding and land ownership issues (Gallaghers own the land) we might get something in place in this financial year.

Grass cutting - I understand that a price has been suggested, should the PC wish to do its own grass cutting. Cllr Riley advised that, in view of difficulties over footpaths, care should be taken on the financial agreement. The grassed area in Hattons park is cut by South Cambs; the other overgrown areas you mentioned should be checked out by Matt Pickering who is on leave until today - and will be cut back.

I'm not sure there is anything else, but please let me know.

sorry this is so late - hopefully I will see you next month, but I am away on holiday from 9-23 August.”

b) SCDC - District Councillor Alex Riley.

No meeting held at SCDC since the last meeting.

The Post Office in Longstanton is not scheduled for closure and Oakington Post Office has survived. The 6 weeks consultation is underway. How the selection process for closure is made is not known.

Cllr Riley has spoken with the SCDC Licensing Officer who originally suggested visiting the LSSC with the Police but has now agreed to write to the Club highlighting the terms of the license. Cllr Riley will be attending a site meeting with Cllr. Tucker and SCDC on the roadside and ditches maintenance at the end of July.

Anglian Water will be upgrading the pumping station, opposite Ladywalk, from 6litres to 23litres per second.

Rumours circulating that Gallaghers will not do any building for at least 4 years.

A14 junction at Cambridge Services work due to start in 2010 at complete in 2014.

Cllr. Riley will follow up on the empty properties at 18/19 Haddows Close.

c) Police Liaison - Cllr. Kessell

The latest crimes are a spate of thefts of garden ornaments and statues.

d) Parish Paths - Cllrs. Tucker/Ballard.

Cllr. Tucker will be hand over the Parish Paths to Cllr. Ballard this week.

e) Immigration Removal Centre - Cllr. Close.

Many issues raised at the Public Meeting held earlier in the year are being addressed. It is disappointing that there has been no response to our request for a visit in July.

f) Minor Works - Cllr. Yarrow. Nothing to report.

g) Sports & Social Club- Cllr. Close.

Cllr. Close has met with the LSSC Committee. They have now agreed they are responsible for parking area, but they think it is difficult to monitor.

They would be in favour of a barrier at the entrance. Cllr. Yarrow stated that there is already a barrier/gate in place.

The fire exit door in the conservatory is due to be repaired shortly. The Fire Certificate is due for renewal in August.

The next LSSC committee meeting 17<sup>th</sup> July.

Cllr. Close will request a formal response to the letter written to the Committee 4 July regarding the recreation ground.

h) Burial Ground - Cllr. Johnston.

The ground looks good. The chain posts were pulled from the ground but not reported to the police. The Clerk stated that the police had not been informed as she understood the War Graves Commission had carried out work and not replaced the chains. Clerk to contact the WGC for confirmation.

The ditch required cleaning out. Landowner has not done so, perhaps Pat Matthews can advise. Cllr. Harradine stated that the previous yardstick was that cemetery maintenance and Colesfield were responsible. Cllr. Tucker would ask advice at his meeting with SCDC late July.

i) Staff Liaison - Cllr. Cartwright.

Nothing to report.

j) Tree Warden- Cllr. Johnston

Tree works within the Immigration Centre boundary, English Partnerships have liaised with Roz Richardson (SCDC) no complaints received.

Chestnut trees appear to be sad, it is possibly related to a disease similar to Dutch Elm. It is a nationwide problem.

k) Parish Website- Cllr. Close.

Renewed the domain name, so good for another year.

l) Home Farm Working Party- Cllr. Grace

Nothing to add to Mrs Hicks letter. Copy letter from Andrew Stimpson circulated stating that the footpath will remain closed until 19<sup>th</sup> December or until the work on the building site and surfacing of the path is complete whichever the sooner.

The email received from Miss Campbell of SCDC in response to the Clerk asking if they had a copy of the agreed commuted sums for the village green, could be interpreted that there no commuted sum has been agreed.

Copy letter from Persimmon has been seen but is missing. It was agreed this is to be an urgent matter to be addressed by the working party.

m) Northstowe WP- Cllr. Grace

Copy letter sent to Peter Duthie circulated.

Terms of reference for the NS Working Party delayed due to computer problems.

Two meetings with SCDC one on s106, the other on the Northstowe boundaries to be held on 15<sup>th</sup> July (tomorrow).

n) Developers Liaison WP- Cllr. Yarrow.

Meeting arranged with Gallaghers for next Tuesday 22<sup>nd</sup> July.

o) Community Centre WP- Cllr. Johnston.

The questionnaire has been printed. Cllrs Tucker, Ballard, Truran and Close assisting with delivery of leaflets. Cllr. Johnston stated that he would put up flyers saying "Please return your questionnaire".

p) Feast Day WP- Cllr. Johnston.

Most events now ordered, awaiting total of expenditure to date.

Cllr. Johnston proposed that the Parish Council approve a budget allocation of £2000 for the Feast Day. Seconded by Cllr. Yarrow. Unanimously agreed.

q) Longstanton Life- Cllr. Close

Advert for the Feast Day will need to be in the next edition. Clerk to forward copy to Cllr. Close.

The publication of the PC Annual Report will be published in the autumn as the External Auditors have not yet signed off the accounts for 2007/8.

r) Joint Parishes Action Group- Cllr. Grace.

Cllr. Truran did not receive confirmation on the location of the last meeting .

s) Guided Busway- Cllr. Truran.

Copy of letter received from Mrs Kides circulated. Cllr. Truran visited Mrs Kides. The Council agreed that Mrs Kides had raised many good points.

It should be possible to hold a site meeting with Officers, Mrs Kides, Cllr. Tucker and Cllr. Truran.

The drainage plans have not yet been presented as a planning application. Maintenance of the ditches may not be included.

Cllr. Riley agreed to raise the issue of pollution (source of sewerage) at SCDC.

The GBW is due to be completed in September 2008.

The completion of the bridge work on Over Road is due at the end of July 2008.

The Swavesey to Over roadway will be closed from 9<sup>th</sup> September 2008 and A14 traffic to/from Over will be diverted via Ramper Road.

It was agreed that Ramper Road is not suitable for heavy traffic and that Cllr. Shona Johnstone and the Highways Dept at CCC should be informed.

A14 Diversion signs are not encouraged by the Highways Agency.

## 7. Planning Matters – Cllr Kessell.

a) S/1020/08/F – 11 Hatton Park – Extension was discussed.

Cllr. Kessell proposed Approval without comment. Seconded by Cllr. Cartwright. Unanimously agreed.

b) S/1098/08/F – Unit 2, The Mount, Station Road – Change of use from storage (B8) to light industrial (B1(c)) was discussed.

Cllr. Kessell proposed Approval, subject to being limited to light industrial

use only.

Seconded by Cllr. Johnston. Majority agreed.

- c) S/0949/08/F – 18 Stanton Mereway – Renewal of Planning Permission S/0118/05/F was discussed. Cllr. Kessell proposed Approval without comment. Unanimously agreed.
- d) S/0955/08/F- 2 Rampton Drift – Extension.
- e) S/0955/08/F- 2 Rampton Drift – Extension revision was discussed. Cllr. Kessell proposed Refusal. The front elevation building line will be affected. Seconded by Cllr. Grace. Unanimously agreed.

Planning Matters for information noted.

S/0878/08/F – Conservatory, Avalon, Station Road – permission granted.

S/0866/08/F – Extension, New Close Farm - permission granted.

S/0594/08/F – Dormer Window, 9 Brookfield Drive- permission granted.

S/0647/08/F – Erection of building for storage, Falcon Park – permission refused.

#### 8. Finance –

- a) Bank Statements at 30<sup>th</sup> June 2008 noted.  
Balance of Reserve Account £70,604.08  
Balance of Current Account £ 500.00  
Income received noted - Recreation Ground Charity - £1219.08 allocated to the Recreation Ground Budget.
- a) Quarter One (April – June 2008) Income & Expenditure Report.  
The over expenditure on insurance is due to insurance of assets being agreed after the budget was approved. The Clerk advised review of covering the overspend be consider in Quarter 4 of the financial year.
- c) HM Customs & Excise 2007/8 VAT refund of £2888.03. The projected return for 2007/8 was £1750. Surplus total £1138.03.
- d) NJC Circular 1/08 Car Allowances Noted.
- e) Internal Auditors Report 2007/8 circulated. Cllr. Close said that it is welcoming to receive good news for a change, particularly on matters of the accounts. Cllr. Close read to the meeting sections of the Internal Auditors report “ I must first thank Pauline Haywood for her co-operation during my visit. Pauline’s work is of a very high standard” and “It is a pleasure to see and work in a well organised environment as the council office now is.”  
The Parish Council unanimously extended thanks and applauded Pauline.
- f) Approval of Internal Auditor for 2008/9. Following brief discussion, Cllr. Grace proposed Mr S. Wilson of Canalbs Ltd be appointed. Seconded by Cllr. Harradine. Unanimously agreed.
- g) Cllr. Grace proposed approval of cheques for payment. Seconded by Cllr. Harradine. Unanimously agreed. Cheques signed by Cllrs. Yarrow and Kessell.  
W.Rostgaard-Sellwood salary June 2008 £ 226.15

W.Roostgaard-Sellwood expenses June 2008	£ 20.71
Inland Revenue Tax & NI June 2008	£ 351.01
Inland Revenue NI adjustment	£ 96.00
Canalbs Ltd. 2007/8 Internal Audit Fee.	£ 47.50
G.Lovell. Minor and office works	£ 74.00
G.Lovell. Litter collection June 2008.	£ 130.00
P.Haywood salary June 2008(inc.NI adjustment)	£1360.50
P.Haywood expenses June 2008	£ 79.46
P.Haywood reimbursement expenses June 2008.	£ 96.49
NALC LCR subscription 2008/9 (Previous cheque No. 1523 cancelled)	£ 34.00
Village Institute – Hall Hire and Office	£ 524.00
Brookfield Groundcare – Burial Ground Maintenance	£ 260.00
Brookfield Groundcare – Playground Maintenance	£ 90.00
ASL Quarterly service charge	£ 47.73
ASL Quarterly copy meterage	£ 23.96
Dr.F.Close – reimbursement for Website costs	£ 42.29
SCDC – administration costs of the uncontested election.	£ 110.00
CCTP – Councillor Training	£ 40.00

9. Recreation Ground Extension – Marrons letter 26<sup>th</sup> June 2008 and Clerks report circulated.

Following discussion, Cllr. Grace proposed that the Parish Council is resolute that the Clerk has the full support and confidence of the Council in her recollection of the conversation she had with Mr Stroude that formed the basis of our letter dated 10<sup>th</sup> June 2008. Seconded by Cllr. Close. Unanimously agreed.

Copy of draft letter circulated -

Thank you for your reply of 26th June to the letter written by Longstanton Parish Council Chairman, Cllr. Tim Tucker, on 10 June.

It is reassuring that you have restated the position you expressed to us in your letter of 13 May that handover of the recreation ground is contingent upon planning permission being formally granted pending conclusion of the S106 agreement. In particular, we are reassured that you are not changing your position (and notably the position on the basis of which the Parish Council recommended approval of the application) to one that ties handover to commencement of development.

The Parish Council has full faith in our Clerk that her recollections of her meeting with your client Peter Stroude are correct.

We are also confident in our Chairman, Tim Tucker, that his subsequent telephone conversation with Mr Stroude confirmed Mr Stroude's position that a delay of several years was likely due to his desire to defer development.

However, as his agent we are happy with your confirmation that either the position has returned to the one originally agreed or that Mr Stroude simply miscommunicated that position to the Clerk and subsequently to Cllr. Tucker. To avoid any further potential for consternation, we would suggest that it would be clearest if all communication regarding the land transfer be done directly between you and our Parish Clerk, Miss Pauline Haywood.

In any event, if there is anything you think the Parish Council can usefully do to aid in finalising the S106 agreement, please do not hesitate to let us know.

Cllr. Grace proposed the Council endorse the Clerks report and the draft letter be approved and sent to Marrons.

Seconded by Cllr. Harradine. Unanimously agreed.

Cllr Grace stated that the point is that the handover of the recreation ground was agreed upon approval of the planning application and not upon the completion of the development. The planning application was approved by SCDC, but we have not, to date, received written confirmation from SCDC.

10. English Partnerships – Security of the Northstowe site and signage to land boundaries. Letter and email circulated and noted.

11. Recreation Ground – report from Cllr. Yarrow circulated.

Copy of drainage works quotation received from Brookfield Groundcare circulated. Total cost estimated £4110. (Includes stonage work costs estimated at £400 to be confirmed.) Cllr. Yarrow said that the Football Club has agreed to cooperate and the Contractor recommends the work can commence in the Autumn (September) or the Spring.

The Recreation Ground budget is £3000, the sum of £1219.08 was transferred from the Rec.Grnd Charity, making a total budget of £4219.08.

Grass seed grant may be given by the Countryside Access Dept., and J.Lampshire (SCDC) may also be able to donate money for the sports ground.

Clerk will look at the grant process. Cllr. Yarrow said that the contractor will include the maintenance of the recreation ground hedges in the quotation.

Cllr. Close agreed to look at the schedule/ arrangement for Village Cars of Over using the recreation ground.

Cllr. Tucker proposed that the VAT surplus (reported under item 8c) of £1138.03 be added to the Recreation Ground Budget. Seconded by Cllr. Ballard. Unanimously agreed.

£5357.11 is the revised Recreation Ground Budget total.

Cllr. Yarrow proposed that the quotation is approved and work commences in September. The sports clubs to be informed.

Seconded by Cllr. Harradine. Unanimously agreed.

Cllr. Tucker said that the Recreation Ground Working Party (RGWP) should include all open spaces in Longstanton. Cllr Close asked what the terms of reference would be for the RGWP, the charity was abolished so that the Parish Council could deal with all the issues directly. The RGWP should not include matters of the LSSC.

The Council discussed the matter of Interests of Members of the Parish Council who are also members of the LSSC and whether they should declare a personal or prejudicial interest. The Clerk advised that she believed the interest would be prejudicial and as the number of Councillors did not exceed 50% of Council members, dispensation would not be considered. Councillors could not agree. It was agreed that the Clerk seek advice and report to the Council.

Cllr. Grace proposed that the Working Party deal only with matters concerning the recreation ground and extend its remit when the matter of interests is settled.

Seconded by Cllr. Harradine. Majority agreed.

12. SCDC – Local Development Framework – Supplementary Planning Documents Public Participation. – Cllr. Grace said that all that is being done at this stage is setting the scope to produce the documents. An area worth commenting upon is the Golf Course as a village recreational facility. Following discussion, Cllr. Grace proposed the following response be made –

Recreation Study - annex 1 Longstanton golf course is a key amenity in the community. The Recreational Study is rather focussed on LAPs, NEAPS, and other acronyms for formal play areas and football pitches, etc. We believe this is wrong. Recreation includes not just publicly funded areas, but also areas to which the public has access. The golf course provides recreation for golfers, and also walking for countless others in the village. We strongly recommend the inclusion of the golf course in the assessment and that you consider the impact of its removal as a community facility. The village population figures are from 2001. While it is recognised that the population will continue to rise, we have increased in size so much since 2001 that we insist upon the use of up-to-date figures. Otherwise, the "50% increase" will likely get missed off later interpretation of the population.

Seconded by Cllr. Cartwright. Majority agreed.

Cllr. Yarrow left the meeting at 10.05pm.

13. Cllr. Close briefed the Council on the public examination process relating to the Gypsy & Traveller Accommodation in the East of England. Cllr. Close proposed that in the event we do not receive an invitation to attend the Examination in Public we send the following letter to Barbara Bay of the Planning Inspectorate and the Inspector.

The Criteria for deciding who may not be invited to attend the Public Examination has not been disclosed and we do not understand why we appear, to date, not to have been invited.

While the draft policy suggests that major new developments ought to be considered 'for the opportunities' they offer, and while Longstanton is adjacent to Northstowe, neither the parish boundaries of Longstanton nor the town/ward boundaries of Northstowe have been decided yet. The boundaries review is to be the object of extensive and imminent preliminary consultation with Parish Councils which coincide in the same period of July and August prior to the formulation of preferred options for public consultation later this year.

In such circumstances we respectfully request that Longstanton Parish Council is a participant in the October Public Examination as we believe we will be directly involved in the future consultations concerning the location of Gypsy & Traveller Accommodation in the District.

Seconded by Cllr. Grace. Majority agreed.

14. Post Office Closures in South Cambridgeshire – Invitation to attend a Briefing Session on 16<sup>th</sup> July 2008 noted.

15. Village Maintenance. The written response to the Clerks enquiry with CCC on grass cutting and roundabout maintenance circulated. The current standard of

maintenance is poor. The sum we could claim from CCC for cutting of the verges is £3340 for 2009. Following brief discussion, it was agreed that Cllr. Tucker would meet on site with Stephen Wright.

16. Cllr. Grace proposed Alex Alexander, CCC Officer in charge of the Bypass and Nigel Aves, of Jackson's and Rob McKay of Gallaghers be invited to attend a PC meeting. Seconded by Cllr. Johnston. Unanimously agreed.
17. SCDC – Comments invited re: removal of payphone at The Leas, Magdalene Close.
  - a) Cllr. Grace proposed not to remove the phone box. Seconded by Cllr. Cartwright.
  - b) Cllr. Johnston proposed the phone box be removed. Seconded by Cllr. Harradine.

Proposal a) agreed by majority.

18. Correspondence received noted.
  - a) CCC – Post Office Closures
  - b) Email Cllr. Tucker re: Footpaths Budget 2008/9.
  - c) Email SC Crime & Disorder Reduction Partnership, invitation to attend Traffic & Speeding Summit. (circulated electronically)
  - d) Email – Bus Connections Newsletter. (circulated electronically)
  - e) Carillion URS – A14 Girton Interchange: Resurfacing & Maintenance Works.
  - f) CCC County Cllr. S.Johnstone – copy letter sent to Mrs S. Hicks.
  - g) Cycling 2020 – a vision from Cambridge Cycling Campaign.
  - h) Andrew Lansley MP – copy letter re: parking facilities for lorries.
  - i) Moore Stephens – acknowledge receipt of Annual Return 2008.
  - j) GO-East – Publication of revision to the Spatial Strategy (RSS) for the East of England.
  - k) Email – Northstowe Area Footpath & Cycleway Network Project – Final Report. (circulated electronically).
  - l) CCC Notices – re: Northstowe First Primary School and Northstowe Secondary School. Cllr. Close stated that there are a lot of schools bidding in this process and that it should be Swavesey College that has it.
  - m) Letter from Mr Tom Eaton re: Photo Collection.

19. Matters for the next Ordinary Parish Council Meeting 11<sup>th</sup> August 2008.

- Tracking of correspondence – Cllr. Harradine.
- Northstowe primary and secondary school – Cllr. Close.

20. Close of Meeting. 10.25pm

Signed.....Chairman      Date.....2008