

LINTON PARISH COUNCIL

Clerk: Ms Kathryn Wiseman, The Village Hall, Coles Lane, Linton, Cambridge. CB21 4JS.

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Chairman: Ms Merrie Mannassi.

Minutes of the Meeting of Linton Parish Council held on Thursday 20th August 2020 at 7.30pm in the form of a remote meeting via video/telephone conferencing.

Present: Cllr Merrie Mannassi (Chairman); Cllr John Bald (Vice-Chairman); Cllr Chris Hine; Cllr Simon Hill; Cllr Enid Bald; Cllr Paul Poulter; Cllr Kate Kell; Cllr Sharron Parker; Cllr Lee Gardner; Cllr Amy Smith

Clerk to the Council: Mrs. Jenny Seaward

Members of the public: 0

The meeting was opened at 7.40pm

96/20/21	Apologies for Absence Cllr (Dr) Brian Cox, District & County Councillor Henry Batchelor, District Councillor John Batchelor.
97/20/21	Councillors' Declarations of Interest Existence & Nature regarding items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2012 (Standing Order 13 (a) to (h)) Cllr Simon Hill and Cllr Kate Kell (Allotments)
98/20/21	Councillor Vacancies: There are now four vacancies for Co-option
99/20/21	Chairman's Comment: The Chairman welcomed our new Councillor Sharron Parker. She also thanked Kate Wiseman, Clerk to the Council for her continued support and wished her well for her maternity leave, starting in nine days. The Chairman also formally welcomed Jenny Seaward who is covering the position of Clerk from 1 st September 2020. Thanks, were expressed to Cllr Enid Bald, Cllr Kate Kell and Cllr Chris Hine for their work with Greater Cambridge Partnership and their continued efforts to save the Parish from wasting funds.
100/20/21	Open Forum for Public Participation (10 minutes) At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. (Standing Order 3 (d) to (k)) No public present
101/20/21	Consideration of the minutes of the Council meeting held on the 16th July 2020 and the Extra-Ordinary meeting of the 30th July 2020.. Minutes for Meeting held on 16 th July 2020 were proposed by Cllr John Bald, seconded by Cllr Amy Smith, put to a vote 7 agreed, 2 abstentions, Agreed. Minutes for Extra-Ordinary Meeting held on 30 th July were proposed by Cllr John Bald, seconded by Cllr Kate Kell, put to a vote with 6 agreed, 4 abstentions, Agreed.
102/20/21	Matters Arising/Clerk's Report
(a)	Correspondence item 83; Linton Community Help Team re request for increased support and involvement in projects from LPC. The Council agreed to continue with administration support for the LCHT and consider support financially if requested but to continue to remain separate at the time.
(b)	Staffing update. Clerk advised that her last working day is due to be Friday 4 th September 2020, with Jenny Seaward in post from 1 st September 2020 to allow for a handover period. The Clerk proposed to take holiday until her Maternity Leave commences on 1 st October 2020. All noted.
(c)	Consideration of continuing with remote meetings; The Council discussed continuing with remote meetings while the situation with COVID-19 is still present however it was noted that this will be reviewed in November 2020 especially due to the complexity of finance meetings due that month.
(d)	Consideration of Correspondence item 107; email from Helen Taylor, SCDC Development Officer, Environment Commissioning re Street Lights. It was discussed that further action was required before giving final decisions regarding the replacement Street Lights. It was noted that four are listed and others in sensitive areas within the conservation area should be reviewed. The cost to replace with ornate lighting was high and this would prohibit all lights being upgraded to this design. Cllr Kate Kell offered to carry out an inspection and requested detailed plans from the office with locations of street lights. It was also requested that the Clerk request final deadlines from SCDC to ensure we meet them.
103/20/21	Planning Matters

Clerk

(a)	Consideration of the minutes from the Planning Committee meeting held on the 16th July 2020, the Extra-Ordinary Planning Committee meeting held on the 23rd July 2020 and the Extra-ordinary Planning Committee meeting held on the 30th July 2020. All noted
(b)	Bartlow Road Planning Applications
<i>i</i>	Update on the Bartlow Road development site. Cllr Enid Bald informed the Council that Discharge of Conditions had been received and the PC will continue to object.
(c)	Horseheath Road
<i>i</i>	Update on the Planning application for Horseheath Road, application reference S/4418/19/RM, for the erection of 42 dwellings including the provisions of 0.45ha for allotments on the land south of Wheatsheaf Barn, Horseheath Road, following the Planning Committee meeting of Linton Parish Council. Cllr Enid Bald informed the Council that Discharge of Conditions had been received and the PC will continue to object.
(d)	Allotments
<i>i</i>	Decision to re-establish the Allotment Association and to review the systems required to progress the project. Cllr Simon Hill is the only member of the Allotment Committee. It was decided by Council that the systems regarding the allotment need not be aligned directly with the council, however in line with a requirement to supply them where possible, the council will continue to source other land.
<i>ii</i>	Consideration of proposed allotment sign from Croudace Homes. Correspondence item 36 refers. The Council requested that the consideration of the proposed allotment signage be deferred to the Planning Committee. Clerk
(e)	Paynes Meadow
<i>i</i>	Notification of appeal details received by South Cambs District Council (SCDC) for planning application S/0670/196/FL, Land rear of 24-27 Paynes Meadow Linton, for the construction of 26 affordable homes including external works and parking on land rear of NO.8 to No.30. Correspondence item 78 refers. Noted
<i>ii</i>	Consideration of employing a Planning Consultant and possible budget to assist with the application of Paynes Meadow, should this go to Appeal or Planning Inquiry. Cllr Enid Bald proposed that Corrie Newey be employed to assist up to a budget of £3,000.00, seconded by Cllr Kate Kell. All agreed. Clerk
104/20/21	Consideration of the District and County Councillors Report for August 2020. All Noted
105/20/21	Finance
(a)	Consideration of the Internal Audit Report for the financial year 2019/2020. Correspondence item 87 refers. Clerk updated the Council that the internal auditor was pleased with the records kept. It was also advised that due to an increase in finances the threshold has been reached where by extra reports would need to be submitted on a quarterly and annual basis. Noted Clerk
(b)	To review the end of year accounts and sign the Annual Governance and Accountability Return (AGAR), to be sent to the external auditor for the period 2019/2020. Noted
<i>i</i>	Review of Section 1 and agreement for the Chairman to sign Section 1. Proposed Cllr Paul Poulter, Seconded Cllr Chris Hine. All Agreed
<i>ii</i>	Review of Section 2 and agreement for the Chairman to sign Section 2. Proposed Cllr Chris Hine, Seconded Cllr Paul Poulter. All Agreed
(c)	Consideration of the request from the Clerk for support from RBS Rialtas for the End of Year accounts for 2020/2021 to assist the covering Clerk. Cllr Merrie Mannassi proposed support be arranged to a budget of £850.00, seconded by Cllr Kate Kell. All agreed
(d)	Consideration of Payments over the value of £5,000.
<i>i</i>	Invoice received from Cambridgeshire County Council (CCC), for the Local Highways Initiative (LHI) works completed for 2019/2020 to a value of £5,000. The Council raised questions regarding completion of work on local highways and requested the Clerk hold on payment until the work was reviewed to ensure it was complete and up to standard. Clerk
(e)	Consideration of Funding and Membership renewal requests.
<i>i</i>	Correspondence item 2; Consideration of request for membership renewal from Stop Stansted Expansion, minimum annual membership donation is £10.00. Cllr John Bald proposed membership renewal to be paid, seconded by Cllr Enid Bald. Voted 9 for with 1 abstention. Agreed. Clerk
<i>ii</i>	Correspondence item 68; Consideration of funding request from the Monday Gang to allow for continuation of the group's activities to maintain the Churchyard to support of the village. The Council considered the request for further funding by the Monday Gang. Cllr Lee Gardner proposed £500.00, Cllr John Bald seconded. All agreed. Clerk

<i>iii</i>	Correspondence item 105; Linton Infant School letter providing additional information requested for consideration pertaining to original funding request. Cllr John Bald proposed Clerk request further details and a breakdown of spend be submitted before deciding on funding, Cllr Kate Kell seconded. Voted 7 for with 2 abstentions. Agreed.	Clerk
(f)	Consideration of Quotations Received	
<i>i</i>	Consideration of quotation from Greater Cambridge Shared Waste for Dog waste bin for Mill Lane and servicing. Correspondence items 12 and 57 refer. Council reviewed the options and made the decision to install a dual-purpose bin through SCDC and provided by and collections made by SCDC which reduces ongoing costs to the Parish. Cllr Lee Gardner proposed, Cllr Enid Bald seconded. All agreed.	Clerk
<i>ii</i>	Correspondence item 13; Photos of the recently completed works on the playground equipment at the Meadow Recreation ground and notification of a new fault on an item of equipment in the Under 8 section. Quotation for repair by Kompan included. The Council reviewed the quote supplied by Kompan for repairs to the playground equipment and requested the Clerk arrange for repair to be carried out. Cllr Merrie Mannassi proposed, Cllr Paul Poulter seconded. All Agreed.	Clerk
<i>iii</i>	Consideration of new quotations provided from the Grounds Maintenance Contractors for continued service for the next three-year period. Quotation will be uploaded on the councillor portal prior to the meeting. Grounds Maintenance Contracts were considered but LVC had only received quotes for Plot 2, hedges and small grass areas. Cllr Enid Bald proposed the tender was accepted and the contract awarded, Cllr Kate Kell seconded, 7 for with 2 abstentions. Agreed. It was noted that the second tender would need to be considered at the next council meeting due to lack of information and that Clerk will chase the quote.	Clerk
(g)	Expenses	
<i>i</i>	Consideration of Renumeration for staff working at home during COVID-19 pandemic. Supporting documentation available on the Councillor portal on the LPC website. Council requested that the extent of additional cost for home working be discussed between the Clerk and the staff. Cllr John Bald proposed that the Clerk and Asst. Clerk be paid the allowance and that the Burials Officer be deferred to discuss at a later meeting once more information was available. Cllr Paul Poulter seconded. All agreed.	Clerk
<i>ii</i>	Consideration of Renumeration for the Clerk for additional expenses incurred whilst working from home throughout the COVID-19 pandemic. Supporting documentation available on the councillor portal on the website. On evidence of incurred costs, by way of increased telephone bill, it was agreed that this would be paid as a legitimate expenses.	Clerk
(h)	Consideration of the proposed amended payment schedule to the Beacon Youth Trust (BYT) Correspondence item 82 refers. It was requested that the BYT submit more detail and information regarding the spending of £1,500.00 before further decisions are made regarding financial support arrangements.	Clerk
(i)	Consideration of the minutes of the Extra Ordinary Finance Committee Meeting on 9th July 2020. For information. As the Finance Meeting due to be held on 9 th July was cancelled these will be re-presented at the next meeting.	
106/20/21	Traffic	
<i>(a)</i>	High Street Parking issues: correspondence items 5,65,84 and 98 refer. Discussed in depth with many good ideas put forward following complaints from several parishioners. It was decided by the Council to issue a statement for display in noticeboards and on Social Media. To engage with businesses to encourage use of the Free Public Car Park in Coles Lane. The statement to be reviewed by the Chairman and Vice Chairman prior to publication.	Clerk
<i>(b)</i>	Correspondence item 90; Parishioner email regarding dangerous driving in the High Street. Response Required. Council advised to contact Cambridge Constabulary regarding driving offences and parking issues although it was noted that many are inconsiderate rather than illegally parked. It was also advised to seek advice from the Highways Enforcement Officer.	Clerk
<i>(c)</i>	Written Report on the Greater City Partnership (GCP) meeting held on 28 th July 2020. Noted	
<i>(d)</i>	Correspondence item 104; Lucy Frazer's Office re notification of road traffic accident at the Paynes Meadow junction. Noted	
<i>(e)</i>	Update on A1307 CSET Schemes 14, 15 and 16. Noted	
107/20/21	Market Square	
<i>(a)</i>	Consideration of correspondence item 81; Parishioner email regarding proposed location for the parking restriction sign for the Market Square. The Council agreed that the parking restriction sign be	

	mounted on the bollards at the rear of the cobbled area and asked the Clerk to advise all parties in connection with the decision.	Clerk
108/20/21	Cathodeon Centre	
(a)	Consideration of the request from Chestnut Playgroup to replace the three existing sheds to the rear of the Cathodeon Centre to one shed of a larger size. Correspondence items 52, 79 and 103 refer. The Council have no objection to the Chestnut Playgroup's request to replace the three existing sheds with one shed of a larger size. However, it was stressed that the Playgroup take full responsibility to obtain Planning permission if it is required as the Cathodeon Centre is within the Conservation Area.	Clerk
109/20/21	Cemetery	
(a)	Consideration of the written report from Cllr Enid Bald. Report available on the public section and Councillor portal of the website. It was noted that there are several issues requiring attention in the Cemetery and need addressing, including self-sets in the older graves and overgrown areas. Cemetery regulations were not being adhered to in some instances. It was decided that the Cemetery Ranger, Ian Blackman be asked to conduct a general tidy up as is in his work remit.	Clerk
110/20/21	Trees, Biodiversity, River Care and Wildlife	
(a)	Consideration of Correspondence item 89. Community Service Committee of the Cambridge Rutherford Rotary Club's request to assist in bulb planting throughout the village. Cllr Merrie Mannassi proposed that the bulb planting being encouraged but that some guidance on type and location be given. Seconded by Cllr Paul Poulter. All Agreed.	Clerk
(b)	Tree Care in Linton. Verbal update from LPC Tree Warden Cllr Kate Kell. It was noted that several trees have been lost in the dry weather in the Cemetery. It was decided that a hose extension be sourced, Cllr Kell agreed to estimate length required and inform the office so that this could be purchased.	Clerk
111/20/21	The Meadow Recreation Ground	
(a)	Correspondence item 99; Linton Cricket Club re request to use the old storage container previously used by the Bowls Club. Cllr Merrie Mannassi proposed that the Linton Cricket Club be allowed to use the old storage container on the condition that they clear it out in the presence of a Councillor or the Clerk. Seconded by Cllr John Bald. All agreed.	Clerk
112/20/21	Linton News.	
(a)	Three articles required for the October edition. The Clerk advised that deadlines would be emailed to all. Articles were offered by Cllr Kate Kell (Highways/Speedwatch), Clerk (Parking and High Street statement) and Cllr Enid Bald (Planning/Report Updates)	Clerk
(b)	Correspondence item 97; Notice of a new Editor for Linton News. Noted	
113/20/21	Correspondence items not pertaining to an agenda item. None	
114/20/21	Matters for Future Consideration	
	The non confidential section of the meeting was closed at 10.05pm	
	Confidential It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item(s), the Chairman asks that in the public interest, the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw.	
115/20/21	Consideration of the Confidential minutes of the meeting of the 16th July 2020.	
116/20/21	Consideration of the minutes of the Extra-Ordinary Personnel Committee meeting held on the 11th June 2020. Cllr Paul Poulter left and returned on this item	
117/20/21	Cemetery	
(a)	Consideration of request to scatter ashes in the cemetery. Correspondence item 73 refers. Cllr Merrie Mannassi proposed that the council agree to the ashes being scattered in the cemetery but not allow the planting of a rose bush/shrub and not allow a memorial plaque. Cllr Enid Bald seconded. Voted 8 for 1 abstention. Agreed. Cllr Sharron Parker left the meeting on this item.	Clerk
(b)	Consideration of the request for the agreement of two sets of ashes to be interred in the cemetery, one now and one at a later point in time to allow for family members to be buried together. Correspondence item 100 refers. Cllr Chris Hine proposed that the council agree to two sets of ashes be interred in the cemetery on the condition that this be in the same plot. Cllr Kate Kell seconded. Voted 8 for. Agreed	

118/20/21 Anti-Social Behaviour

(a) Consideration of reports of Anti-Social behaviour in the village raised on social media. Increased incidents and reports of lack of police response. Cllr Sharron Parker had previously brought the matter to the notice of the clerk. The Council advised that this matter be brought up with the PCSO and monitored.

Clerk

119/20/21 Re-Consideration of funding request from SCDC made on behalf of a local family. Correspondence item July 18 refers. Catie Hall from South Cambridgeshire District Council spoke on behalf of the family requesting funding and explained the details of the situation. Cllr John Bald requested that Catie Hall leave the meeting to allow for confidential discussion to proceed. Cllr Chris Hine proposed that £180 deposit and first instalment be paid. Lee Gardner seconded. Voted 5 in favour, 2 against and 1 abstention. Agreed.

The meeting was closed at 10:25pm

DRAFT