

19th April 2018

LONGSTOWE OPEN PARISH MEETING

Thursday 19th April 2018

Longstowe Village Hall 7.15pm

MINUTES

Present: Cllr Barbara Cooper (Chairperson)
Cllr Will Bevan
Cllr Geoff Hemmins
Cllr Ben Holland
Cllr Peter White
Bobbie Coe – Clerk

Also present: Cllr Bridget Smith, Cllr Sebastian Kindersley, Mr Richard Murden and other members of the Parish.

Tea, coffee and biscuits were served from 7.00pm. The meeting started at 7.20pm.

Minutes of the 2017 Open Parish Meeting were available.

An apology for absence was received from Cllr Mark Howell.

Chairman's Report: Cllr B Cooper gave a comprehensive report for the year 2017–2018. A copy will be kept with the Minutes.

A handout of the unaudited accounts for 2017–2018 was available.

At their last meeting as representatives for Longstowe, due to boundary changes, Cllr Bridget Smith and Cllr Sebastian Kindersley were thanked for all their hard work over the years on behalf of Longstowe and for their presence at most of our meetings.

Richard Murden was thanked for his work on the Public rights of way in the Parish. Andy Church was thanked for his grass-cutting. Michael Murden was thanked for his work cleaning the bus shelters.

Mr Richard Murden, Rights of Way co-ordinator, reported that we needed more way markers. During the year he had adjusted the kissing gates. He had also piled rubbish from a fly-tip on a byway ready for the Council to remove, which they did within 48 hours. There were no expenses for this year.

In her last report as our Councillor, Bridget Smith said she had been challenged by Longstowe and had enjoyed supporting and working with the village. She reported that the Local Plan was still being discussed and that Longstowe should provide details of their recent survey to the new Local Plan beginning in 2019. In the absence of an accepted Local Plan, no proof of a five-year land supply had meant that over 5,000 unplanned houses have been accepted and the Planning Authority is facing a 'Scheme of Delegation', where national government takes over the decision-making. The new Plan map sent to the Parish Clerk appears to originate from the Mayor's office, highlighting a complete lack of communication.

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In his last report as our Councillor, Sebastian Kindersley reported further on the Local Plan. He also reported on the 9,000+ potholes through the area. These can now be reported on-line at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/>. Also reported was the sale of Shire Hall and movement out of Cambridge of the City Council offices.

Matters raised: the replacement of the village sign just before the Red House, damaged in an accident; the Clerk explained that, due to other signs further north, the County Council were unwilling to replace it. The Clerk was asked to re-request replacement. Also raised was the problem of 'pavement parking'. This can be reported on-line but in the first instance the Clerk was asked to contact the people concerned. Speeding along the High Street was raised; it is particularly bad between 6.30 to 9.00am and 4.30 to 7.00pm. Clerk was asked to request Police speed-camera action. There is also one lorry which travels too fast and wakes up the village between 5 and 5.30am. Also reported was a burst water main outside no. 20.

The Open Meeting concluded at approximately 8.25 pm.

Signed by:
Chairperson

Date:

CHAIR REPORT

Welcome to the 2018 Longstowe Annual Parish Open Meeting at which the public may speak without invitation, followed by the normal Parish Council Meeting which again you are most welcome to attend.

Hopefully you have all seen the Agenda which has been on display on our various notice boards throughout the village and on the website. There will be reports from myself, Councillor Sebastian Kindersley and Councillor Bridget Smith (District Councillors). There will then be an opportunity for Parishioners to ask questions.

- The Parish Councillors are:

William Bevan standing again
Geoff Hemmins standing again
Ben Holland standing again
Peter White standing again and Barbara Cooper standing again

Clerk: Bobbie Coe

I would like to thank Sebastian Kindersley and Bridget Smith for their regular attendance at our monthly parish council meetings and for continuing to challenge various issues on behalf of our village. Bridget has continued to help support the Village Hall committee with their fund-raising efforts. This year the Village Hall committee had oversight over the hugely successful refurbishment of the Village Hall. We have been very fortunate to have both Sebastian and Bridget keep the Parish up-to-date with the many issues facing the village and the county at large. We are very sorry to lose them because of the boundary changes.

We cannot, however, go without thanking those on the Village Hall committee and their ongoing fund-raising efforts for the refurbishment of the Village Hall and to the Village Sports committee members who work tirelessly in their own time to keep the Longstowe sports field in such great condition. Thanks must be made to Michael Murden who looks after the bus shelters and Andy Church who does the grass cutting.

Thanks must also be extended to Dick Murden who has kindly agreed to continue as the footpaths/rights of way warden for the village and to Clare for looking after the production of the Skylark.

The Parish Council would also like to express its gratitude to Charlotte Hemmins who took over in 2015 as the internal auditor for the Parish Council and who has kindly agreed to audit the Longstowe Parish Council accounts again this year.

Meetings

- Your Council has met each month, except for August, during the past 12 months. At these meetings we have discussed matters raised locally, planning matters referred to us by the District Council, local environmental issues, correspondence received, and our finances. In addition, we have attended a variety of additional meetings, both within the District and more locally, for training, information, or as part of the ongoing Planning process for the area.

Finance

- Our major source of funding is the precept (£4,500) from South Cambs District Council which forms part of the council tax that you pay. Apart from paying our clerk, the majority of your money is spent on street-lighting, maintaining the bus shelters and footpaths, along with

fees to useful organisations and insurance. A draft summary of income and expenditure for 2017–2018 is available at this meeting and will be available on the website.

The precept requested was lower for 2017–18 than 2016–17.

So where has your money been spent. We have several major outgoings which together take the lion's share of our precept and some others I will outline:

- The first significant expense is the Parish Clerk. She is contracted to work 12–16 hours per month for us. In this she must deal with preparing for and recording our monthly meetings, attending meetings on the Parish's behalf, dealing with our finances as our Responsible Financial Officer, together with the mountain of correspondence emanating from Central Government, the County and District Councils and other bodies – much of it in the guise of consultation. I can assure you that our Clerk does significantly more than she claims for and we are very truly grateful. Personally I believe she is fully employed on our behalf. Her pay rate is mandated by a National Agreement covering all council employees and reflects her experience in the role. We are a very lucky village to have Bobbie Coe as our clerk and will be very sorry when she hangs up her boots.

Funds / Grants

The application by the Parish for a grant to purchase our own speedwatch in 2016 was successful however as yet we have not purchased the speedwatch equipment having struggled to find a suitable monitoring device that is compliant with the local authority. If we are to be successful with reducing the speed through the village we really need to encourage other local residents to become volunteers to support the delivery of the speed watch scheme which involves using equipment that can monitor the speed of passing traffic. Volunteers record the details, later adding them to a database. Vehicle checks will be undertaken by the police and letters then sent to the registered keepers advising them of the speed and reminding them of why it is a community concern. Speedwatch is not enforcement, it is all about education. It is important to know that speedwatch now forms a part of the response to speeding issues. Before participating in the scheme volunteers need to have attended a 3-hour training event run by the Cambridgeshire road safety partnership. There are multiple events held locally and therefore it is not difficult to access one of the programmes. Anyone that is interested please contact Barbara Cooper, bccomidential@caw.ac.uk, The Dene, Old North Road, Bourn, 07803 903047, for further details. By working together, the Community Speed Watch enables Longstowe residents to become actively involved in helping slow the traffic with a view to reducing the excessive speed in Longstowe to within the various 30, 40 and 50 mph speed limits.

The Parish will continue to campaign to reduce the speed limit through Longstowe so that we can

- Change people's attitudes towards speeding through Longstowe
- Create a safer environment for the parishioners particularly the elderly and children crossing the Old North Road
- Empower the parish to work together in partnership with the road safety agencies.

The General Data Protection Regulation (GDPR) will take effect in the UK from the 25th May 2018. This will give individuals more rights and protection in how their personal data is used. Longstowe Parish Council must comply with the GDPR. We will be making available a Frequently Asked Questions sheet and will be carrying out a data audit in order to determine how we will comply. A privacy notice for our website and our newsletter has also been prepared and regular updates on the GDPR will continue to be communicated via the *Skylark*. Anyone who has any queries on the GDPR should contact the Chairman.

Underlying Principles

The law is complex, but there are a number of underlying principles including personal data:

- Will be processed lawfully, fairly and transparently
- Is only used for a specific processing purpose that the data subject has been made aware of and no other reason without further consent
- That the information collected on a data subject is adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing
- Must be accurate and where necessary kept up to date
- Should not be stored for longer than is necessary and that storage is safe and secure.

Processing Data

There are several legal bases for processing data of which consent is one, others include legal obligation. For each area of processing we will need to be clear on our legal basis for carrying out the processing. It is recognised that Longstowe will need to have consent from parishioners for some of the data, for example some email communications, or where data is shared with parishioners. This will need to be clear and unambiguous – some form of positive action to opt in. We have to be sure that we have consent before processing. A consent form has been prepared ready for parishioners to sign.

Data Controller

Consideration will be needed as to whether a separate Data Controller is put in place or whether this role is shared with other parishes.

Whilst the GDPR removes the requirement for Data Controllers to register with the Information Commissioners Office, there will be an annual data protection fee. The good news is that the parish councils will remain exempt. We will let you know if further details become available.

Areas for Immediate Action

We will be reviewing what data is held, how it is stored and what basis we have for processing it. Information currently is held for carrying out surveys e.g. the Housing Survey. We will have to have a Data Privacy Notice, details of which are available today in draft for people to review. We may need to gain consent from some data subjects; sample forms and guidance are also available here today for people to review.

There is a short guide for Parish Council members which has been made available for general parishes. The Information Commissioners Office website also has useful guidance, for those that may interested it is ico.org.uk

Communication

Longstowe Parish Council will continue to ensure that it communicates with all its residents in a timely and effective manner, to inform and consult them about matters which affect them. The Parish Council will publicise the services offered by the Council and will endeavour to ensure communication is clear and appropriate.

The key stakeholders with which the Parish Council must communicate include: residents; our Clerk; Councillors (Parish, District and County); Village Hall group; village organisations; police and other services. We will continue to negotiate with the police and other services re the speed limit in the village

Community involvement

There have been several highlights of the year, including the village fete in the Summer, the Village Hall quiz and the dog show. There are several other community events scheduled over the forthcoming months which I hope everyone will continue to support.

The latest tranche of funding for the Community Chest grant scheme run by South Cambs is now open. The funding is available to voluntary and community groups, charities and parish councils wishing to improve the quality of life for residents in South Cambridgeshire.

Applicants can apply for up to £1,500 for improvements to community facilities, equipment and materials and project start-up costs. For full details about the fund and guidance on eligibility, visit www.scambs.gov.uk/communitychest. Longstowe Parish Council would love to hear from residents about any ideas that might be worthy of an application to support the community.

Planning

Monthly meetings are held to review planning applications in the parish, assessing their impact on both the immediate neighbourhood and the village in general. Local knowledge and common sense are used to make informed representations to South Cambs District Council as a consultee. The Parish Council is happy to discuss any resident application with individuals before submission for planning approval and for parishioners to attend the meetings where planning issues are discussed.

Housing plan

At the end of 2017 the housing survey was completed. Over 80% of the responses received had lived in the village over 5 years with over 50% in excess of 15 years. Clearly a place that people like to live. Nearly 30% have lived here all their life!

There was unanimous support for more development with additional properties; however the split was primarily for retirement, smaller and affordable housing with less than 20% saying no housing was needed. It was evident that over 48% wanted to remain living in Longstowe but will need to move to more suitable accommodation in the next 10 years emphasising the ageing population of residents in Longstowe.

Interest was largely shown for 2- or 3-bedroomed properties and is perhaps a factor that should be considered when commenting on future planning applications.

Any housing development should be consistent with conservation, the area and in keeping with the neighbouring houses.

The Village Hall was highlighted as being very important with over 70% citing this as important for the Parish. Other village features that continue to be popular included the *Skylark*, sports field, the pub and the organised events. Over 50% supported the need for a defibrillator supporting the PC plan to seek funds. 80% continue to be deeply concerned about the heavy vehicles and speeding through the village so we most certainly will continue to campaign for a lowering of the speed limit. A copy of the analysis from the survey will be published in the next edition of the *Skylark*.

Finally I would like to thank my fellow councillors for their continuing support and commitment to ensuring that Longstowe remains a pleasant, safe and outward-looking parish. In particular my appreciation goes to our Clerk Bobbie Coe and to William Bevan who has kindly stepped in as chair in my absence during my fifth and final year as Chairman. Please remember we always welcome your feedback on the village and any other parish matters that you feel should be raised.

Thank you.

Barbara Cooper, April 2018