

**LITTLE ABINGTON PARISH COUNCIL**  
**DRAFT TO BE AGREED AT THE NEXT FULL MEETING OF THE PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council held on**  
**Monday 21 May 2018 at 7.15pm in the Abington Institute, Great Abington**

**Present.** Mr Brunning, Mr Allum, Mrs Smith, Mrs Dalton (Clerk).

**In attendance.** Mr Ellis (by Skype), Cllr J Batchelor, Cllr H Batchelor.  
There were no members of the public present.

**1. Election of Chairman**

Mr Allum proposed Mr Brunning and Mrs Smith seconded. He was unanimously elected as Chairman. Mr Brunning accepted office.

**2. Parish Council membership.**

- **Acceptance of Office.** All Parish Councillors to sign Acceptance of Office.
- **Register of interests.** All Parish Councillors must complete declarations of financial and other interests. This is an election year and election expenses returns must be submitted to SCDC by 31 May 2018.
- **Parish council vacancy.** The vacancy has been advertised. It will close on Friday 25 May. If no one comes forward a new parish councillor can be co-opted with the permission of the District Council

**3. Apologies for absence.** Mrs Simmons, Ms Pattinson

The Chairman agreed to change the agenda order to permit the District and County Councillors to give their report and then to attend another meeting.

**20 & 21 Report from the District and County Councillors**

- The written report was noted. John and Henry Batchelor were elected as District Councillors for the Linton ward which includes Little Abington. Henry Batchelor is also the County Councillor. The practicalities of working with the two district councillors was discussed.
- Following the elections SCDC will be Liberal-Democrat controlled with effect from the Annual Meeting on 23 May.
- It has just been announced that SCDC's target for the 5 year housing land supply has been met. This will reduce opportunities for any more speculative planning applications. SCDC may also revisit some planning applications if conditions have not been met. Developments outside village envelopes will not be acceptable.
- They drew the Parish Council's attention to the next meeting of the A1307 LLF on 6 June. This is a public meeting. There should be some feedback and information on next steps following the public consultation.
- HB agreed to follow up actions from the site meeting at Fourwentways on 20 April.
- It was noted that applications for the 2018 - 19 Local Highways Improvement Schemes close at the end of July

The Chairman thanked Cllrs Batchelor for their contribution. They left at 7:45 pm.

**4. Election of Vice-chairman**

Mrs Smith was elected as vice chairman. Proposed Mr Brunning, seconded by Mr Allum.

5. **Minutes of the meeting held on 23 April 2018.** Agreed. It was noted that the March 2018 minutes had been amended in line with Tony Orgee's comments.
6. **Matters arising not on the agenda.**
- **Stiles on the footpath across Bancroft Farm Meadow.** The landowner will make arrangements for the stile be repaired. She had not agreed to replacing to replacement with gates. **CLERK** to advise Rights of Way Officer
  - **Granta Park access through Sluice Wood.** The fence remains.
  - **Maintenance of the Sluice in Sluice Wood.** The landowners have agreed to do this. The Clerk reminded the Parish Council that the Sluice is a listed historical monument.
  - **Fourwentways litter.** SCDC will replace the damaged litter bin and install two more. **CLERK** to seek clarification on the litter collection conditions and monitoring arrangements for Burger King.
  - **Protected roadside verges.** Only one quotation was received despite several reminders. The job was awarded to Herts & Cambs Ground Maintenance
  - **GDPR.** The regulations will come into effect on 25 May. CAPALC advised that there may be some changes in requirements for small local authorities.
7. **Declarations of interest.** None for items on the agenda.
8. **Public participation.** None.
9. **Parish Council Committees, terms of reference and membership**
- **Planning Committee:** Membership - all Parish Councillors. Chairman – Ms Pattinson. The Terms of Reference (ToR) were confirmed.
  - **Compliance Working Group:** Mr Allum, Mrs Simmons, Mrs Smith and Clerk. Chair to be agreed. The ToR will be reviewed at the next meeting.
  - **Recreation Ground Committee.** This is a joint committee with Great Abington Parish Council. ToR were agreed in January 2018.. Mr Brunning Mrs Simmons and Mr Allum.
  - **Abington Housing Committee.** Mr Ellis and Mr Brunning. This is also a joint committee with Great Abington Parish Council. The group has not met for some time and the ToR have not been reviewed.
10. **Representatives for non LAPC committees**
- **Institute Management Group.** Mr Ellis.
  - **A1307 Local Liaison Forum.** The ToR are still in draft. The Parish Council can have two representatives. It was agreed that the Clerk, Mr Brunning and Mr Allum would be the regular representatives.
  - **A1307 Parishes Forum.** Parish Council chairs attend. Mrs Smith will deputise.
11. **Councillors' Responsibilities**
- **Village maintenance.** Agreed to set up a working party to review the contract. specification and oversee award of new contract **RA, JE and Clerk**
  - **Trees.** Mrs Smith.
  - **Lights, roads and pavements.** Clerk.
  - **Police.** Ms Pattinson
  - **Web site support.** Technical issues - Mr Ellis. The Clerk is responsible for maintaining up-to-date content of the Parish Council web pages.
  - **Communication/village newsletter.** Mrs Simmons.
  - **Health & Well-being.** Clerk
  - **Speedwatch Co-ordination** Ms Pattinson

**12. Review of policies:**

The following policies were agreed and signed.

- Financial Regulations and LAPC financial limits
- Complaints
- Media
- Freedom of Information Act 2000
- Equal Opportunities
- Public Engagement.
- Code of Conduct
  
- **Standing Orders** NALC has published a new model document. The draft was discussed. It was agreed to finalise it and sign it off at the Parish Council meeting in June. The new model includes data protection and GDPR.
- **The 2018 Framework for Governance and Accountability** has not changed materially from 2017 except to note new audit arrangements.

**13. Risk Management:**

- **Insurance:** The Clerk confirmed that the Parish Council is insured with Hiscox. This is the final year of a three-year arrangement. The new policy must be in place by 1 October 2018. CWG will oversee this process. **CLERK**
- **The Asset Register** was reviewed. Replacement values will be updated ready for market testing for insurance. **CLERK**
- **The Risk Register** will be considered by CWG. **CLERK**
- **The risk policy** was agreed. It was noted that the Recreation Ground Committee will be subject to internal audit as recommended in audit reports in 2015-16 and 2016-17. CGM are contractually required to confirm they have public liability insurance. The Clerk routinely asks any contractors who quote for work to provide a copy of their public liability insurance.

**14. Finance****14.1** Income was noted

|  |                  |
|--|------------------|
| HMRC - VAT rebate October 2017- March 2018 | £ 508.92         |
| SCDC Precept April – September 2018        | £ 8495.00        |
| Cash found in archived files               | £ 5.00           |
| <b>Total</b>                               | <b>£ 9008.92</b> |

**14.2** Payments

The payment for street lighting was queried because it was significantly above budget. *{Post meeting note. The cost was about 1% more than total paid in 2015-16. Payment agreed}*. IS proposed and RA seconded payment of all items on the agenda with the exception of the payment to CGM pending satisfactory completion of work. This was agreed.

|   |                  |
|---|------------------|
| Mrs G Dalton Clerk (May) STO                                | £ 307.67         |
| Abington Parochial Church Council grass cutting: donation   | £ 600.00         |
| CAPALC annual subscription (2.3% increase)                  | £ 219.74         |
| Abington Recreation Ground Committee - 50% of annual grant  | £ 1312.50        |
| Cambs County Council: Street lights energy 10/2016- 09/2017 | £ 1143.13        |
| <b>Total</b>  | <b>£ 3583.04</b> |

**14.3 Finance report: Balances year-to-date.**

|                              | TOTAL       | Current     | Cambridgeshire Building Society |
|------------------------------|-------------|-------------|---------------------------------|
| Opening per bank statement   | £ 32,564.85 | £ 17,503.55 | £ 15,061.30                     |
| Balances at close of meeting | £ 29,008.81 | £ 13,947.51 | £ 15,061.30                     |

Note: Bank statement does not include uncleared cheques

**14.4 Adoption of General Power of Competence.**

The Clerk confirmed that the Parish Council still met the requirements for the General Power of Competence (GPC). The Parish Council unanimously agreed to adopt GPC.

**14.5 Banking arrangements.**

Banking arrangements are unchanged. Signatories/authorisers for Lloyds e-payments are two of PB, SS and JE. The Clerk sets up agreed payments.

**14.6 Clerk Salary**

The nationally agreed hourly rate is now £11.61. Annual salary will be £ 3692.00 based on 6 hours a week.

**CLERK** to update monthly standing order

**14.7 Annual Audit.** The internal audit report should be available by 8 June. The Annual Return will be signed off at the LAPC meeting on 25 June ready for submission before 2 July.**15. Planning****15.1 Planning applications:**

- **S/388/18/LB 35 Church Lane.** Part demolition, repair and rebuild boundary wall. LAPC supported the application without referral to the SCDC Planning Committee
- **S/1557/18/TC. 54, High Street.** Various tree works in a Conservation Area. No comments. The Parish Council was surprised by recent advice that it could not suggest replacing trees in the Conservation Area

**15.2 Planning decisions and amendments (for information):**

- **S/0881/18/FL & S/1027/18/AD. Shell Petrol Station Fourwentways.** Approved. Although this was not the decision the Parish Council had hoped for it was felt some progress had been made in raising awareness of concerns about conditions at Fourwentways. The Clerk had not a reply to her letter to the registered owner of the Comfort Café asking about its status. SCDC understood it would reopen soon. Meanwhile rubble and building waste has been piled up to block access to the site.

**15.3 Local Developments**

- **Caravan on PVAA.** There had been complaints about a caravan on the meadow. The Clerk and the Chairman had visited the site and obtained some clarification from the District Council. The caravan is permitted as long as it is not used for residential purposes.
- **Local Development Plan.** The District Council has reported that the 5 year housing land supply target has been met. It is still not clear when the final version of the Local Plan will be published.

**16. Highways and traffic**

- **Local Highways Improvement.** The deadline for 2019-20 applications is end July. Options will be discussed at GA/LAPC Liaison Meeting. There should be sufficient time to get some public input too. IS suggested extending the footway along the Newmarket Road from Fourwentways to Granta Park. This was particularly important given the increase in pedestrian traffic now that access to Granta Park via Sluice Wood is closed. Another option for this improvement, which would be in Great Abington, could be S106 funding.

- **Road safety improvements.** The County Council has been asked to carry out a feasibility study for “*Children Playing*” road signs at Ivan Clarkes Corner and village gateways in Bourn Bridge road. The Parish Council would be responsible for the full cost. JE was particularly keen to ensure installation of the “*Children Playing*” signs, which should be low cost, is expedited **PB/JE**
- **Road safety** Concerns about the safety of the junction of the Cambridge International School at Newmarket road need to be flagged up to the Highways Team **PB**

#### 17. Village Environment/ updates following the Annual Parish Meeting

- **Granta Park access.** The public meeting on May 18 was well attended. PB reported that the conclusion has been that TWI is unlikely to reopen the site to public access, other than as visitors via the main gate. Members of the gym would be able to have access via pedestrian entrances. An option being considered is to establish a village base on the site so that local residents have a ‘business’ reason for visiting.
- **Granta part noise.** As agreed at the APM, Tony Orgee helped Westfield residents to contact TWI. Environmental Health has made an unannounced visit. PB said a meeting invitation had been issued for Friday 25 May.
- **Conditions of road surfaces.** Some recent repair work, notably by the Pottery, was not done to a very high standard. The Parish Council will continue to monitor.
- **Fourwentways.** The Clerk had not had any feedback from the Highways Team following the site meeting on 20 April. It was felt that the response from SCDC was more positive but it was agreed to actively monitor the litter situation and report any problems to SCDC. **ALL**
- **School capacity.** No feedback from the school governors

#### 18. 2018-19 Parish Council priorities and plans

- The key priorities are litter, speeding and road safety and resolving issues with Granta Park. The LAPC Annual Report will be compiled using the reports that were presented at the Annual Parish Meeting;

#### 19. Meetings and representation.

- **Feedback from meetings attended by LAPC reps.**
  - The Clerk attended a parish nurse event when a Dutch model of community nursing was discussed. There are proposals to trial it in this area if funding can be agreed. The Clerk has been invited to join the Parish Nurse Management Team.
- **Representation at forthcoming meetings.**
  - **Parish councils’ liaison meeting.** Date and representation to be confirmed
  - **A 1307 Local Liaison Forum 6 June.** PB and RA will represent LAPC.
- **Arrangements for LAPC meeting in September.** 24 September was confirmed. The Clerk will not be present. Key decisions to be made before the meeting, i.e. in July, will be insurance arrangements and village maintenance contract.

#### 22. Committee Reports

**22.2 Institute Management Group.** Nil.

**22.2 Recreation Ground Committee.** Some feedback from school and public on Pump Track proposal. Next meeting planned for 2 July.

**22.3 Committee for Abington Housing.** Nil

#### 23. Reports from representatives

**23.1 Village maintenance:** CGM has not visited for some time. The Clerk has contacted them. Their contract expires at the end of August.

**23.2 Lights, roads and pavements.** Nil

**23.3 Trees.** Nil

**23.4 Police.** The untaxed car that had been left in Church Lane has been removed.

**24. Correspondence.**

A summary of correspondence received is on circulation. Items requiring action have already been circulated.

**25. Any Other Business/ Items for next agenda.**

Standing Orders, Annual Audit Return, Local Highways Improvement Scheme application.  
New Parish councillor.

The meeting closed at 10:15 pm

**Next meetings**

**Monday 25 June 2018 starting at 7.15 pm**

**Monday 23 July 2018 starting at 7.15pm**

**Abington Institute, High Street, Great Abington.**

Signed by Parish Council Chairman

Date

25 June 2018

DRAFT