

LITTLE ABINGTON PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council held on
Monday 20 May 2019 at 7.15pm in the Abington Institute, Great Abington

Present. Mrs Bolden (SB), Mr Allum (RA), Ms Pattinson (SP), Dr I Smith (IS), Dr Valge-Archer (VVA), Mrs Dalton (Clerk).

In attendance. There was one member of the public present. Cllr J Batchelor (JB) and Cllr H Batchelor (HB). All of them for parts of meeting.

In the absence of the Chair the Clerk opened the meeting to allow public participation to be taken first.

8. Public participation – residents’ update on noise nuisance from Granta Park.

The parish council chairmen had met with representatives from TWI. Residents were not consulted before the meeting and they had not had any feedback. TWI sent them an extract of their meeting note when they asked for an update.

There was some concern that the parish councils had suggested the noise situation had improved. This was not correct. TWI said the changes they have made have reduced the noise on their site but the residents felt it was very important for the parish council to understand that although the nature of the noise has changed the noise nuisance has not improved. They continue to log noise. It is troublesome late at night and in the early hours of the morning. Logs kept independently corroborate that.

It was understood that TWI expect to complete more changes by the end of June. They will notify residents when the work is complete.

The Parish Council was grateful for the report. They agreed it was important to have feedback from residents before any further meetings with TWI.

The member of the public left the meeting.

1. Election of Chairman

VVA proposed Mrs Bolden and IS seconded. She was unanimously elected as Chairman. Mrs Bolden accepted office.

2. Parish Council membership.

Register of interests. All Parish Councillors to update their Declaration of Interests if necessary.

CLERK

3. Apologies for absence. Mr Brunning, Dr R Smith.

4. Election of Vice-chairman

Dr I Smith was unanimously elected as Vice Chairman.

5. Minutes of the meeting held on 29 April 2019. Agreed.

6. Matters arising not on the agenda. (Action list See Appendix 1)

The action list was updated noting input from Cllrs Batchelor.

7. Declarations of interest. None for items on the agenda.

9. Parish Council Committees, terms of reference and membership (See Appendix 2)

- **Planning Committee:** Membership - all Parish Councillors. Chairman – SP. Amendments to the Terms of Reference (ToR) were noted and agreed.
- **Compliance Working Group:** RA,IS,VVA and Clerk. The updated ToR were agreed
- **Abington Recreation Ground Committee.** This is a joint committee with Great Abington Parish Council (GAPC) . ToR were updated in November 2018. RA,PB,RS. PB would be content to continue as chair.
- **Committee for Abington Housing.** This is also a joint committee with GAPC. The group has not met for some time and the ToR have not been reviewed. Three representatives required - SP as LAPC planning lead and other parish councillors depending on availability.

10. Representatives for non LAPC committees/groups

- **Institute Management Group.** RS. No ToR available
- **A1307 Local Liaison Forum (also known as Cambridge South East Transport Study LLF).** The ToR from 2017 are draft. LAPC can have two representatives. Agreed to endeavour to ensure full representation at all meetings.
- **A1307 Parishes Forum.** ToR required. LAPC chair. Vice chair deputises.

11. Councillors' Responsibilities

- **Village maintenance.** RA and Clerk
- **Trees.** IS and RS
- **Village lights, roads and pavements.** RS and Clerk.
- **Police and Speedwatch coordination.** SP
- **Communication/village newsletter/ Web site.** Village news - SP. The Clerk is responsible for maintaining content of the Parish Council's web pages.
- **Health & Well-being.** Clerk

There was some discussion about clarity of roles and if there was a need for a representative for roads and traffic beyond village boundaries. The A1307 LLF discusses the South East Cambridge Transport Strategy. To date, its focus has been on the route from Haverhill towards Cambridge.

12. Review of policies:

The following policies were agreed and signed.

- **Financial Regulations and LAPC financial limits** . No updates
- **Complaints.** No updates
- **Media.** No updates
- **Equal Opportunities.** No updates
- **Public Engagement.** Amendments were noted and agreed
- **Code of Conduct.** No updates
- **Standing Orders.** No updates on the version agreed in September 2018
- **Framework for Governance and Accountability.** The Clerk confirmed it has not changed materially except to clarify aspects of the new audit arrangements.

Freedom of Information Act. LAPC had a FOI request in 2018. It was agreed to review the FOI Publication Scheme and LAPC's policy and guidance. **CLERK C/f July**

13. Risk Management:

- **The Asset Register** was reviewed. Replacement values will be updated annually before insurance renewal on 1 October. **CLERK**

- **The Risk Register** had been considered by CWG. They had reduced some risks. Trees and data security were graded high. A J King (village maintenance) has confirmed public liability insurance. All contractors who do work for LAPC are required to provide a copy of their public liability insurance.
- **Insurance:** Market testing was carried out in 2018. The Clerk confirmed that the Parish Council is insured with Hiscox on a 3 year agreement until September 2021.

14. Finance

14.1 Income. Nil. A VAT rebate of £562.73 is pending.

14.2 Payments

All payments were agreed . The Clerk has alerted AJ King to an error on invoices.

Mrs Dalton Clerk (May)+16 hours for GDPR/document management	£ 467.37
AJ King - village maintenance May (SO) VAT £85.77	£ 514.60
Abington Recreation Ground Committee - 50% of annual grant	£ 1378.00
Total	£ 2359.97

14.3 Finance report: Balances year-to-date.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 31,824.30	£ 16,745.24	£ 15,079.06
Balances at close of meeting	£ 29,464.33	£ 14,385.27	£ 15,079.06

Note: Bank statement does not include uncleared transactions

14.4 Recommendations from Compliance Working Group.

The Group's recommendations were agreed:

- **Banking arrangements.** Two additional signatories for the current account were agreed – RA and SB. Signatories/authorisers will be two of PB,RS, RA and SB. The Clerk countersigns cheques and sets up e-payments.
- **Clerk Salary.** The nationally agreed hourly rate is £11.91. Annual salary will be £4418.00 based on 7 hours a week.
- **Annual Audit.** The internal audit report should be available in time for sign off at the LAPC meeting on 24 June - ready for the Annual Governance and Accountability Return which is due by 1 July.

15. Planning

15.1 Planning applications:

- **S/4099/17/OL. Appeal APP/W0530/W/18/3210008. "AgriTech". Land east of A1301, south of A505, near Hinxton and west of A1301, north of A505 near Whittlesford. Agritech Technology Park.**
The applicants sent a pack of information ready for their appeal. Information on transport and traffic was not included. It was agreed no substantial changes to the previous response were required. It was important to emphasise concerns about traffic and the need for local authorities to have strategic oversight of the increasing number of planning proposals in the area. A true local plan should address all developments not just housing. **CLERK**
- **S/4329/18/OL Wellcome Genome Campus, Hinxton.**
Despite amendments LAPC's concerns were still traffic and over-expansion of the site in a rural area. **CLERK**

15.2 Planning decisions and amendments (for information):

- **S/0963/19/FL 19 Bourn Bridge Road.** SCDC approved. LAPC had objected
- **S/0871/19/FL 38 Church Lane.** SCDC approved. LAPC had supported.

15.3 Local Developments

- There was a recent newspaper article about a proposed MedTech facility on the Comfort Café site. A planning application is expected soon.

16. Highways and traffic/ Village Environment/Community engagement

- **Granta Park access.** No progress. Gym membership for a limited number of residents could not replace the loss of amenity for residents. It was not clear if the Granta Park team intended to follow up a suggestion from the public meeting held in 2017 which would have enabled limited off-road public access from Great Abington.
- **Granta part noise.** See public participation.
- **Litter.**
 - An audit of litter hot spots and source of litter is required. RA had a photo of Greggs litter in a bus stop on Cambridge Rd.
 - JB reported that SCDC has requested a Four Went Ways litter picking map. **CLERK** to send a map of the route in the planning conditions.
 - VVA reported some discussion on village Facebook about provision of a dog poo bin at the Church Lane end of the Millennium Bridge footpath. **CLERK** to follow up
- **Footpaths.** The owner of the land behind Westfield confirmed his agreement for the path to be made permissive if LAPC puts up suitable signs and provides public liability insurance cover. This arrangement would only apply while Abington Lea Ltd owned the land. This was felt to be a workable solution. The path should be registered with the County Council. **CLERK** to respond

Cllrs John and Henry Batchelor joined the meeting at 8.20 PM

17. Reports from County and District Councillors

Cambridgeshire County Council

- 2019/20 Local Highways Improvement scheme. Bids will open in September. The scheme is being reviewed. It is expected that the maximum value will be increased to £15,000 and the requirements for parish councils' contributions reviewed so that small parish councils are not disadvantaged.
- Greater Cambridge Partnership. Noted public meeting on 4 June which will include discussion about new park & ride sites. Detailed work will be required before the public consultation
- Applications for the County Council "Innovate and Cultivate" fund are open

South Cambridgeshire District Council

- Planning .A planning application for 55 houses near Linton was refused on design grounds. SCDC policy for delivering housing supply targets is based on developments in new towns/settlements. A proposal for 6500 dwellings in Waterbeach has been agreed and there will be expansion in the Cambourne/ Bourn area.
- Wellcome Trust expansion, Hinxton. There will be a briefing at South Cambs Hall on Friday, 31 May at 10.30. Parish councils are welcome to attend.

CLERK to send HB information about the County Council's proposals for changing street light energy charging.

Cllrs Batchelor left the meeting at 8.45 PM

18. Meetings and representation.

- **Feedback from meetings attended by LAPC reps.**

VVA reported from the A1307 LLF meeting she and PB attended on 7 May. The most significant point was proposals for a park & ride site for about 1000 vehicles near the A11 /A1307 junction. Cambridge Road in Little Abington was one of the proposed sites. It had strong support at the meeting. The next meeting would be on 4 June.

VVA left the meeting at 9:00pm

19. Representation at forthcoming meetings.

- **Parish Councils' Liaison Meeting.** Date and representation to be confirmed . Suggested agenda items: park & ride proposals; litter, litter pick feedback; speedwatch, road safety; local highways improvement initiatives for 2019-20, follow-up from previous meetings.
- **A 1307 Local Liaison Forum, 4 June.** It was understood this would be a public meeting although it had not been advertised locally. LAPC members to confirm their availability. Residents need to be aware of the Park & Ride proposal.
- **CAPALC Annual Conference 28 June** SB and Clerk
- **Arrangements for LAPC meeting in September.** 9 September was agreed.

20. Committee Reports

20.2 Institute Management Group. Nil.

20.2 Recreation Ground Committee. Minutes from the March meeting were received.

20.3 Committee for Abington Housing. Nil

21. Reports from representatives

21.1 Village maintenance: RA and Clerk will have a six month review meeting with Andrew King in June.

21.2 Lights, roads and pavements. Church Close has been resurfaced and the road in Westfield was patched. Pavements are in poor condition. There have been complaints about the road surface at Ivan Clarks Corner and more complaints about a loose manhole cover on Cambridge Road at the junction with the High Street. This goes back some years. The High Street name sign has still not been replaced and the "Speedwatch operates in this village" signs ordered in December 2017 are awaited

21.3 Trees.

- Application for tree works at 47 High Street noted.
- Tree risk register . IS suggested parish councillors should inform IS or RS of any risks they see for them to follow up. RA advised that small tree had fallen from the hedgerow on Cambridge Road. it was blocking the footway. **IS**

21.4 Police. There has been a spate of van robberies

22. Correspondence.

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

23. Any Other Business/ Items for next agenda.

- AOB Nil.
- Next agenda: Tree Risk register, Freedom of Information policy - July

The meeting closed at 9:40 pm

Next meetings
Monday 24 June 2019 starting at 7.15 pm
Monday 22 July 2019 starting at 7.15pm
Abington Institute, High Street, Great Abington.

Signed by Parish Council Chairman

Date



24 June 2019

APPENDIX 1: matters arising/meeting action list**May 2019**

Meeting date/Topic	Action	Responsible	Update/status March 2019
April 2018	Granta Park access. Long-standing issue	PB	Standing agenda item. Feb 2019 Membership of gym offered.
July 2018	Road safety junction Bourn Bridge Road/CIS	Highways/ CCC	Feb 2019 CCC will repaint white lines. Awaited
	Street lighting - Cambridge Road	CLERK	SCDC contact name received
July 2018	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited	CCC	Feb 2019 Clerk to contact Highways re exposed manhole March 2019 SW sign CCC response Action awaited
Sept 2018	Granta Park noise. Public participation:	PB	Standing agenda item
Fourwentways	Public Participation: Lorry parking Fourwentways. No progress	CCC Highways	Dec 2018 Site meeting with CCC & SCDC . Jan 2019 Petition. Feb 2019 CCC Not high priority given financial constraints March 2019 S215 Notice to be considered
Roads and pavements	Cambridge Road - road surface Pavements - poor condition. Some hazardous		
Tree Risks	Condition of trees & hedges on Cambridge Rd verge. Tree overhanging 19 Church Close	IS/RS Clerk	1 potential risk on private property on Cambridge Road The tree will be reduced or felled.
JAN 2019			
	Tree works Ivan Clarks corner	Clerk	UK Power Networks requested contact details. Progress?
	First aid training	Clerk	Parish Nurse Team to be approached.
	Comfort Café site. deteriorating appearance		March 2019 Consider S215 Town & Country Planning Act May 2019 Noted proposal for Med Tech
Feb 2019			
Speedwatch	Arrangements with GAPC to be agreed	PB/Liaison Group	April 2019 Liaison meeting postponed until June
Maintenance contract	Update check list Contact farmer re hedges on A1307	Clerk Clerk	6 month review mtg June 2019 April 2019 Farmer won't cut hedges unless road safety risk May 2019 CCC contacted - road safety concerns
Directory	Abington Directory Review and update	RS	wip
May 2019			
Code of Conduct	Register of Interests Updates required	ALL	
Freedom of Information Act	Revise policy. Provide good practice guidance JULY 2019	CLERK	
Asset Register	Annual replacement value updates	CLERK	
Footpaths	Response to Abington Lea Ltd	CLERK	

Banking	Update bank signatories	CLERK	COMPLETE
Planning	Planning responses Agritech and Wellcome Genome	CLERK	COMPLETE
Litter	Mapping hot spots and problem areas Consider installing dog poo bin church Lane	Newsletter Clerk	
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited Exposed manhole verge Cambridge Rd	CCC	Feb 2019 Clerk to contact Highways re exposed manhole March 2019 SW sign chased. CCC Action awaited May 2019 manhole still no action . HAZARD