

**LITTLE ABINGTON PARISH COUNCIL**  
**Minutes of the Meeting of Little Abington Parish Council on**  
**Monday, 9 September 2019 at 7.15 pm in the Abington Institute Great Abington.**

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

**In attendance.** Cllr Henry Batchelor (HB) and Cllr John Batchelor (JB), both for part of the meeting. There were no members of the public present.

**1. Apologies for absence.** Dr. R Smith.

**2. Minutes of last meeting.**

The minutes of the meeting held on 22 July 2019 were agreed noting that Mr. Allum was not present.

**3. Matters arising not on the agenda.**

The action list was reviewed and updated.

- **Comfort Café/lorry parking.** JB has discussed concerns about conditions at the Comfort Café site and the need for enforcement action with the portfolio holder for Environmental Health on the District Council cabinet.
- **Parking on pavements, verges and illegal parking.** Residents need to be reminded that parking on pavements is not permitted and to consider pedestrians and others who use pavements including wheelchair users and pushchairs. There were also some examples of parking on grass verges. Illegal parking on double yellow lines and in front of the school is increasing. The police will act if there are repeat offenders. Registration numbers or photo evidence is helpful.
- **Hedge overgrowing the verge on Cambridge Road.** The hedge is now so overgrown that visibility for crossing the road at the traffic island is obscured. This is a significant road safety hazard particularly for bus users including schoolchildren. The County Council highways team agreed to cut it back in August. If urgent action is not taken one option might be to contact schools and ask them to raise concerns on behalf of their pupils.
- **Downloads from the interactive signs on Cambridge Road.** Data has been downloaded from one of the interactive signs. It will provide evidence on traffic volumes. A monthly download would make analysis easier. PB offered to show other parish councillors how to do it. The Clerk offered to learn. **PB/CLERK**

**4. Members declarations of interest.** Nil.

**5. Public participation:** None

**6. Report from Cllrs Batchelor**

Reports for August and September were received. The following items were not included in the report:

- **Local Highways Improvement applications.** The LHI bid for a Moveable Speed Activated Sign was submitted on time. The assessment panel will meet on 15 and 16 January 2020. The next stage is for an officer to meet members of the parish council on a site visit
- **Street lighting costs.** The Clerk is investigating options on behalf of Great and Little Abington and Hildersham parish councils. HB suggested contacting Brinkley Parish Council about collaborative approaches in East Cambs. **CLERK**

- **Planning - 5 year Land supply.** JB confirmed that Greater Cambridge is still meeting its target for a five year land supply although with a narrow margin. Some of the approved speculative developments that were given a two year deadline are unlikely to go ahead. The Clerk noted that Bancroft Farm is not in the trajectory.

HB and JB left the meeting at 7:50pm

## 7. Planning

### 7.1 Planning applications:

- **S/4329/18/OL Genome Campus, Hinxton.** Updates to outline planning permission with all matters reserved for a phased, mixed use development.. SCDC has agreed to extend the consultation period until 18 September. **SP** SP agreed to prepare and submit a response on behalf of the Parish Council. Points discussed included the reality of expectations that Hinxton workers would live on the campus and lack of consideration of the travel needs for their families; concerns that the proposal to build a primary health care centre was not viable adding to the burden on the Granta Medical Practice in Sawston. Transport and road infrastructure, access to rail. The A505, A1301 and the M11 are already overcapacity leading to significant congestion at busy times of day. This would get worse with so much development being proposed in the area around Sawston (including Agritech), Hinxton, Duxford and Great Chesterford. With this in mind the Greater Cambridge Partnership's (GCP) proposals for upgrading Whittlesford Parkway rail station were felt to have been unambitious.

### 7.2 SCDC Planning decisions and amendments (for information):

- **S/2336/19/FL 31A Cambridge Rd,** Single storey front porch extension & alterations. Agreed by SCDC

### 7.3 Local Developments

- **Uttlesford Local Development Plan.** No response to the additional information
- **New Local Development Plan** - About 800 submissions had been made for Strategic Housing Land Availability Assessment(SHLAA). They are still being assessed. The outcome is unlikely to be published before year end.
- **Greater Cambridge Local Planning update August 2019.** Noted.
- **Cambridgeshire & Peterborough Draft Local Transport Plan consultation.** IS and VVA agreed to prepare a response on behalf of LAPC. **IS/VVA**

## 8. Highways and traffic

- **Meeting with Highways Officer.** The Clerk and the Chair met an Officer from Highways. Several issues are still outstanding. This includes Speedwatch signs ordered in December 2017, the millennium bridge inspection requested earlier this year and cutting back the dangerous hedge on the A1307. The problems at Fourwentways will not be solved without significant investment and a collaborative approach between local authorities and other agencies. For example, painting double yellow lines will not be effective unless the police are willing and able to enforce parking restrictions.
- **Greater Cambridge Partnership.** Consultation on the *Cambridge South East Transport- Better Public Transport Project i.e. A1307*. Discussions with GCP highlighted lack of data and the complex, lengthy and costly process for decision-making, making it difficult to review and reverse decisions that might not be correct or evidenced based. There was also some concern that GCP is focused on transport rather road infrastructure. Increasing HGV traffic on the A1307 and routes from Suffolk to improve linkage between Haverhill and the surrounding area to the

M11 needs to be considered. It will be important to ensure that the public is aware of the consultation and supported in making their responses, in particular the impact of building a Park & Ride in Little Abington. There will be a public exhibition in the Abington Institute on 21 October. Reminders will be delivered.

- **Speedwatch**
  - There have been some offers to join the rota, but they have come to nothing.
  - It was agreed that Ickleton Parish Council should be invoiced for use of the equipment between April and September. They have given notice that they will end the agreement when their own equipment arrives. SP was concerned by the feedback she had from them about Moveable Speed Activated Signs.

## 9. Village Environment/ community engagement

- **Fourwentways.**
  - The litter around Fourwentways is getting worse. The SCDC Enforcement Officer has visited. The food outlets are not even picking up litter on their own site. They are being monitored to ensure they are compliant with the litter-picking obligations in their planning permission. They have also been instructed to remove all unauthorised signage.
  - The fly tipped asbestos was removed after a long delay.
  - The owners of the Comfort Café site have been given until 13 September to tidy up. After that SCDC will consider making a Section 215 order which will oblige them to tidy up site.
- **Footpath behind West Field.** LAPC has fulfilled its obligations. The landowner seems to be causing a delay
- **Granta Vale Parish Nurse.** LAPC noted a letter from the Parish Nurse Management Group about changes in working arrangements and their report on progress over the last three years.
- **Granta Vale Parish Nurse PLUS .** GD updated the group on the Parish Nurse Plus Project. A monthly community hub will start in Abington in September. It has been suggested that the Granta Vale directory could be used as a welcome pack.
- **Access to Granta Park.** A comment in the Abingtons and Hildersham News about the work of the footpaths group was noted. GAPC is working to get a footway established around the outside of the site.
- **Granta Park Noise.** TWI have completed works. Residents are monitoring noise levels. They are due to meet TWI early in October. SB will represent LAPC.
- **Street lighting costs.** See agenda item 6.

## 10. Finance and compliance

### 10.1 Receipts

VAT refund	£	562.73
ARGC -reimbursement for Tree Wardens training course	£	100.00
<b>TOTAL</b>	<b>£</b>	<b>662.73</b>

### 10.2 Payments All payments on the agenda were agreed

CAPALC 2 licences for cyber training course	£	71.72
AJ King Maintenance SO September VAT	£	514.60
Mrs G Dalton Clerk salary (August and September )	£	589.04
HMRC PAYE Q2 (due 5 October )	£	221.00
Came & Co insurance renewal	£	390.06
R Smith - travel to Tree Warden training - Swavesey	£	10.00
I Smith - travel to Chairs training - Burwell	£	6.00
<b>TOTAL</b>	<b>£</b>	<b>1802.42</b>

**10.2.1 contribution to North Uttlesford Garden Village fighting fund.** LAPC agreed to contribute £500.00 to the fund to oppose the development of the North Uttlesford. Garden Village. Another donation would be considered in the 2020-21 budget plan

**10.3 M5 Finance Report:**

	<b>TOTAL</b>	<b>Current</b>	<b>Cambridgeshire Building Society</b>
Opening per bank statement	<b>22,212.24</b>	£ 7,133.18	15,079.06
Balances at close of meeting	<b>20,702.54</b>	£ 5,623.48	£ 15,079.06

**10.4 Risk Management**

- **Insurance visit 23 July.** There were no concerns. LAPC seems to be following good practice. The Recreation Ground Committee is acting on some of the points raised. Two licences for cyber training have been received.
- **Updated asset register, asset inspection report.** Noted. There were no urgent concerns following the asset inspection. It was agreed to buy new dispensers for the grit bins at a cost of £7.30 each.

**10.4 Compliance**

- **Financial Regulations** NALC has sent an update to the model financial regulations. The Compliance Working Group will review them before agreement and publication. It was agreed that the lower limit for quotations should be increased from £100.00 to £250.00
- **Compliance Working Group** The group will meet before the next LAPC meeting. The agenda will include draft budget plan

**11. Meetings /representation**

- **LAPC/GAPC Liaison meeting.** The minutes were noted. GAPC offered to support the LHI bid for Moveable Speed Signs, not Speedwatch. It was agreed that LAPC should be represented on the committee planning VE Day celebrations from an early stage. SB shared some of her ideas. The Parish Councils pay the hosting fee for the Abingtons website. Accountability and security arrangements must be clear.
- **Feedback from meetings attended by LAPC reps not already on agenda.** The Chairs' training and Tree Wardens training sessions were well received
- **LAPC representation at forthcoming meetings.**
  - Local Plan Workshop 28 Sept, PB/VVA
  - SCDC Planning Forum 25 Sept. To be confirmed.
  - The ACRE AGM is also on 25 September. LAPC does not usually attend

**12. To receive minutes from committees**

- 12.1 Institute Management Committee.** None.
- 12.2 Recreation Ground Committee.** Minutes from the meeting held in July noted.

**13. To receive reports from representatives.**

**13.1 Village maintenance.** The village maintenance contractor will not be able to cut the verges on Cambridge Road until the hedge is cut back because it is too dangerous. Mr King would like to cut the PRVs. **PB** to consult with Naturewatch and let RA know urgently. **PB**

**13.2. Lights, roads and pavements.**

- VVA will report the potholes in Bourn Bridge Road.
- CCC's decision to devolve responsibility for the cost of street lighting power might be an opportunity to rationalise street lighting. Some of the lights on Cambridge Road provide very little benefit.

**13.3. Trees.** Carry forward to October

**13.4 Police.** GAPC has invited two representatives from LAPC to join them at a meeting with the Police and Crime Commissioner on 5 November.

**14. Correspondence.** The correspondence file is on circulation

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

- **Action list/ Carry forward items** Trees
- **Items for village newsletter.** Parking, A1307 consultation.

The meeting closed at 9:55pm

**Next meetings:**

**Monday 28 October 2019 at 7:15pm**

**Monday 25 November 2019 at 7:15pm**

**Abington Institute, High Street, there Great Abington**

**Signed**

**Parish Council Chairman**

**Date**



28 October 2019

## Matters arising/meeting action list

September 2019

Meeting date/Topic	Action	Responsible	Update/status
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	CCC	Feb 2019 CCC will repaint white lines. Awaiting <b>Sept 2019</b> . Chased and agreed.
	Street lighting - Cambridge Road	CLERK	SCDC contact name received
<b>Sept 2018</b>			
Fourwentways	Public Participation: Lorry parking Fourwentways.	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 May 2019 Development of Comfort Café site might improve it. July 2019 Paragon ( Comfort Café landowner) contacted <b>Sept 2019</b> yellow lines discussed with CCC. Difficult to enforce.
Roads and pavements	Cambridge Road - road surface Pavements - poor condition. Some hazardous		July 2019 some road resurfacing scheduled but not in Little Abington
Tree Risks	Condition of trees & hedges on Cambridge Rd  Tree overhanging 19 Church Close	IS/RS Clerk	1 potential risk on private property at 27 Cambridge Rd. Risk list to be updated. <b>Sept 2019</b> householder has written to Cottage Preservation Society
<b>JAN 2019</b>			
	Tree works Ivan Clarks corner	Clerk	UK Power Networks requested contact details. July 2019 no progress
	First aid training	Clerk	Parish Nurse Team to be approached. <b>Sept 2019</b> Mental Health First Aid training being evaluated
	Comfort Café site. deteriorating appearance		March 2019 Consider S215 Town & Country Planning Act May 2019 Noted proposal for Med Tech development <b>July 2019</b> Chairman contacted Paragon (site owner)See minutes <b>Sept 2019</b> Fly tipping reported. SCDC Enforcement taking action.S 2 order to be considered.
<b>Feb 2019</b>			
Speedwatch	Arrangements with GAPC to be agreed	LAPC/GAPC	April 2019 Liaison meeting postponed. Liaison meeting August. <b>Sept 2019</b> . GAPC will support LHI application

Maintenance contract	Contact farmer re hedges on A1307	Clerk Clerk	April 2019 Farmer won't cut hedges unless road safety risk May 2019 CCC contacted - road safety concerns. June 2019 Response suggests CCC will cut back verge <b>Sept 2019</b> CCC agreed to cut back to improve safety at crossing. Too dangerous now for contractor to cut verges.
Directory	Abington Directory Review and update	RS	Parish Nurse PLUS team <b>Sept 2019.</b> To incorporate in a Village Welcome Pack
<b>May 2019</b>			
Code of Conduct	Register of Interests Updates required	ALL	
Asset Register	Annual replacement value updates	CLERK	<b>CLOSE</b>
Footpaths	Response to Abington Lea Ltd	CLERK	June 2019 Order signs. <b>July 2019</b> posts awaited and insurance visit <b>Sept.2019</b> Land owner contacted after insurance visit. Map and inspection protocol drafted. Landowner finalising legal aspects. Posts awaited
Litter	Mapping hot spots and problem areas	Clerk	<b>Sept 2019</b> SCDC to enforce litter picking conditions
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited Improving working relationship with Highways	CCC	March 2019 SW sign chased. CCC Action awaited <b>Sept 2019.</b> Meeting held 14 August. <b>CLOSE</b> <b>Sept 2019</b> no progress on SW signs
A1307 P&R	Noted potential site on Cambridge Road for park-&-ride car park. LAPC to inform residents, keep a watching brief and facilitate decision-making		<b>Sept 2019</b> public consultation launched <b>Sept 2019</b> GCP attended LAPC/GAPC meeting. LAPC to advertise public exhibition on 21 October and support public response
<b>June 2019</b>			
Interactive speed sign	Downloading census data	PB	<b>Sept 2019</b> Agreed monthly download. Task to be shared.
Highways faults	Maintaining a log of faults	CLERK	
Internal audit report	Action plan	CWG	<b>Sept 2019.</b> CWG to meet October
<b>July 2019</b>			
Granta Park noise.:	See Public participation. Noise continues.	SB	<b>Sept 2019</b> TWI Works complete . Residents continue to monitor

Trees Cambridge Rd	31A trees obscure interactive sign. Contact householder List of trees causing concerns	CLERK IS	<b>CLOSE</b>
Info System Risk management	User names and passwords for critical IT systems to be passed to chair and held confidentially and securely IT security/Cyber training	Bank signatories/	<b>Sept 2019.</b> Chairman has list of Clerks passwords and user names <b>Sept 2019</b> CAPALC licences for cyber training purchased
<b>Sept 2019</b>			
Street lighting	CCC for devolving responsibility for power costs for street lighting to parish councils wef 1 /10/2019 <ul style="list-style-type: none"> <li>Looking into the options for working collaboratively with Great Abington and Hildersham if there is a cost advantage</li> <li>Setting up contract</li> </ul>	Clerk	<b>Sept 2019</b> contact Brinkley about their approach;
Planning	Response to application genome campus at Hinxtton deadline 18 September.	SP	
Local Transport Plan	LAPC's Response. Deadline 27 September	VVA, IS	
Uttlesford development plan	LAPC to donate £500 in 2019-20 and reconsider in 2020-21 budget planning	Clerk/SB	
GCP consultation on A1307 <b>CLOSES 4 NOV</b>	Making a coherent response: Information for the public, Attendance at public exhibition on 21 October	ALL	
Meeting with Police and Crime Commissioner 5 Nov	LAPC to agree 2 reps	ALL	
VE Day 2020 Commemoration	Budget for contribution, SB to represent LAPC on committee	Clerk SB	
Cutting PRVS	Check scheduling with Naturewatch	PB	