

**LITTLE ABINGTON PARISH COUNCIL**  
**Minutes of the Meeting of Little Abington Parish Council on**  
**Monday, 25 November 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 R Smith (RS), Dr Valge-Archer (VVA), Mrs Dalton (Clerk).

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

**1. Apologies for absence.** Cllr John Batchelor.

**2. Minutes of last meeting.**

The minutes of the meeting held on 22 October 2019 were agreed.

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

The action list was reviewed and updated.

- **Road Safety.** The trees obstructing vision at the road crossing on Cambridge Road have still not been cut back.
- **Granta Park access.** It was agreed to close this issue. It was understood that the Footpaths Group was following it up. LAPC should be kept up to date either by regular reporting or by being represented on the group. **CLERK**
- **Comfort Café site.** Paragon has submitted a planning application. They have complied with the enforcement order to tidy up the site.
- **Permissive paths.** There is a note in the village newsletter to confirm there are permissive paths around the perimeter of the fields on the south side of Bourn Bridge Road and along the riverbank in Sluice Wood. One of signs for the path behind West Field disappeared after a few days. It has not been found nearby.
- **IT security.** LAPC bought two licences for CybSafe training. The Clerk is working through the course. She has chased access for SP.
- **The meeting with the Police & Crime Commissioner** was cancelled. One of LAPC's questions was about parking at Fourwentways.

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

**5. Public participation:** None

**6. Report from Cllrs Batchelor**

The November report was discussed.

Points of note

- **Greater Cambridge Planning IT upgrade.** The upgrade has been postponed.
- **The Community Chest Grant has been topped up.** LAPC does not qualify but community groups can apply. The Clerk has details.
- **The County Council Innovate & Cultivate fund** is open for applications. The themes are *“a good quality of life for everyone”*; *“thriving places for people to live”*; *“the best start for Cambridgeshire’s children”*.
- **Bus Survey.** The Cambridgeshire & Peterborough Combined Authority has launched a bus survey. It closes on 15 December.

[www.smartsurvey.co.uk/s/FutureBus](http://www.smartsurvey.co.uk/s/FutureBus)

Discussion points

- **Planning conditions Burger King, Fourwentways.** HB agreed to check on decision making for Burger King's planning application S/0735/19/DC. **HB**

- **Car parking charges.** Cambridge City Council is consulting on proposed increases in car parking charges. The consultation closes on 9 December <https://www.cambridge.gov.uk/consultations/car-park-prices-for-202021-consultation>
- **Cycle routes.** There was some discussion about cycle routes. They will be determined to some extent by the outcome of the consultation on the location of the Park & Ride car park. HB confirmed work was underway on the Abingtons to Linton cycleway. He agreed to provide more information on time scales and the location of road crossings. **HB**
- **The Cambridgeshire Police & Crime Commissioner** stepped down temporarily
- **General election.** Local authorities' activities will be affected by purdah in the run up to the general election in December

HB left the meeting at 7:50pm

## 7. Planning

**7.1 Planning applications:** A planning application for development of the Bancroft Farm farmyard was received too late for the agenda. Consultation closes mid-December. A Planning Committee meeting will be required. Cheffins offered to meet Parish Councillors. **CLERK**

**7.2 SCDC Planning decisions and amendments.** None notified to the Parish Council

### 7.3 Local Developments

- **Uttlesford Local Development Plan.** No further information.
- **New Local Development Plan.** No further information
- **Greater Cambridge Local Planning.** November update awaited.

## 8. Highways and traffic

- **Local Highways Improvement Application - Feasibility Study.** Comments were noted. Parish Councillors felt an MVAS would be manageable noting the Health & Safety points. It was not clear when CCC will address the points they made about trees overgrowing signs and replenishing white lines at the junction of Newmarket Road and Bourn Bridge Road. **CLERK** to contact Highways team to confirm panel dates. The budget plan was increased to £1000 to allow for some contingency to buy a ladder. It will need to be stored close to Newmarket Road.

## 9. Village Environment/ community engagement

- **Fourwentways Litter.** The SCDC Enforcement Team was unable to provide an update on actions taken since the LAPC meeting in October. There is no noticeable reduction in the quantity of litter outside and around the food outlets at Fourwentways. Litter bins are frequently left overflowing.
- **Fourwentways HGV parking.** This had good coverage in the Cambridge Independent newspaper including a quote from the owners of the Comfort Café site. Given their limited resources CCC does not consider Fourwentways is a priority. They seem to be unable to identify a way forward. Any parking enforcement would need police support and would risk "pushing" parking further down the road towards Bourne Bridge Cottages and the school facilities which would be even more dangerous. Other options include writing to hauliers and keeping a photographic record of the problems. The development of the Comfort Café site might provide an opportunity for action.
- **Community Litter picking.** LAPC has received 20 litter picking kits from SCDC. It was agreed to make these available to residents and community groups in Little Abington and Great Abington. The Clerk had contacted the insurance company for advice. A short agreement for borrowers will be drawn up. Arrangements for

launching the scheme were discussed. The proposed date for the 2020 Abingtons Litter Pick is Saturday 4 April 2020.

- **Pocket Park.** Funding is available for the development of Pocket Parks on unused or derelict land. Options were discussed. **RS to follow up**

## 10. Finance and compliance

### 10.1 Receipts. Noted.

VAT refund Q1,Q2	£ 1131.26
------------------	-----------

Ickleton Parish Council have not paid their invoice for Speedwatch. Grants from CCC and SCDC for grass cutting are still awaited.

### 10.2 Payments. All payments were agreed

AJ King Maintenance SO Nov & Dec	VAT £171.54	£ 1024.40
Mrs G Dalton Clerk salary Nov & Dec		£ 589.24
HMRC Q3 PAYE ( Due January)		£ 220.80
Algar Signcraft - permissive footpath signs	VAT £22.00	£ 132.00
<b>TOTAL</b>		<b>£ 1966.44</b>

### 10.3 M6 Finance Report:

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	<b>£ 27,630.40</b>	£ 12,551.34	£ 15,079.06
Balances at close of meeting	<b>£ 25,594.36</b>	£ 10,515.30	£ 15,079.06

**10.4 Street Lighting.** Seven companies were asked to quote. Only two (EDF and EON) replied in time to meet the deadline. Scottish Power and Opus were unable to quote. ESPO ( local authority framework contract) would only quote if LAPC first agreed to sign up with their supplier. The EON quotation was cheaper than EDF and very close to the amount paid under the County Council scheme. It was agreed to sign up with EON on a 3 year contract.

**10.5 Management and Accountability for the Abingtons web site.** The Clerk had contacted the website designer. There were still queries about contracting, hosting and security of the website and its administration. There are some risks related to General Data Protection Regulations. Individuals with administration rights need to understand the regulations and their role and responsibilities as data processors.

**CLERK.** A simple process for ensuring contributors to the village newsletter are aware that their personal details are published on the website is required. **RS**

**10.6 LAPC/GAPC Liaison meeting.** The minutes were noted. GAPC's contribution to the LHI needs to be confirmed. It was agreed it was more appropriate for them to make an application for an MVAS in Great Abington. **SB**

**10.7 Budget planning and 2020-2021 precept request.** The budget plan was agreed. A precept of £18,025.00 was agreed. This is an increase of 3% on 2019-20.

## 11. Meetings /representation

- Feedback from meetings attended by LAPC reps not elsewhere on agenda.
  - Police & Crime Commissioner. Cancelled
  - Heidi Allen - proposed GCP bus route. Cancelled
  - Cambs Local Councils Conference. A note and a link to the proceedings had been circulated. Leaflets and information collected at the conference were included in the circulation file for information.
- LAPC representation at forthcoming meetings.
  - Meeting with the Mayor of the Combined Authority 26 Nov. Cancelled

**12. To receive minutes from committees**

**12.1 Institute Management Committee.** Notes from November meeting noted. RS has joined the Institute Management Executive.

**12.2 Recreation Ground Committee.** September meeting notes received. There was some discussion about repairing the back board for basketball on the MUGA.

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

**13.1 Village maintenance.** Leaves need to be swept from pavements. A visit is imminent.

**13.2 Lights, roads and pavements.** Potholes in Bourn Bridge Road have been marked up ready for repair.

**13.3.Trees.** A tree is dangling precariously on the verge in Newmarket Road. The tree that has fallen across cables in Cambridge Road has not been removed. **CLERK**

**13.4 Police.** It was hoped that GAPC would be able to rearrange the meeting with Police & Crime Commissioner. His deputy is covering at present.

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

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

- **Action list/ Carry forward items.** Community litter pick scheme, Abingtons website.
- **Items for village newsletter.** Budget plan, street lighting, litter pick date.

The meeting closed at 9:50pm

**Next meetings:**

**Monday 27 January 2020 at 7:15pm**

**Monday 24 February 2020 at 7:15pm**

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

**Signed**

**Parish Council Chairman**

**27 January 2020**

## Matters arising/meeting action list

November 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. Nov 2019 <b>CLOSE. LAPC to link with Footpaths Group</b>
July 2018	Road safety junction Bourn Bridge Road/CIS	CCC	Feb 2019 CCC will repaint white lines. Awaited <b>OCT 2019 NO PROGRESS</b> CIS have serious road safety concerns
	Street lighting - Cambridge Road	CLERK	<b>Oct 2019.</b> SCDC to replace light bulbs. Clerk to survey Cambridge Rd
<b>Sept 2018</b>			
Fourwentways	Public Participation: Lorry parking Fourwentways.	CCC Highways  SB	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. <b>Sept 2019</b> yellow lines discussed with CCC. Difficult to enforce. <b>Oct 2019.</b> Contact local press <b>Nov 2019</b> Some press coverage.
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>Oct 2019</b> New risks noted. Fallen tree on Cambridge Rd reported <b>Sept 2019</b> householder has written to Cottage Preservation Society <b>Oct 2019</b> in progress
<b>JAN 2019</b>			
	Tree works Ivan Clarks corner	Clerk	UK Power Networks requested contact details. <b>Oct 2019</b> no progress
	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. <b>OCT 2019</b> SCDC enforcement action <b>Nov 2019</b> Enforcement order completed. Awaiting planning appl'tion
<b>Feb 2019</b>			

Speedwatch	Arrangements with GAPC to be agreed	LAPC/GAPC	<b>Sept 2019.</b> GAPC to support LHI application. <b>Sept 2019</b> GA SW volunteers sought. <b>Nov 2019</b> No new volunteers.
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. <b>OCT 2019 &amp; Nov 2019</b> NO ACTION. STILL DANGEROUS .
Directory	Abington Directory Review and update	RS	Wip. 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	
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. <b>OCT 2019</b> agreement signed. Signage agreed. <b>Nov 2019.</b> Signs erected ( but 1 stolen) . Weekly path inspection commenced. <b>CLOSE</b>
Litter	Mapping hot spots and problem areas  Litter pick equipment	Clerk  Clerk	Sept 2019 SCDC to enforce litter picking conditions at FourWWays <b>Oct 2019/NOV</b> . No discernible improvements at Fourwentways <b>OCT 2019</b> follow up SCDC's offer for 20 kits. <b>Nov 2019</b> 20 received. Policy and advertising c/f January 2020
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>Oct 2019</b> no progress on SW signs.
<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	
<b>July 2019</b>			

Granta Park noise nuisance	See Public participation. Noise continues.	SB	Sept 2019 TWI Works complete. Residents continue to monitor <b>Oct 2019</b> Meeting held 9 October
Trees C'bridge Rd	List of trees causing concerns	IS	<b>OCT 2019.</b> New risks noted.
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/ CLERK	<b>Sept 2019.</b> Chairman has list of Clerk's passwords and user names <b>Sept 2019</b> 2 CAPALC cyber training licences purchased. 1 licence inoperable <b>Nov 2019</b> Clerk doing course & chasing access for licence 2
<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>Considering options for working collaboratively with Great Abington &amp; Hildersham if there is an advantage</li> <li>Setting up contract</li> </ul> SCDC street light bulb upgrade	Clerk  Clerk	Sept 2019 contact Brinkley about their approach. <b>OCT 2019.</b> LAPC approach agreed. Aim to complete transfer before end March 2020 <b>Nov 2019 Supplier agreed. Wef 1/1/2020. CLOSE</b>  <b>OCT 2019</b> SCDC lights- survey lights on inventory.
Uttlesford development plan	LAPC to donate £500 in 2019-20 and reconsider in 2020-21 budget planning	Clerk/SB	<b>Oct 2019</b> Included in Draft Budget plan. <b>Nov 2019</b> £500 in final budget plan. <b>CLOSE</b>
2020 VE Day / national events	Budget for contribution, SB to represent LAPC on committee	Clerk SB	<b>OCT 2019</b> included in draft budget plan <b>Agenda Nov 2019</b> Agreed max £800. <b>CLOSE</b>
<b>OCTOBER 2019</b>			
Website	clarify security, "ownership" administration and management procedures, compliance with GDPR Note to newsletter contributors	Clerk  IS	<b>wip</b>
<b>NOVEMBER 2019</b>			
Trees	Add new risk to risk register. Alert CCC to fallen trees on Cambridge Rd and Newmarket Road	Clerk	
Pocket Park	Follow up potential sites	RS	
Burger King	Check progress on planning conditions	HB	
Cycle routes	More information promised	HB	