

LITTLE ABINGTON PARISH COUNCIL
Minutes of the Meeting of Little Abington Parish Council on
Monday, 27 January 2020 at 7.15 pm in the Abington Institute Great Abington.

Present Mr Allum (RA), Mr Brunning (PB), Ms Pattinson (SP), Dr R Smith (RS), Dr Valge-Archer (VVA), Mrs Dalton (Clerk).

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

1. **Apologies for absence.** Mrs Bolden, Dr I Smith (IS).
2. **Election of Chairman for this meeting.** Dr. R Smith was unanimously elected.
3. **Minutes of last meeting.**
The minutes of the Parish Council meeting held on 25 November 2019 were agreed. The minutes of the Planning Committee meeting held on 16 December 2019 were agreed.
4. **Matters arising.** The action list was reviewed and updated.
5. **Members declarations of interests for items on the agenda.** None.
6. **Public participation.** Nil.

7.. Report from Cllrs John and Henry Batchelor

The reports from December and January were noted.

Cambridgeshire County Council

- **A1307.** The next phase of improvements is to extend the cycle route to Linton, new traffic lights and a safer crossing point at Hildersham. Comments about maintenance of the cycle route from Abington to Linton were passed to the Highways Team. There will also be some improvements at the top of Linton High Street. The work will start there on 10 February. There is a new contact at the Greater Cambridge Partnership.
- **Consultations:** Network Rail for the proposed Cambridge South station, A505 Royston to Granta Park stakeholder survey.
- **Marshalls** has announced that it will not move to Duxford. Wyton or Cranfield are potential options. Their existing site is earmarked for housing development.
- **Climate change strategy** . LAPC will reply in support of the strategy, emphasising the importance of alignment and collaboration with other agencies and organisations that are also implementing climate change strategies.

South Cambridgeshire District Council

- Consultation on the Local Plan closes on 24 February. This is the first consultation, setting the basic principles for a lengthy process. Government requires planning for more than 30,000 more dwellings than in the existing local plan. This is likely to have an impact on the villages (which might expect up to 20% increase in the number of dwellings) and Green Belt.

Discussion points

- Uttlesford Draft Local Development Plan. The inspector's report was damning. The proposed development of Uttlesford Garden Village was considered unviable.
- Proposed Agritech development near Sawston. The appeal against the decision to refuse planning permission is still in progress.
- Planning processes and decision making. The planning team is experiencing a high turnover in staff. This is causing delays in processing applications. There is some discussion about changes to decision-making processes.
- Fourwentways /Burger King. The Parish Council was concerned that SCDC is unable to enforce the existing planning conditions for litter picking.

Cllrs Batchelor left the meeting at 20: 08

8. Planning See <https://www.scams.gov.uk/content/search-planning-application>

8.1 Planning applications:

- **S/4444/19/DC Burger King. Discharge of planning conditions.** The proposed solutions to improving the visual aspect of the building were disappointing. A fenced compound for bins has been built but it is not being used. One of the bins has fallen over and been left for so long that it is full of leaves. Alternative solutions to improving the visual aspect of the building along the roadside were discussed. There has been no reduction in the quantity of litter.

SCDC's failure to enforce litter picking conditions that have been in place for almost 20 years is extremely disappointing. It was agreed the next step would be to contact the head offices for Euro Garages (Burger King) and Shell. Press coverage was also considered.

CLERK

- **S/0160/20/TC Tree works in Conservation Area . 26 High Street(Abington Pottery).** This application was very welcome. There was some confusion because it was understood that the tree has Ash Dieback. The Parish Council recommended that the tree should be pollarded and the crown reduced so that it no longer hangs over the boundary fences of properties in Church Close.
- **S/0156/20/TC. Tree works, 50 High Street.** The Parish Council had not been informed of this application. There was no objection, but it was noted that the tree is within the boundary fence of 52 High Street.

8.2 SCDC Planning decisions and amendments

- **Tree works 38 Church Lane.** Agreed by SCDC.
- **SCDC Planning decision making .** LAPC was concerned about the impact on openness and transparency in decision making if the proposed changes were implemented. Democratically elected representatives able to represent their constituent communities should be fully involved in decision making. LAPC expected to be consulted before any changes were made to district council decision-making protocols.

8.3 Local Developments

- **Uttlesford Local Development Plan** – The Essex Coast RAMS was felt to be well intentioned, however, following the publication of the inspector's report the status of the Uttlesford Local Development Plan was not clear.
- **Greater Cambridge Local Development Plan (LDP)** –the Parish Council will respond in time to meet the 24 February deadline. Further details will be on the Abingtons website.
- **Greater Cambridge Local Planning update.** Noted
- **Royston to Granta Park Stakeholder survey.** The Clerk had asked for the Parish Council to be included in all communications and emphasised LAPC's interest in the project given the projections in employment growth nearby and the consequent impact on the routes and transport infrastructure.

9. Highways and traffic

Speedwatch equipment repairs, plans, strategy .

- The purpose of Speedwatch is education of drivers and raising awareness of speed in order to improve road safety.
- The strategy is to monitor in areas of the village where speeding is a problem and likely to impact on safety for other road users and pedestrians. The schedule will be reviewed.
- Great Abington needs to be better represented.
- **CLERK** to contact the Speedwatch team to request feedback.

It was agreed that the equipment should be serviced/repaired up to a maximum of £500. The Clerk or a Parish Councillor will take it to Westcotec rather than paying for a courier.

10. Village Environment/ community engagement

- **Cambs County Council Climate Change strategy .** See agenda item 7.

- **Zero Carbon Fund** – Great Abington Parish Council's e-bike bid was successful.
- **Litter pick equipment loan agreement and launch.** The loan agreement was discussed. The scouts have agreed to have their picture taken using the new equipment. The annual litter pick will be on 4 April. Clerk to follow up opportunities to align with national initiatives. **CLERK**
- **Parish Nurse – Welcome pack.** Document on circulation for comment.
- **Local Engagement event - clubs and societies.** There was some support for an event to raise the profile of local clubs and societies. It was noted that plans for the VE Day commemoration included opportunities for clubs and societies to advertise.

11. Finance and compliance

11.1 Income.

The County Council grant for grass cutting has been received. Invoices have been raised for grass cutting (SCDC), Ford maintenance and website hosting (GAPC), Millennium footpath maintenance and bridge inspection (CCC). Ickleton Parish Council has still not paid for loan of Speedwatch Equipment.

11.2 Payments.

All payments on the agenda were agreed. It was not clear which period the County Council's invoice for street lighting covered.

AJ King Maintenance	SO January 2020	VAT £85.77	£	514.60
Mrs G Dalton	Clerk salary January		£	294.42
Mrs G Dalton	Clerk expenses Q3		£	72.35
Abington Institute	Room hire		£	36.00
Cambs County Council	- 2019 Street lighting		£	1438.74
CPRE	Annual subscription		£	36.00
TOTAL			£	2392.11

11.3 Q3 finance report:

Finance reports to end of December were noted. There were no concerns. Expenditure for the year will run very close to £25,000. This is the cut off for exemption from external audit.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 25,756.95	£ 10677.89	£ 15,079.06
Balances at close of meeting	£ 23,144.24	£ 8065.18	£ 15,079.06

11.4 Information Technology

- **CybSafe training.** The Clerk has finished the training. It was useful and she felt it was value for money. Two licences were purchased. CAPALC has still not given SP access.
- **Abingtons website.** There was a lengthy discussion about the website, access, compliance with the new accessibility standards and website management. The Clerk had contacted the website designer and also obtained some guidance from CAPALC. GAPC and other contributors need to be involved in taking this forward.
- **Information governance.** RS has contacted the editor of the A & H News. Contributors to the website need to consider data protection regulations before uploading information.

12. Meetings /representation

- **Agenda and representation for GAPC/LAPC Liaison Meeting 13 February.** RS and RA were available . Suggested agenda items E-bikes, VE Day commemorations, Abingtons website, Speedwatch.
- **CAPALC: Consultation on Articles of Association.** LAPC had no objections to the proposal to establish a Company Limited by Guarantee or paying a one off fee of £1.00 to cover any liabilities that might arise. The proposals that clerks could be nominated to become directors and for assets being transferred to another ALC should CAPALC be wound up were supported. There were some queries about the draft Articles of Association. These would be sent to CAPALC. **CLERK**

- **Feedback from meetings attended by LAPC reps.** None
- **LAPC representation at forthcoming meetings.** SCDC Cabinet Liaison meeting 28 Jan - none; SCDC Planning system demo 31 Jan- PB, SP Clerk; Haverhill Forum Planning 5 Feb – none; LHI panel meeting 3 Feb VAA/RS/PB to agree who and when; LDP Big Debate 18 Feb possibly VAA
- **Annual Parish Meeting agenda and arrangements.** It was agreed to keep to the standard agenda allowing time for brief reports. Refreshments would be provided. The hot topic would be Climate Change. **CLERK** to invite a County Council rep to attend.

13. To receive minutes from committees

13.1 Institute Management Committee. Recent minutes will be circulated

13.2 Recreation Ground Committee. November minutes awaited.

14. To receive reports from representatives.

14.1 Village maintenance. Due to a change in family circumstances Mr. King has given notice of his wish to terminate the contract. LAPC agreed to contact three companies to request quotations with the aim of reletting the contract as soon as possible. **CLERK/RA**

14.2. Lights, roads and pavements.

- Road surfaces are deteriorating. There is yet another deep pot hole on Cambridge Road. Several sections of the A1307 have been resurfaced but not in Little Abington. There was some discussion about how the County Council prioritises. **CLERK/HB**
- One of the interactive speed signs is not working. **CLERK**
- Several pavements need attention. VAA suggested the Parish Council should do a pavements survey in spring. This could dovetail into the quarterly asset inspection.
- The litter bin by the bus stop in Cambridge Road has still not been repaired /replaced. This was reported in September. A bin has gone missing from Fourwentways.

14.3. Trees - LAPC would like to use the tree planting vouchers on offer from SCDC. Potential sites include the grass verges near the river bridge. Ownership of the land and responsibility for maintaining trees needs to be clear. It was agreed that LAPC would maintain any trees it planted or paid for .

14.4 Police - Coffee with a Cop. The Clerk attended this café session. Despite short notice several people wanted to meet the PCSO. It is understood there will be a new sergeant and a new constable for the patch in the near future. Future café dates awaited. The PCSO will attend one of the Parish Nurse hubs in Abington. **CLERK**

15. Correspondence.

Correspondence has been forwarded or included in the circulation file.

16 Any Other Business/Items for next agenda

- Action list/ Carry forward items. Maintenance contract, Tree planting vouchers, consultations: South Cambridge Railway Station, Local Development Plan
- Items for village newsletter.

The meeting closed at 10:02 pm

Next meetings

7.15 pm in the Abington Institute, High Street, Great Abington

Monday, 24 February 2020

Monday 23 March 2020.

Signed

Date

24 February 2020

Chairman

Matters arising/meeting action list

January/February 2020

Meeting date/Topic	Action	Responsible	Update/status
July 2018	Road safety junction Bourn Bridge Road/CIS	CCC PB/RS	Feb 2019 CCC will repaint white lines. Awaited OCT 2019 NO PROGRESS CIS have serious road safety concerns Jan 2020 LHI MVAS bid. Feasibility ✓, panel meets 3/2. Await decision
Sept 2018			
Fourwentways	Public Participation: Lorry parking Fourwentways and litter.	CCC Highways CLERK	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 Sept 2019 yellow lines discussed with CCC. Difficult to enforce. Oct 2019. Contact local press Nov 2019 Some press coverage. Jan2020 Reply to planning conditions and failure to enforce. Contact Shell and Euro Garages HQs.
Roads and pavements	Pavements - poor condition. Some hazardous Cambridge Road - road surface	ALL	July 2019 some road resurfacing scheduled but not in Little Abington Jan2020 Agreed Spring 2020 PC village walk round
Tree Risks	Condition of trees & hedges on Cambridge Rd Tree overhanging 19 Church Close	IS/RS Clerk	1 risk on private property at 27 Cambridge Rd. Update risk list Oct 2019 New risks noted. Fallen tree on Cambridge Rd reported. Jan2020 Flailing done but tree still a risk to o/head cables Sept 2019 householder has written to Cottage Preservation Society Oct 2019 in progress. Jan2020 SCDC contacted CPS. Tree work application received
JAN 2019			
	Tree works Ivan Clarks Corner	Clerk	UK Power Networks requested contact details. Oct 2019 Nil. Feb 2020 nil done. Trees are growing into cables
	Comfort Café site. deteriorating appearance		March 2019 Consider S215 Town & Country Planning Act May 2019 Noted proposal for Med Tech development July 2019 Chairman contacted Paragon (site owner)See minutes Sept 2019 Fly tipping reported. SCDC Enforcement taking action. OCT 2019 SCDC enforcement action Nov 2019 order completed.

		SB	Jan2020 Awaiting planning application. Any update?
Feb 2019			
Speedwatch	Arrangements with GAPC to be agreed	LAPC/GAPC SB RS/CLERK	Sept 2019. GAPC to support LHI application. Sept 2019 GA SW volunteers sought. Nov 2019 No new volunteers Jan2020 No new GAPC input. Raise again at Liaison meeting. Agreed to repair monitor. Feedback from police requested.
Directory	Abington Directory Review and update	RS	Wip. Parish Nurse PLUS team Sept 2019.To incorporate in a Village Welcome Pack Jan 2020 Pack on circulation for comment
May 2019			
Code of Conduct	Register of Interests Updates required	ALL	
Litter	Mapping hot spots and problem areas Litter pick equipment	Clerk Clerk	Sept 2019 SCDC to enforce litter picking conditions at FourWWays Oct 2019. No discernible improvements at FourWentWays OCT 2019 follow up SCDC's offer for 20 kits. Nov 2019 20 received. Policy and advertising c/f January 2020 Jan2020 Agreed loan agreement. Awaiting photo for launch. Annual Litter Pick 4 April. Alignment with national initiatives
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited Improving working relationship with Highways	CCC CLERK	March 2019 SW sign chased. CCC Action awaited Oct 2019 no progress on SW signs Jan2020. .Police to chase up
June 2019			
Interactive speed sign	Downloading census data	PB	Sept 2019 Agreed monthly download. Task to be shared.
Highways faults	Maintaining a log of faults	CLERK	
July 2019			
Granta Park noise nuisance	See Public participation. Noise continues.	SB	Sept 2019 TWI Works complete. Residents continue to monitor Oct 2019 Meeting held 9 October. Standing agenda item
Trees C'bridgeRd	List of trees causing concerns	IS	OCT 2019. 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	Sept 2019. Chairman has list of Clerk's passwords and user names Sept 2019 CAPALC cyber training licences x2 purchased. 1 licence inoperable Nov 2019 Clerk doing course & chasing access for licenc Jan2020 agenda. One CybSafe course completed. Still awaiting access for second licence holder.

Sept 2019			
Street lighting	SCDC street light bulb upgrade	Clerk	OCT 2019 SCDC lights- survey lights on inventory.
OCTOBER 2019			
Trees	Add new risk to risk register. Alert CCC to fallen tree on Cambridge Rd	Clerk	Feb2020 tree still dangling precariously
Website and information governance	Obtain information to clarify security, "ownership" and administration and management procedures	CLERK	Jan 2020. For Liaison meeting agenda
NOVEMBER 2019			
Pocket Park	Follow up potential sites	RS	Jan2020. No suitable location identified . CLOSE
Burger King	Check progress on planning conditions	HB	Jan 2020. LAPC objected to discharge of planning conditions.
Cycle routes	More information promised	HB	Jan 2020. Plans& scheduling discussed. H'sham - Linton complete CLOSE
Litter Pick kit	Loan agreement and approach	CLERK	Jan 2020. CLOSE
JANUARY 2020			
APM agenda	Invite CCC to join discussions on climate change	CLERK	
Maintenance contract	Re-let contract. Request 3 quotes	RA/CLERK	
Tree planting	Decision on use of vouchers required	ALL	
SCDC planning decision making	Reply to concerns about changes in protocol on delegated decision making	CLERK	