

LITTLE ABINGTON PARISH COUNCIL
DRAFT Minutes of the meeting of Little Abington Parish Council held by
videoconference on Monday 23 March 2020 at 7.30 pm

The meeting was held by videoconference because of Government advice on social distancing during the coronavirus pandemic. The Clerk advised the Parish Council that in the absence of emergency legislation the meeting did not meet the requirements of the Local Government Act 1972. She had contacted the local MP. In his view it was appropriate to continue, recognising the importance of addressing priorities and “getting the job done” whilst being aware of the potential for legal challenge. The session had been advertised as required including information for the public on how to access it.

Present. Dr I Smith (IS) Chair, 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), for part of the meeting. There were no members of the public present.

The chairman agreed to change the agenda order to take item 6 after item 3.

1. Apologies for absence. Mrs Bolden, Cllr J Batchelor.

2. Minutes of last meeting.

The minutes of the Parish Council meeting held on 24 February 2020 were agreed.

3. Matters arising. The action list was reviewed and updated. Due to the situation with Coronavirus it seemed unlikely that much progress could be made on several long-standing actions items.

- VAA had photos of dangerous lorry parking at Fourwentways. The Clerk had photos of litter at, and around, the Burger King site.
- The meeting with the Acting Police & Crime Commissioner was cancelled on the day. A letter of complaint was sent to him. The Clerk discussed the points LAPC had planned to cover with the PCSO at the *Coffee with a Cop* session. He suggested another site meeting of Fourwentways with SCDC, CCC (he suggested a suitable contact) and the police. HB did not think the suggested contact would be appropriate. He would consider who might be better placed to address the issue. The PCSO agreed to pass on the request for speed monitoring on Newmarket Road. **HB**

6.. Report from Cllrs John and Henry Batchelor

The content of the report was noted.

- Coronavirus.
 - CCC and SCDC are working hard on their COVID-19 response. Parish councils have been asked to provide local information.
 - Still waiting for legal advice on meetings. Local authorities are not meeting. Councillors are advised not to attend meetings because of the need for social distancing.
 - **Mobile libraries** have stopped and the vans are being used for other purposes.
 - **Planned local elections** have been postponed. 2021 elections will now be for Police & Crime Commissioner, Cambridgeshire & Peterborough Combined Authority and Cambridgeshire County Council.
 - **Planning processes** are still running. It is not clear how SCDC will ensure effective public consultation and engagement in decision-making. There will not be any site meetings.

Cllr Batchelor left the session at 19:50

4. Members' declarations of interests for items on the agenda. None

5. Public Participation.

Granta Park noise. The Clerk had an email from a resident. "May I raise the issue of noise disturbance from the Granta Park site which continues to be periodically intrusive both day and night? It would be helpful if the Parish Council were able to continue to investigate this matter". The Parish Council regretted this was unlikely to be given much priority at present.

7. Planning

7.1 Planning applications:

- **Worsted Lodge Waste & Minerals Waste Site.** Previous issues were the height of the spoil heaps and damage to road surfaces. VAA noted Natural England's response. LAPC had no objection and agreed to support Natural England's comments.

7.2 SCDC Planning decisions and amendments. No decisions this month.

7.3 Local Developments

- **Greater Cambs Local Development Plan (LDP).** No updates
- **Greater Cambridge Local Planning update.** Noted
- **Consultation: County Minerals and Waste Enforcement.** No response required.
- **Consultation: Cambridge Autonomous Metro.** Clerk to reply on behalf of LAPC. Comments to her before 1 April. PB noted lines would run N-S and E-W . There were two route options. One option would provide a direct route to the city centre from the Abingtons. The other would require a train change. **ALL**

8. Highways and traffic

- **Fourwentways and old A11/Newmarket Road.** Discussed with PCSO
- **Fourwentways lorry parking and mess.** Discussed under matters arising.

9. Village environment/ community engagement

• **Coronavirus response**

- A small working group – Love Abington – chaired by the Church Pioneer Minister has been established. They would like a representative from each parish council. **IS** volunteered to join.
- Leaflets have been delivered to all households in Great and Little Abington.
- There is a proposal to nominate volunteers as street coordinators. Their role would be to help to support vulnerable members of the community. VAA suggested that vulnerability might include no access to IT.
- Multiple channels of communication have been set up. They are causing some confusion. Communication needs to be streamlined. The Abingtons website homepage is being used as a bulletin board. PB is keeping it up to date. **IS** suggested a "telephone tree".
- It was important to make sure the A&H News was up to date before it went to print. TWI has closed its printing room and parish councils have been asked to contribute towards commercial printing costs. A local printer has quoted £192. **Decision:** LAPC agreed to contribute towards the cost of printing in proportion to the size of the three parish councils. PB suggested a future option might be to reduce the print run and to deliver only to households unable to access the newsletter online. With less village activity the document will be smaller.
- SCDC and CCC are working on their responses. The Clerk had sent some information on *Love Abington* on behalf of the Abingtons community
- **Litter pick.** It was agreed to cancel the litter pick. Given the significant risks of coronavirus infection it would be irresponsible to encourage residents to be out picking litter. GAPC has not advertised it. The *Great British Spring Clean* has been cancelled.
- **Abington Recreation Ground Committee.** RA asked about precautions and safety for users of the recreation ground. People are still using the children's area and the

outdoor gym. He suggested cordoning off these areas. It would help to ensure social distancing. PB had received a notice about precautions

- **Legal guidance for parish councils.** The emergency legislation should be going through parliament this week.
- **Maintaining parish council activity.** The emergency legislation should provide some guidance on meeting arrangements. A lot of Parish Council work could be done by email, but decision-making should take place at meetings held in public. **Decision.** It was agreed to sign up for Zoom. The monthly subscription is £11.99 – the same as meeting in the Abington Institute.

10. Finance and compliance

10.1 Income.

Cambs County Council refund for Millennium Bridge inspection	£ 64.80
Millennium footpath maintenance	£ 60.00
TOTAL	£ 124.80

- Ickleton Speedwatch. The Parish Council was due to meet on 18 March.
- GAPC has been invoiced £44.00 for 60% of speedwatch repairs and the new tripod.

10.2 Payments.

All payments on the agenda were agreed.

AJ King Maintenance SO March 2020 Final payment	VAT £85.77	£ 514.60
Mrs G Dalton Clerk salary March 2020		£ 294.62
PAYE Q4 due after April 5 2020		£ 221.00
EON Street lighting, VAT £138.27		£ 829.60
CAPALC Playground workshop 12 March 2020		£ 10.00
Wescotec – speedwatch tripod,	VAT £9.90	£ 59.40
Mr Brunning 102 miles to workshops – Playgrounds, Zero Carbon		£ 20.40
Donation: Parish Nurse Project		£ 1000.00
Donation Bobby Scheme		£ 200.00
Mrs G Dalton Clerk expenses Q4		£ 99.33
Coronavirus leaflet contribution towards printing costs		£ 60.00
TOTAL		£ 3308.95

Donations of £1000 for employment of the Parish Nurse and £200 to the Bobby Scheme were agreed. LAPC agreed it would consider increasing its contribution to the Parish Nurse if there were extra costs due to coronavirus work. There was some discussion about deputies and the potential to recruit another Parish Nurse. RS asked about feedback and reporting on the impact of the scheme.

10.3 Q3 finance report:

Finance reports to end of February were noted. Projected year end expenditure £24,884. LAPC would be within the expenditure limit for a small authority. Projected end of year balance £19,944.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 23,313.32	£ 8,196.56	£ 15,116.76
Balances at close of meeting	£ 19,944.77	£ 4,828.01	£ 15,116.76

10.4 Year-end financial arrangements. Year-end financial reporting deadlines are going to be extended. More information is expected in the emergency legislation. It was agreed to appoint Mr Gutteridge as the internal auditor. He is available at short notice. Fee rate £25.00 per hour – no increase from last year.

10.5 Village Maintenance contract. RA and Clerk met Mr Wright from Brookfield Contracting. The contract will start with effect from 1 April. He was hoping to be able to shadow Andrew King on his next visit. **CLERK** to contact Mr Wright about start date given

current situation. It was agreed to pay him by invoice for the first month and then, assuming all goes well, payment by standing order in future.

10.6 Parish council documents. Rationalisation and disposal of documents continues. Several sack loads are ready to be shredded. There are more boxes of old planning applications and documents to be reviewed. The county archive is open and able to accept records. Minutes dating back to January 2000 need to be deposited there. They require them to be bound. The Clerk had three quotes – £60, £70 and £120 per volume. It was agreed to accept the £60 quote from an established bookbinder in Cambridge. The Clerk estimated three volumes would be required. She would ensure there were electronic copies before dispatching the documents to the archive. **CLERK**

11. Meetings /representation

11.1 Recent meetings.

- **Zero Carbon Workshop and Playgrounds workshop.** PB sent notes highlighting key points. Zero Carbon workshop slides are available.

11.2 LAPC representation at forthcoming meetings. None

11.3 Annual Parish Meeting agenda. Awaiting guidance on scheduling.

12. To receive minutes from committees

12.1 Institute Management Committee. No recent meetings.

12.2 Recreation Ground Committee. Met on 2 March.

13. To receive reports from representatives.

13.1 Village maintenance contract. Already discussed.

13.2. Lights, roads and pavements. Highways: a bollard has been knocked down in the High Street and there is a road sign in the central verge on Cambridge Road. Fly tipping: red fire extinguisher on Cambridge Road, exhaust system on Newmarket Road.

13.3. Trees: Tree vouchers obtained and trees planted.

13.4. Police: Already discussed.

14. Correspondence. Correspondence has been forwarded or included in the circulation file.

15 Any Other Business/Items for next agenda

- Carry forward – Health and Wellbeing Strategy consultation. PB drew attention to the Coronavirus bulletin board on the Abingtons website
- Items for village newsletter.

The meeting closed at 8:35pm

**Next meetings:
To be advised**

Signed

Date 27 April 2020



Chairman

Matters arising/meeting action list

March 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 Feb 2020. LHI decision awaited. No progress on dangerous junction March 2020 Hazards raised with PCSO. LHI bid unsuccessful
Sept 2018			
Fourwentways	Public participation: Lorry parking Fourwentways and litter.	CCC Highways CLERK IS	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. Jan 2020 Reply to planning conditions and failure to enforce. Feb 2020 Contact Shell and Euro Garages HQs March 2020 Dangerous parking raised with PCSO
Roads and pavements	Pavements – poor condition. Some hazardous Cambridge Road – road surface	ALL	July 2019 some road resurfacing scheduled but not in Little Abington Jan 2020 Agreed Spring 2020 PC village walk round March 2020 Walk Round cancelled
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 March 2020 Work has been done. ?CLOSE
JAN 2019			
	Tree works, Ivan Clarks Corner	Clerk	UK Power Networks requested contact details. Oct 2019 Nil. Feb 2020 still no action. Trees are growing around cables. Contact UK Power Networks
	Comfort Café site. Deteriorating appearance	SB	May 2019 Noted proposal for Med Tech development July 2019 Chairman contacted Paragon (site owner). See minutes OCT 2019 SCDC enforcement action. Nov 2019 order completed. Feb 2020 Planning application awaited March 2020 No progress

May 2019			
Code of Conduct	Register of Interests Updates required	ALL	
Litter	Mapping hot spots and problem areas	Clerk	Sept 2019 SCDC to enforce litter picking conditions at Fourwentways Oct 2019. No discernible improvements at Fourwentways
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 FEB 2020. Police chasing up SW signs MARCH 2020 Highways faults & fly tipping reports required
June 2019			
Interactive speed sign	Downloading census data	PB/CLERK	Sept 2019 Agreed monthly download. Task to be shared. Feb 2020 To do in Spring
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 March 2020 see public participation. Problems continue
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 usernames Sept 2019 CAPALC cyber training licences x2 purchased. 1 licence inoperable Nov 2019 Clerk doing course & chasing access for licence Jan 2020 agenda. One CyberSafe course completed. Feb 2020 Still awaiting access for second licence holder from CAPALC.
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 but not resting on cables
Website and information governance	Obtain information to clarify security, "ownership" and administration and management procedures	CLERK	Jan 2020. For Liaison meeting agenda Feb 2020 Liaison Group agreed LAPC should lead this work Plan required. To liaise with site designer
NOVEMBER 2019			
Burger King	Check progress on planning conditions	HB	Jan 2020. LAPC objected to discharge of planning conditions Feb 2020 no updates from SCDC March 2020 application undecided

JANUARY 2020			
APM agenda	Invite CCC to join discussions on climate change	WHO? CLERK	Feb 2020 CCC confirmed. Briefing required FEB 2020 Invited GCP – no reply
SCDC planning decision making	Concerns about changes in protocol on delegated decision making	CLERK	Feb 2020 SCDC to keep Parish Council informed
FEBRUARY 2020			
CAPALC	Value for money, role, alternatives	CLERK	GAPC agreed a joint meeting would be worthwhile
MARCH 2020			
Archiving documents	Bind volumes and send minutes to county archive	CLERK	
Maintenance contract	Check start date given coronavirus status	CLERK	