

## LITTLE ABINGTON PARISH COUNCIL

### Minutes of the meeting of Little Abington Parish Council held by videoconference on Tuesday 26 May 2020 at 7.30 pm

**Present.** Mrs Bolden (SB) Chair (by telephone), 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.** Cllrs Henry Batchelor (HB) and John Batchelor (JB), both for part of the meeting. There were no members of the public present.

**1. Apologies for absence.** None

**2. Minutes of last meetings.**

The minutes for the Parish Council and the Planning Committee meetings held on 27 April 2020 were agreed.

**3. Matters arising.** The action list was reviewed and updated. Of note:

- **Several potholes** in Bourn Bridge Road have been repaired. Potholes in Great Abington and on Cambridge Road are marked up ready for repair.
- **Millennium footpath.** Replenishing the footpath and redoing the footbridge surface to be considered.
- **Tree at Pottery.** The work should be completed after Covid Lockdown.

7:45pm. SB joined the meeting by phone

**4. Annual Meetings**

**4.1** The Clerk confirmed that the Annual Parish Meeting and Annual Meeting of the Parish Council had been cancelled.

**4.2 Minutes of Annual Parish Meeting April 2019.** Agreed.

**4.3 Roles and responsibilities.** Agreed to roll forward for 2020-21

**4.4 Parish Council policies.** Agreed to roll forward all except the Financial Regulations which need review.

**4.5 Register of Interests.** Parish Councillors will advise the Clerk if they need to update their declarations. **ALL**

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

**6. Public Participation.** None. No written representations had been received.

**7. Report from Cllrs John and Henry Batchelor**

The content of the report was noted. The Coronavirus response is still a priority.

#### **County Council**

- The Greater Cambridge Partnership (GCP) has published the results of the public consultation on the South East Cambridge Transport (A1307) Project. Site B near Babraham seems to be the preferred option for a Park & Ride car park /travel hub.
- The Uttlesford Draft Local Plan was withdrawn
- Local Highways Improvement applications. Still open
- Community Capital Fund. £5 million is available for community projects

#### **District Council.**

- The Planning Committee is meeting remotely. There is a substantial backlog. JB did not know when the Bancroft Farm planning application would be considered. It was not clear if it had been advertised as required.
- SCDC has commissioned a review of the planning system and decision-making. Parish councils will be involved. Meanwhile, despite some opposition, the process for delegated decision making has been agreed.

- Green bin collection. There has been some confusion over collection dates. JB recommended putting bins out according to the usual fortnightly schedule. The recycling centres are open

CLRs Batchelor left the meeting at 8.00 pm.

## 8. Planning

### 8.1 Planning applications:

- 20/1304/TTPO Tree works, 39 Cambridge Rd. No comments

### 8.2 SCDC Planning decisions and amendments. None

### 8.3 Local Developments

- **Greater Cambs Local Development Plan (LDP).** No updates
- **Greater Cambridge Local Planning update.** Noted.
- **Uttlesford Draft Local Plan.** Great Chesterford Parish Council confirmed they had used LAPC's donation to the Fighting Fund for legal fees. LAPC agreed it would not be appropriate to make another contribution now that the plan had been withdrawn. LAPC had not made a commitment for 2020-21 and it would not be appropriate to contribute towards replenishing funds of another parish council. In addition, LAPC might need funds for local issues and it was anticipating a significant shortfall between income and expenditure in 2020-21. LAPC would consider contributing towards the cost of fighting any new, substantial, speculative developments in Uttlesford if they were likely to have an impact on Little Abington . **SB** to follow up

## 9. Highways and traffic

### Local Highways Improvement Scheme.

- A resident from Great Abington had asked VVA about a 20mph limit in the village. It was not clear if GAPC would submit a LHI bid this year. **CLERK.**
- Fourwentways. The focus of the LAPC bid would be on the hazards and the damage caused by HGV parking. The Granta Park bus has started parking there. **CLERK** to contact Granta Park Comms Team to suggest that it should park on site.
- LHI bid. **IS and VVA** to progress the bid

## 10. Village Environment/ community engagement

- **Coronavirus response.** IS represents LAPC on the Love Abington group. They need to formalise their longer term plans and objectives including any proposals for working with the parish councils and established community groups. The Love Abington team is developing projects to support the community including a library of books, jigsaws, and other materials. They have produced some information to help isolated people keep in touch with friends and relatives including village wide information distribution by e-mail. The Love Abington Team are aware of GDPR.
- **Abington Institute - Request to contribute S106 funds to retiling.**  
There were some queries before a decision could be made.:
  - Has the Management Committee obtained competitive quotes for retiling?
  - LAPC suggested a screen should be installed in the meeting room several times. It was the preferred option. Is it in GAPC's S106 plan? **CLERK** to ask GAPC
  - Is retiling a permitted use of S106? **CLERK** to contact SCDC
- **LAPC 2019-20 Annual report** – The content was agreed noting the period covered should be April 2019 to end March 2020. **SP** to edit and add an introduction.

## 11. Finance and compliance

### 11.1 Receipts

SCDC Q2 precept 2020-21	£ 4506.25
VAT refund Q3,4 2019-20	£ 740.70
<b>Total</b>	<b>£ 5246.95</b>

**11.2 Payments**

The payments were noted. The CAPALC subscription would not be paid until the outstanding CybSafe licence – paid for but not received - was resolved. One option was to deduct the cost from the subscription. **CLERK** to discuss with CAPALC

Brookfield contracting - Village Maintenance - May (SO)	VAT £85.00	£ 510.00
Mrs G Dalton Clerk salary May (SO)		£ 294.62
CAPALC annual subscription inc £50 GDPR Scheme membership		£ 314.15
Zoom monthly subscription (paid by Clerk)	VAT £ 2.40	£ 14.39
Share of printing cost for 2 editions of A&H News ( <i>Paid</i> )		£ 120.00
<b>Total</b>		<b>£1253.16</b>

**11.3 Finance report and balances.**

Audit was in progress. The report would be ready for the meeting in June .

	<b>TOTAL</b>	<b>Current</b>	<b>Cambridgeshire Building Society</b>
Opening per bank statement	£28,960.95	£ 13,844.19	£ 15,116.76
Balances at close of meeting	£28,021.94	£ 12,905.18	£ 15,116.76

Note: Bank statement does not include uncleared transactions

**11.4 NALC LTN 31 General Power of Competence.** The Clerk confirmed that LAPC meets the requirements to use the General Power of Competence.

**12. Meetings /representation**

- **Feedback from GAPC/LAPC Liaison Group meeting.** Meeting notes awaited
  - **Village website.** The view was that LAPC is accountable for the site on behalf of both parish councils. GDPR arrangements for the Abingtons & Hildersham News to be confirmed. Management arrangements, including editing rights still to be resolved. Statutory accessibility standards must be met by September 2020. LAPC to follow up. One approach might be to find a local expert. **ALL**
  - **An Abington Village meeting** was proposed. This would be an opportunity for community engagement and for local clubs and groups to attract new membership. One option was to hold a joint Annual Parish Meeting. The Clerk noted Annual Parish Meetings must be held between 1 March and 1 June. LAPC briefly discussed the value of operating as one Abington community. The pros and cons of uniting the parish councils would need to be carefully considered.
  - **The VE Day Commemoration** was cancelled. No costs had been incurred.
  - **Next meeting** 29 July 2020. Agenda to be agreed jointly.
- **CAPALC drop-in session 14 May.** The Clerk's notes were available . Next session 28 May. The agenda includes website accessibility standards.

**Forthcoming meetings**

- **Greater Cambridge Partnership A1307 Local Liaison Forum** .Teleconference 1 June **VAA** and **IS** to represent LAPC . **SB** to attend if space permitted.

**13.To receive minutes from committees**

**13.1 Institute Management Committee.** No recent meetings.

**13.2 Recreation Ground Committee.** The minutes from meetings held in November 2019 and March 2020 were noted.

**14.To receive Reports from representatives.**

**14.1 Village maintenance.** Brookfield have attended once. It will take a while for the new arrangements to bed in. Next visit 28 May. The Naturewatch Group decided it was too late to cut the PRVs. RA suggested the group should advise if the contract schedule should be amended. Now that it is closed the verge outside the Cambridge International School is getting long . **CLERK** to ask the Perse School if they might consider cutting it.

**14.2. Lights, roads, and pavements .** Potholes discussed earlier in meeting.

**14.3. Trees.** Nil

**14.4 Police.** The police phoned in response to concerns about speeding. They are aware of speeding while the roads are quiet. They are carrying out speed monitoring in high risk areas when staffing levels permit.

**15. Correspondence.** Correspondence has been forwarded by email.

**16 Any Other Business/Items for next agenda**

- Carry forward.
- Items for village newsletter.

The meeting closed at 9:23pm

**Next meeting:  
Monday 22 June 2020. Details to be announced**

Signed

Date 22 June 2020

Chairman

## Matters arising/meeting action list

May2020

Meeting date/Topic	Action	Responsible	Update/status
<b>July 2018</b>	Road safety junction Bourn Bridge Road/CIS	CCC VAA/IS.	Feb 2019 CCC will repaint white lines. Awaited March 2020 Hazards raised with PCSO .LHI bid unsuccessful <b>May 2020</b> LHI bid in progress
<b>Sept 2018</b>			
Fourwentways	Public Participation: Dangerous parking and litter. Burger King Planning conditions Comfort Café site planning application		Dec 2018 Site meeting with CCC & SCDC . Jan 2019 Petition. Sept 2019 yellow lines discussed with CCC. Difficult to enforce. Jan2020 Reply to BK planning conditions and failure to enforce March 2020 Burger King planning conditions still undecided. Litter still collecting around site. <b>April 2020</b> Planning conditions discharged Feb 2020 Contact Shell and Euro Garages HQs March 2020 Dangerous parking raised with PCSO, more complaints from residents. May 2020. Fly tipping on slip road. Fly tipping and abandoned car in Burger King car park
LAPC Village walk round	Pavements and road surfaces - poor condition, hazardous General environment conditions	<b>ALL</b>	July 2019 some road resurfacing scheduled but not in Little Abington April/May 2020 some potholes repaired Spring 2020 PC village walk round. <b>POSTPONED</b>
<b>May 2019</b>			
Litter	Mapping hot spots and problem areas. SCDC enforcement action Litter pick equipment	Clerk Clerk	Sept 2019 SCDC to enforce litter picking conditions at FourWWays <b>LITTER PICK POSTPONED</b> <b>May2020.</b> Fly tipping and litter in Burger King car park
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited.	CCC	March 2019 SW sign chased. CCC Action awaited <b>Oct 2019</b> no progress on SW signs FEB 2020. Police chasing up SW signs
<b>June 2019</b>			
Interactive speed sign	Downloading census data	PB/CLERK	Sept 2019 Agreed monthly download. APRIL 2020 data downloaded – more speeding during lockdown <b>May 2020.</b> Police contacted about speeding. They are doing some speed monitoring in areas that may be hazardous to pedestrians
<b>July 2019</b>			

Granta Park noise nuisance	See Public participation. Noise continues.	SB	Sept 2019 TWI Works complete. Residents continue to monitor March 2020 see public participation. Problems continue April 2020 residents wrote to new TWI CEO May2020. Representatives from TWI visited, confirmed noise nuisance and reported back
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. One CybSafe course completed. <b>April 2020</b> Still waiting for 2nd licence. <b>May 2020</b> Withhold subscript
<b>Sept 2019</b>			
Street lighting	SCDC street light bulb upgrade	Clerk	<b>OCT 2019</b> SCDC lights- survey lights on inventory.
<b>OCTOBER 2019</b>			
Trees	Condition of trees & hedges on Cambridge Rd Alert CCC to fallen tree on Cambridge Rd Tree overhanging 19 Church Close  Ivan Clarks Corner (ICC)	Clerk	1 risk on private property at 27 Cambridge Rd. Update risk list Feb2020 tree still dangling precariously but not resting on cable <b>March 2020</b> Church Close /High Street <b>Work done? to F/up</b> ICC Feb 2020 still no action. Trees are growing into cables. Contact UK Power Networks
Website and information governance	Obtain information to clarify security, "ownership" and administration and management procedures LAPC is responsible for assuring Abingtons website site complies with statutory requirements	CLERK	Feb2020 Liaison Group agreed LAPC should lead this work. MARCH 2020 Plan required. To liaise with site designer <b>May2020.</b> No contact from site designer since lockdown. Reminder sent. LAPC to agree a plan
<b>JANUARY 2020</b>			
APM agenda	Invite CCC to join discussions on climate change Invite GCP re SE Cambridge Transport project (A1307)		<b>APM cancelled</b>
SCDC planning decision making	Reply to concerns about changes in protocol on delegated decision making	JB/HB	Feb 2020 SCDC to keep Parish Council informed May 2020 SCDC to consult on procedures
<b>MARCH 2020</b>			
Archiving documents	Bind volumes and send minutes to county archive	CLERK	<b>Pending end of lock down procedures</b>
<b>APRIL 2020</b>			
30 mph speed limit	Consultation extension 30 mph Speed limit Linton Rd	CLERK	Recommend 30mph on entire lent of road May 2020 CCC ignored responses
Uttlesford Local Plan	. Check on possibility of refund of donation to Fighting Fund		Funds were used for legal fees

<b>MAY 2020</b>			
CAPALC	Withhold subs until CybSafe licence provided	CLERK	
Website accessibility, security		ALL	
S106	Refurbishing Abington Institute- information requested	CLERK	