

LITTLE ABINGTON PARISH COUNCIL

DRAFT Minutes of the meeting of Little Abington Parish Council held by videoconference on Monday 27 July 2020 at 7.30 pm

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. Cllrs Henry Batchelor (HB) and John Batchelor (JB), both for part of the meeting. One member of the public (Mr Orgee from Abington PCC).

1. Apologies for absence. None

The chairman agreed to change the agenda order to allow Mr Orgee and Cllr H Batchelor to attend other meetings.

5. Public Participation

Mr Orgee is Treasurer of Abington Parochial Church Council (PCC). He said the PCC was grateful for LAPC's annual donation towards the cost of upkeep in Little Abington churchyard. It covers about half of the cost. He confirmed a local contractor does it

Mr Orgee left the meeting at 19:37

6. Report from Cllrs John and Henry Batchelor

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

County Council

- The deadline for LHI applications is 27 September
- Greater Cambridge Partnership (GCP). Various works in progress on A1307. Workshops - Abington to Linton, including Bourn Bridge Rd/Newmarket Road junction 28 July (PB & RS will join); Linton to Haverhill 10 August.

District Council

- Local Public Health teams are required to be prepared in case of a 2nd Coronavirus spike and local lockdown. Parts of Peterborough are at risk.
- A1307 The proposed Wandlebury underpass will not go ahead. The Babraham junction and Greenways will be discussed on 20 August.

Discussion

- Does the Highways have a Trees Officer? HB thought they have some expertise.
- LHI applications and decision making. The panel will meet in February following feasibility assessment and review

Cllrs Batchelor left the meeting at 19:45

2. Minutes of last meeting.

The minutes of the Parish Council meeting held on 22 June 2020 were agreed.

3. Matters arising.

The action list was reviewed and updated. Of note:

- Litter in Burger King car park. The bins at the entrance were full on the last visit. There were no bins in the car park.
- Urgent tree works in High Street. The householder's trees have been cut back but no news from the County Council about the diseased tree on the roadside.

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

7. Planning

7.1 Planning applications.

- No applications received.
- SCDC's schedule for discussing the Bancroft Farm application not known.

7.2. Planning decisions and amendments

- **Complaint re management of application 20/1435/TTPO.** The tree was felled on 22 July. The reply arrived just before the meeting (i.e. 27 July). It acknowledged failures

in communication. The tree must be replaced in autumn with a Beech or Oak tree. A possible variation was discussed. The TPO refers to Oak, Elm and Beech trees.

7.3 Local Developments No updates.

8. Highways and traffic

Final draft LHI application.

- The key message is road safety and hazards due to dangerous parking at the Fourwentways roundabout. Pedestrians need to walk in the middle of the road to avoid parked lorries.
- Site meeting. Following the chairman's meeting with Anthony Browne, MP, a site meeting was proposed. PB said the condition of the site has deteriorated since the roundabout was closed 20 years ago. It was agreed to produce a summary of history and previous site meetings. **PB/CLERK**
- More protos could be added to the dossier. **ALL Send pictures to VVA**
- GAPC is considering its level of financial support. Applications tend to be successful if they have more than the minimum level of financial support.

Greater Cambridge Partnership (GCP)

- Park & Ride and bus route . P&R contradicts the strategy of reducing car traffic. It threatens rural bus routes. The possibility of local action and publicity was discussed.
- The section of the A1307 between Babraham and the Abingtons is being overlooked because of the focus on the P&R. The Greenway route seems to depend on the P&R site location - a route through Little Abington would not be sensible.

ACTIONS

- Gauge GAPC's level of support for the scheme. **Liaison meeting agenda**
- Contact the chair of Babraham Parish Council to gauge their view. **SB**
- Other stakeholders to engage with include Magog Trust **(IS/PB)**, Shelford and Stapleford Parish Councils **(SB)**, Mr Chisholm **(PB)**,
- Request the traffic modelling data used to support decision making. **CLERK**
- Request a meeting with GCP about the proposed P&R at Babraham, the Greenway route and associated aspects. **CLERK**
- Find out about successful residents' actions groups **PB**
- The Clerk was curious about discussions on restricting/limiting traffic on Pampisford Road and a request for Speedwatch data. Extending the width of the speed bumps or installing speed activated signs would be a better solution than rerouting to the A1307 or creating a rat run through Little Abington. **Liaison group to seek clarification**

9. Village Environment and Community Engagement

- **Dead trees on Millennium Footpath (PROW).** Five trees look dead/potentially hazardous. Landowners cannot be reliably identified from the information available. PROWs are highways so the County Council could have some responsibility **CLERK/RS** to contact Highways to seek their advice
- **Footpaths-condition and maintenance.** Await reply from the County Council about road planings for the Snicket. The Millennium path needs a "clean up" and replenishment of the Breedon Gravel. **CLERK** to seek advice from the PROW Officer about repairs to the Millennium path. The walking surface on the bridge gets slippery in winter too.
- **Coronavirus response.**
 - **Checklist for meetings held in person.** NALC/CAPALC is not encouraging meetings held in person. The Abington Institute is closed and decisions about meetings will depend, to some extent, on standards set by the Management Group. There has been some public input during lockdown. Options are to continue using Zoom, using a large room to enable social distancing or a hybrid.
 - **Village signs/notices.** There is some concern that a few residents need to be reminded of the national guidance on social distancing and meeting in groups.. It was agreed posters would be helpful. **ALL** to agree on choice of poster.

- **Working with the community/Love Abington.** No updates. Still waiting to hear about insurance arrangements. SCDC has instructed data controllers to ensure all data related to vulnerable people is permanently deleted. Clerks are the local Data Controllers for this data **CLERK**

10 Finance and Compliance

10.1 Receipts. £506.44 from the County Council for grass verge cutting

10.2 Payments

All payments on the agenda were agreed. It was agreed, in principle, to fund the cost of printing the A&H News for June and July up to a maximum of £120.00

Brookfield contracting - Village Maintenance July,Aug(SO) VAT £170.00	£ 1020.00
Mrs G Dalton - Clerk salary July, August (SO)	£ 589.24
Mr Gutteridge -Internal audit (paid)	£ 200.00
Cambs County Council - street lighting 2019-20 final invoice	£ 422.16
Abington PCC –Donation - churchyard grass cutting	£ 600.00
Abington Institute - contribution towards costs of refurbishment (S106)	£ 333.00
KA Garden Maintenance - Ford Bridge repairs	£ 70.00
TOTAL	£ 3234.40

10.3 Q1 Finance report and balances. Noted. The Q1 expenditure report has been published on the website as required under the Transparency Code; the Clerk's hours are over trajectory; no adverse financial variances of concern against budget plan. There were no requests to inspect the parish council's records and accounts.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£27,549.86	£ 12,433.10	£ 15,116.76
Balances at close of meeting	£24,094.66	£ 8,977.90	£ 15,116.76

Note: Bank statement does not include uncleared transactions

10.4 Follow up from 2019-20 Internal Audit

- The updated financial regulations were agreed
- The Shrievally Trust sent a receipt for the 2019-20 donation to the Bobby Scheme
- The Clerk and the Chairman will complete the asset inspection and review the asset register in good time for insurance renewal. **CLERK/SB**

10.5 Abington & Hildersham News printing costs following closure of TWI print room. LAPC unanimously agreed to continue to fund its share (estimated total £660) of the cost of production of the A&H News until the end of the year pending decisions on future funding arrangements and production costs. The Chairman would attend a meeting to discuss future plans. RS suggested there should be a reader survey/ feedback. Funding options - contributions from the local church, clubs and societies, advertising (income would need to be proportionate to the effort required), sponsorship from local employers, grants (Community Chest SCDC, Community Capital Fund- CCC). The size of the print run needs to be reviewed. **SB/Liaison Group Agenda**

10.6 Abingtons Website management - Next steps, accessibility standards. Few elements of the website seem to meet accessibility standards. The cost of compliance may be disproportionate to current running costs. Expert input would be helpful. An Accessibility Statement needs to be agreed. Contact details on each page might help users who have difficulties. Parish councils, as public bodies, have different requirements to clubs and societies such as meeting accessibility standards and ensuring compliance with GDPR. Their web content is legislated in the Transparency Code. One option is to separate them from the Abingtons website. PB asked if local authorities still offer a platform for parish councils. Establishing a working group still seems to be a way forward.

ACTIONS

SB Liaison Group discussion

CLERK/HB to follow up SCDC platform.

CLERK to draft Accessibility Statement.

CLERK to research.gov.uk options

SP Setting up a working Group - A&H News item

10.7 Village Archives – storing parish council documents and historical material.

The Abington History Group has asked about local storage facilities. LAPC also needs to find a home for old documents. The Abington Institute loft is an option. Some time ago TWI offered Abington Hall in its plan to meet its obligation to refurbish the building and surrounding grounds. **The CLERK has followed up the latter option with Granta Park.**

11.Meetings/Representation

Feedback

- **SCDC Cabinet Liaison** Slides and recording were circulated. Of note -Covid signage for playgrounds, Zero Carbon Grants, planning - changes in scheme of delegation and improving liaison, longer hours for building works 14 day turn round time for decision-making. The new hours might be as long as sunrise to sunset.
- **SCDC Planning.** No feedback from SCDC. Improving communication was discussed.
- **Greater Cambridge Partnership A1307 LLF.** Discussion focussed on a crossing at Wandlebury. Access for horse riders to the "Green Mile" is a concern for some. A follow up meeting has been scheduled.
- **CAPALC drop-in sessions** .Notes from 9 July on circulation.
- **Police - meeting with Acting Police & Crime Commissioner.** No feedback available to share. Several stand-ins were fielded. There was no time for general discussion. Good presentations on scams, proposal to replace Parkside with larger and modern facilities. Find out about HGV Watch. **SB/RA**
- **Meeting with local MP.** Helpful meeting attended by Parish Council chairs. MP seems keen to engage with Parish Councils

Forthcoming meetings

- **GAPC/LAPC Liaison Group** RA,RS and SB to attend. The agenda from GAPC was discussed. LAPC suggested A&H News, Abingtons website, LHI bids, proposals for Pampisford Road, sharing views on A1307/P&R and bus route proposals, information on the youth group work led by Jeanine Kennedy - if GAPC is involved.
- **Greater Cambridge Partnership** – sessions on 28 July (PB, RS), 10 Aug TBC,
- **Arrangements for September meeting** It was agreed to meet on 14 September using Zoom. Apologies noted from PB and IS.

12. To receive minutes from Committees

12.1 Institute Management committee. Minutes and financial report follow. **CLERK.** RS confirmed that the Institute is closed until at least the end of August.

12. 2 Abington Recreation Ground Committee. Met on 6 July. Minutes to follow.

13. Reports from representatives

13.1 Village maintenance. Brookfield visited last week. A few small areas were missed. The path to the foot of the bridge over the A11 is not included in the contract .

13.2 Lights, roads & pavements. Various works have been completed

13.3 Trees. Nil

13.4 Police. Consultation on police station in Milton closes on 31 July. LAPC will not reply

14. Correspondence. Items for information/action have been circulated.

15. Any other business/Items for next agenda

- **Action list /carry forward:** website strategy, web site accessibility statement, NE Cambridge consultation, insurance renewal and asset register.
- **Items for Newsletter** Web site working group c.f LAPC minutes June 2020, A&H News content and reader input, MP's interest and involvement in Fourwentways

The meeting closed at 21:55

Next scheduled meetings:

Monday 14 September 2020,Monday 26 October 2020

Matters arising/meeting action list

July/August 2020

Meeting date/Topic	Action	Responsible	Update/status
July 2018	Road safety junction Bourn Bridge Road/CIS	CCC	Feb 2019 CCC will repaint white lines. CLOSE JULY2020
Sept 2018			
Fourwentways	Public Participation: Dangerous parking and litter. Burger King Planning conditions Comfort Café site planning application	SBVVA/IS	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. April 2020 Planning conditions discharged Feb 2020 Contact Shell and Euro Garages HQs March 2020 Dangerous parking raised with PCSO, more complaints from residents. June 2020 Flytipping, abandoned car B.King.Car removed. Litter++ JULY2020 MP to make site visit, Finalise LHI bid
Village environment	Pavements and road surfaces - poor condition, hazardous General environment conditions	ALL CLERK	July 2019 some road resurfacing scheduled but not in Little Abington April/May 2020 some potholes repaired Spring 2020 PC village walk round. POSTPONED June 2020- footpath surfaces JULY 2020 CCC contacted re road planings-Snicket. ask ROW Officer to advise re Millenium path
May 2019			
Litter	Mapping hot spots and problem areas. SCDC enforcement action FWW	SCDC/JB/HB	Sept 2019 SCDC to enforce litter picking conditions at FourWWays May2020. Fly tipping and litter in Burger King car park July 2020. Litter problem in car park +++
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited.	CCC/police	March 2019 SW sign chased. CCC Action awaited Oct 2019 no progre on SW signs FEB 2020. Police chasing up SW signs.
June 2019			
Interactive speed sign/Speeding	Downloading census data	PB/CLERK	Sept 2019 Agreed monthly download. April 2020 data downloaded – more speeding during lockdown May 2020. Police contacted about speeding. Some speed monitoring areas that may be hazardous to pedestrians

			June 2020 speed limit village centre -GAPC LHI July 2020 Speedwatch to recommence with precautions
July 2019			
Granta Park noise nuisance	See Public participation. Noise continues.	SB	Sept 2019 TWI Works complete. Residents continue to monitor March 2020 Problems continue April 2020 residents contacted new TWI CEO June 2020. Residents in touch with TWI team. July Ongoing
Sept 2019			
Street lighting	SCDC street light bulb upgrade	Clerk	JULY 2020 replacements scheduled Nov/Dec
OCTOBER 2019			
Trees	Condition of trees & hedges on Cambridge Rd Alert CCC to fallen tree on Cambridge Rd Ivan Clarks Corner (ICC)	Clerk UKPN	1 risk on private property at 27 Cambridge Rd. on risk list Feb2020 tree still dangling precariously but not resting on cable ICC Feb 2020. Trees are growing into cables - UK Power Networks
Website and information governance	Obtain information to clarify security, "ownership" and administration and management procedures Accessibility Standards to be in place by end Sept 2020	CLERK PB (traffic) SP(A&H News)	Feb2020 Liaison Group agreed LAPC should lead this work. MARCH 2020 Plan required. To liaise with site designer JUNE2020 Edit LAPC pages, confirm who has editing access, progress compliance with accessibility standards. Assess traffic on website. Look for local experts JULY 2020 actions agreed See minutes
JANUARY 2020			
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 . Review in progress July 2020 complaint - failure to engage. See response. CLOSE
MARCH 2020			
Archiving	Bind volumes and send minutes to county archive identify storage space	CLERK	Archiving -Binding when lockdown relaxed. Recommended July 2020 Abington institute or Abington Hall
MAY 2020			
S106	Refurbishing Abington Institute- information requested	CLERK	Agreed to contribute S106. AGENDA JULY2020 & CLOSE
JUNE 2020			
Trees	Dead trees Millennium path	RS/CLERK	July 2020 Identify landowner(s), seek CCC advice

Internal Audit Report	Update financial regs, Review asset register Request Receipt from Bobby Schemes	CLERK	AGENDA JULY2020. Finance Regs agreed, update asset register in Aug, Bobby Scheme receipt received. CLOSE
Coronavirus/Love Abington	Keep LAPC informed of long/medium term plans Information/guidance on standards	SB/IS LAPC	AGENDA JULY2020. No actions Agree choice of poster or alternatives
JULY 2020			
GCP/A1307 LLF	Contact Babraham, Shelford and Stapleford PCs Consider potential for community action Traffic modelling data and meeting with GCP	SB IS/PB Clerk	
A&H News	LAPC to remain engaged in decision making	SB	
Assets	Asst inspection and update register	CLERK/SB	