

## LITTLE ABINGTON PARISH COUNCIL

### Minutes of the meeting of Little Abington Parish Council held by videoconference on Monday 14 September 2020 at 7.15 pm

**Present.** Mrs Bolden (SB) Chair, Mr Allum (RA), Ms Pattinson (SP), Dr R Smith (RS), Dr Valge-Archer (VVA), Mrs Dalton (Clerk).

**In attendance.** There were no members of the public present. A note was received.

1. **Apologies for absence.** Mr Brunning, Dr I Smith, Ms S Pattinson - for late arrival, Cllrs J & H Batchelor

2. **Minutes of last meeting.**

The minutes of the Parish Council meeting held on 27 July 2020 were agreed.

3. **Matters arising.**

The action list was reviewed and updated. Of note:

- Speedwatch Sign ordered December 2017 – chase the police and then close. **SP**
- Document archiving. No reply from TWI about using Abington Hall. Plan to use the loft at the Abington Institute. Documents need to be catalogued.
- Coronavirus posters – waiting for updated designs.

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

Dr R Smith joined the meeting at 7:30 due to technical difficulties

5. **Public Participation**

- Note about informal path on the Protected Roadside Verge (PRV) on Bourn Bridge Road. The PRV needs to be protected. Agreed to include in the A&H newsletter rather than notices. Noted hazards to pedestrians on the road who may not be paying attention. The "path" is safer. Consider if notices are needed. **CLERK/SP**
- Permissive path round the perimeter of the playing fields. A note to ask if the Perse School could trim their hedges. Also, to ask if Perse School might cut the grass outside the old International School site. **CLERK**

6. **Reports from Cllrs John and Henry Batchelor August & September**

The content of the report was noted.

#### **Follow up points**

- Lack of response from County Highways on footpath management and potentially dangerous tree on Millennium Footpath. Failure to engage **HB**
- Clarity required on District Council budget for environment issues and role of the police. Apparently Hare Coursing is a problem locally. **HB/JB**
- Experimental traffic orders - trial closure in rural areas . Needs follow up. LAPC to kept informed of any local closure, e.g. Pampisford Road being discussed. **HB/JB**
- Greater Cambridge Partnership. Concerns about deletion of several initiatives on the A1307 including the traffic hub at Linton and a crossing at the Hildersham junction v new bus lanes of limited value. Is it based on costs rather than need? **JB**

Ms Pattinson joined the meeting at 20:00

7. **Highways and traffic**

- **Local Highways Improvement (LHI) application.** Following the MP's visit SB suggested deferring application until 2021-22. The MP has not seen the bid. There was concern that another year would be lost if he was not able to initiate any improvements. It was noted that the Granta Park bus is still waiting there.

#### **ACTIONS.**

- Send bid to MP's office and request feedback in time to meet the submission deadline on 27 September. **SB**
- Depending on outcome of the above - submit LHI application . **IS/VVA**

- **Fourwentways: MP's visit**  
The MP visited on 21 August. SB and IS represented LAPC. SB was optimistic about potential outcomes. IS sent a note to parish councillors summarising the visit. SB was waiting for a follow up letter and action plan from the MP. Initiatives discussed included provision for overnight HGV parking at Park & Ride sites and removing the roundabout and using the space to make a screened lorry parking area. Timescales not clear.  
**ACTION.** Include a note about the visit in the A&H News. A press release was promised. A photo might be available **SB**
  - **Greater Cambridge Partnership (GCP)**
    - Meeting with GCP planned for 22 September. It's not clear how GCP links to planning in Suffolk. Their goal is reducing traffic in Cambridge city centre. 10,000 new dwellings in Haverhill could have a significant impact on traffic volumes and bottlenecks along the A1307.
    - It was agreed there was no need to reply to the consultation on extending the Babraham P&R
    - Some of the actions from the last LAPC meeting need to be followed up. IS sent notes for her actions. Some local PCs are building up fighting funds to oppose to proposed new bus route.
- ACTIONS**
- Draw up an agenda for the meeting with GCP on 22 September. **SB**
  - Invite GAPC to join on 22nd **CLERK**
  - Invite Tony Orgee and Cllr Batchelor from the A1307 LLF to the session. **CLERK**
  - Follow up any remaining actions from the July LAPC meeting **ALL**

## 8. Planning

### 8.1 Planning applications.

No applications received . Amendments to the Bancroft Farm application awaited.

### 8.2. Planning decisions and amendments . 25/27 Cambridge Rd decision pending.

### 8.3 Local Developments

- Abington Woods. There have been complaints about Environmental Health issues and also a new portacabin on Abington Woods which is Local Green Space. Trees have been cut to accommodate it. The district planning team have visited and they will advise. It was noted that the allotment behind Church Close is not being looked after. **SB** has contacted the District Council about the environmental health issues . **SB** to meet manager of Abington Woods.
- Planning Committee Review South Cambs. 15 Sept. **CLERK** to represent LAPC
- Greater Cambridge Local Plan – First Conversation and Call for Sites 16,17,21 or 22 September. LAPC will not be represented
- Monthly update. None received.
- NE Cambridge Consultation. It was agreed that the area needs to be upgraded. The vision was commended but there is little of substance to comment on. Agreed to send a general comment in support noting concerns about traffic. **CLERK /SP**

## 9. Village Environment and Community Engagement

- **Litter Pick.** It was agreed it would not be appropriate to hold a community litter picking event given public health concerns. Residents can borrow kit. They could note where they have picked on the Abington website. Note in A&H News. **SP**
- **Abington & Hildersham News.** The Working Group will meet on 5 October. They are considering sponsorship and advertising to help cover costs . The annual cost will be about £2400.00 for 12 issues. A reader survey would help to ensure it meets residents' needs and expectations. RS suggested major contributors should be asked to contribute to the costs. **SB**
- **Parish Council meeting arrangements.** The Abington Institute sent guidance for users. Any organisations wishing to book must provide their own risk assessment.

NALC is still discouraging physical meetings. Hybrids (Zoom + face:face) are another option. However, the Rule of Six would not allow meetings in person. VVA suggested forward planning for risk reduction might be helpful. LAPC's Zoom subscription is valid until June 2021.

## 10 Finance and Compliance

### 10.1 Asset inspection, asset register.

- A small group walked round the village and updated the asset register.
- RS has cleaned the bus shelters and oiled the parish council's noticeboard locks.
- The fence on the bridge over the ford needs repainting. Two local painters & decorators have been contacted; one would not be interested. Another option is a volunteer working group.

**10.2 Insurance policy.** It was agreed to renew the Hiscox insurance policy This is the last year of a 3-year Long Term Agreement. Add notes to the Statement of Fact and send it with the renewal documents. **CLERK.** It was understood that LAPC has no liabilities for GAPC's e-bike scheme.

**10.3 Street lighting contract.** Invoices are significantly more than expected. The Clerk has queried it but EON's response has been poor/unhelpful. **SB and Clerk** to review contract documents

### 10.4 Finance report and balances

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£23,984.66	£ 8,867.90	£ 15,116.76
Balances at close of meeting	£22,450.29	£ 7,333.53	£ 15,116.76

Note: Bank statement does not include uncleared transactions

**Receipts - Nil**

### Payments

- The Clerk's expenses include the Zoom subscription and two software licenses.
- It was agreed to donate a maximum £100 to the Summer Holiday Youth Club based on receipted expenditure. This would be a one-off donation.

Brookfield contracting - Village Maintenance Sept (SO) VAT £85.00	£	510.00
Mrs G Dalton Clerk salary Sept (SO)	£	294.62
Clerk expenses Q1,Q2	£	326.09
Summer Holiday Youth Club - Donation	£	TBC
Insurance Came & Company	£	403.66
<b>TOTAL</b>	<b>£</b>	<b>1534.37</b>

**10.5 Annual Governance and Accountability Return.** The Certificate of Exemption has been accepted.

**10.6 Parish Council website arrangements.** The options in the paper were considered. The main issue is compliance with the Accessibility Standards and also GDPR. One of the options - wix.com is fully compliant. It was agreed that setting up an independent website was an acceptable approach although there were some concerns about the continuation of *theabingtons* web site if the parish council unsubscribed.

After a long discussion the following actions were agreed.

- An Abingtons Parish Councils website would enable compliance. Discuss separating the parish councils' websites from *theabingtons* with access via a link, like the approach adopted by Hildersham PC, with GAPC. **SB**
- Raise the possibility of the Abington Institute taking responsibility for *theabingtons* website with the Institute Executive Group **RS**
- A&H News Working Group to consider funding *theabingtons* website. **SB**
- *theabingtons.org.uk* should be managed and fit for purpose. Some pages are very out of date. Consider redesign and modernising it and making it easier to navigate.

- Contact details for Hildersham Parish Council (HPC) website designer and ask HPC about management arrangements . **CLERK**
- Publish LAPC Accessibility Statement with contact details by 23 Sept. **CLERK**
- The Clerk had noted updates on GDPR following an important court case. **CLERK**

**11.Meetings/Representation**

**Forthcoming meetings**

- **Greater Cambridge planning workshops**
  - Planning decision making 15 September **CLERK**
  - Local plan 16,17 21,22 September. LAPC will not be represented
- **CAPALC/ACRE Annual Conference 23 October** . Representation to be agreed

**12. To receive minutes from Committees**

- 12.1 Institute Management Committee.** Executive to meet on 15 September.
- 12.2 Abington Recreation Ground Committee.** The meeting was postponed. Minutes from July awaited.
- 12.3 LAPC/GAPC Liaison meeting.** Notes have been received and circulated .

**13. Reports from representatives**

- 13.1 Village maintenance.** LAPC is generally satisfied with Brookfield. They have been asked to cut the PRVs. A 6-month review meeting is due. **RA & CLERK**
- 13.2 Lights, roads & pavements.** Nil
- 13.3 Trees.** One landowner has felled some dead trees on the Millennium Bridge footpath. The other landowner has acknowledged receipt of the letter. The County Council is yet to reply. IS replied to the English Tree Strategy consultation.
- 13.4 Police/Speedwatch.** Speedwatch has recommenced. Input from Great Abington is limited at present.

**14. Correspondence.** Items for information/action to be circulated.

**15. Any other business/Items for next agenda**

- **Action list /carry forward.** Website plans, A&H News
- **Items for Newsletter.** Path on PRV, MP's visit, litter picking

The meeting closed at 21:30

**Next scheduled meetings:  
,Monday 26 October 2020, Monday 23 November 2020.**

**Signed**



Chairman

**Date**

26 October 2020

## Matters arising/meeting action list

September 2020

Meeting date/Topic	Action	By	Update/status
<b>Sept 2018</b>			
Fourwentways	Public Participation: Dangerous parking and litter. Burger King Planning conditions Comfort Café site planning application	VVA/ IS SB	Issues:See previous minutes Lorry Parking Litter Sept AGENDA LHI bid MP visit and follow up
Village environment	Pavements and road surfaces - poor condition, hazardous General environment conditions	<b>ALL</b>  <b>CL'K</b>	Issue see previous notes June 2020- footpath surfaces JULY 2020 CCC contacted re road planings-Snicket. ask ROW Officer to advise re Millenium path <b>Sept NO RESPONSE</b>
<b>May 2019</b>			
Litter	Mapping hot spots and problem areas. SCDC enforcement action FWW	SCDC JB/HB	<b>Sept 2020</b> ongoing issue.at FWays Litter picking kit to be available on loan
Street faults	Several street faults still outstanding Speedwatch signs ordered Dec 2017 – still awaited.	CCC/p olice SP	March 2019 SW sign chased. Sept 2020. Chase police then CLOSE LACK OF PROGRESS
<b>June 2019</b>			
Interactive speed sign/Speeding	Downloading census data	PB/ CL'K	Sept 2019 Agreed monthly download. April 2020 data downloaded – more speeding during lockdown June 2020 speed limit village centre - GAPC LHI July 2020 Speedwatch recommenced with precautions. <b>Sept</b> SWARCO contacted about clock in Interactive sign
<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 Problems continue April 2020 residents contacted new TWI CEO June 2020. Residents in touch with TWI team. July Ongoing Sept2020 Recent mods not successful.
<b>Sept 2019</b>			
Street lighting	SCDC street light bulb upgrade	Clerk	Replacements scheduled Nov/Dec
<b>OCTOBER 2019</b>			
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 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	SB  CL'K  Various actions CL'K	Feb2020 Liaison Group agreed LAPC should lead this work. MARCH 2020 JUNE2020 Edit LAPC pages, confirm who has editing access, progress compliance with accessibility standards. Assess traffic on website. Look for local experts SEPT 2020 actions agreed See minutes Publish Accessibility statement
<b>JANUARY 2020</b>			
SCDC planning decision making	Reply to concerns about changes in protocol on delegated decision making	JB/HB  CL'K	Feb 2020 SCDC to keep Parish Council informed May 2020 . Review in progress Workshop September 2020

<b>MARCH 2020</b>			
Archiving	Bind volumes and send minutes to county archive identify storage space		Abington institute or Abington Hall Sept 2020 no reply re Abington Hall. Agreed use Abington Institute loft space.
<b>MAY 2020</b>			
S106	Refurbishing Abington Institute- information requested		Await update on installation of screen in meeting room
<b>JUNE 2020</b>			
Trees	Dead trees Millennium path	RS /CL'K	July 2020 Identify landowner(s), seek CCC advice Sept 2020. Landowners contacted. No reply from CCC
Coronavirus/Love Abington	Keep LAPC informed of long/medium term plans Information/guidance on standards	SB/IS LAPC	JULY2020. Love Abington. <b>CLOSE</b> Agree choice of poster or alternatives- Sept 2020 Await new posters
<b>JULY 2020</b>			
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	SEPT Agenda See minutes and actions  Meeting with GCP 22 September
A&H News	LAPC to remain engaged in decision making	SB	SB on working group Sept 2020 Readers survey, Sponsorship and advertising income
Assets	Asst inspection and update register	CLER K/SB	Complete. <b>CLOSE</b>
<b>SEPTEMBER 2020</b>			
Maintenance contract	Six month review	RA/ CL'K	
Street lighting contract	To review	SB/ CL'K	
Assets	Fence at Ford. Repainting	CL'K	