

LITTLE ABINGTON PARISH COUNCIL

Minutes of the meeting of Little Abington Parish Council held by videoconference on Monday 25 January 2021 at 7.15 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 joined at 7:25pm), Mrs Dalton (Clerk).

In attendance. Cllrs Henry Batchelor (HB) and John Batchelor (JB). One member of the public

1. Apologies for absence. None.

2. Minutes of last meetings.

The minutes of the Parish Council meeting held on 23 November 2020 and the Planning meeting held on 9 December 2020 were agreed.

The Chairman agreed to change the agenda order to take public participation and planning first.

5. Public Participation

Planning application 20/04343/HFUL. 30A Church Lane.

The member of the public explained his concerns about this planning application. The key points were the size and location of the extension closer to the boundary of his property and bigger than the existing conservatory, overlooking, loss of privacy, materials and loss of light. Rerouting of drains and relocating a manhole could affect drainage from his property. There were queries about the nature of the business being run from the site and potential for noise and disturbance, visitors, additional traffic and parking. The Clerk advised that any covenants and conditions related to the original sale of the plot were legal, rather than planning matters.

6. Planning

6.1 Planning applications

- **20/04343/HFUL. 30A Church Lane.** Single storey front extension
The Parish Council agreed to object to the application noting amendments since it was discussed in November. The high wall and the car port on the previous application had been removed. It was not clear if there would be a fence or hedging. Issues were choice of material, size of the new extension, loss of light and loss of privacy and concerns about rerouting drains. Potential disturbance and noise, parking and traffic related to business activities .
- **20/04982/HFUL. 15 Bourn Bridge Rd.** First floor rear extension & single storey side extension with internal alterations. LAPC was not aware of any neighbour comments and supported the application without any comments.
- **S/3921/19/FL. Bancroft Farm, Church Lane.** Erection of 6 dwellings, change of use & conversion of 2 agricultural barns to office space. RS noted some additions to the planning website. The application would be discussed at the SCDC Planning Committee meeting on 10 February. **SB** would represent LAPC. The officer's report had not been published. **CLERK** to share draft statement prepared for the committee meeting.

6.2 Planning decisions

- **20/04649/HFUL 15 West Field** – Extension to replace conservatory. Agreed by SCDC.

6.3 Local developments & consultations

- **Tree works** - SCDC's new protocol for applications was noted.
- **Uttlesford Local Plan.** Two more chapters have been released - Transport Infrastructure and call for sites. Consultation ends in April.
- **SCDC internal review of decision making and engagement.** Noted.

- **Sunnica Energy Farm** - Statutory consultation. RS noted a Burwell community energy scheme was proposed. LAPC did not wish to reply.

The public participant left the meeting at 7:50pm.

6. 3. Matters arising.

The action list was reviewed and updated. (See appendix):

- **TWI noise nuisance.** The Clerk read an update from Westfield residents about progress towards resolving this. LAPC welcomed the update and positive progress since these issues arose in 2016.
- **Thanks to residents who continue pick up litter.** 10 bags full were picked up in Pampisford Road in Great Abington in December. SCDC collected them.

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

7. 7. Report from Cllrs John and Henry Batchelor

The content of the report was noted.

County Council

- **Greater Cambridge Partnership (A1307)** There is a new rep for this patch. Meetings - 20 and 26 January.
- **Highways and Rights of Way.** Queries should be sent to the local manager. A new Highways Officer will be appointed very soon.
- **LHI panel.** Meeting dates have been announced.

District Council

- **Planning review.** A working party has been set up. Progress is being made. JB is a member.
- **COVID 19.** Incidence in South Cambs has risen 10-fold since Christmas putting enormous strain on local NHS facilities. Local vaccination programmes have started. The regional hub is in Stevenage; the Granta Primary Care Network is using Sawston.

Cllrs Batchelor left the meeting at 20.35 pm.

8. 8. Highways and traffic

- **Local Highways Improvement application.** LAPC's slot is on 17 February. IS would be available. A written summary is required. **VVA & IS**
- **Speeding complaints.** There have been complaints about speeding on Bourn Bridge Road. Solutions to remind drivers of speed limits were considered. Contact the resident who has complained. Check legality/liability of use of Speedwatch equipment for monitoring with the Police Speedwatch coordinator. **SP**

9. Village Environment/Community Engagement

- **Connecting Cambridgeshire.** Improving Broadband - Gigabit Voucher Scheme. The Clerk updated the Parish Council on publicity. LAPC (**CLERK**) is collating responses. A plan and further information is required. **GAPC/LAPC**
- **Abingtons Directory.** LAPC agreed to donate a maximum of £180 towards the cost of printing a copy for each household. The budget will need to be identified. Timing was not clear. RS confirmed GDPR has been covered and the team will be responsible for maintaining up to date records. He confirmed it will be updated on line. Confirm budget and which financial year for the expenditure. **CLERK**
- **Coronavirus Response –**
 - Prescription collection sessions are running from the Abington Institute again. Help for the shop when protocols return to normal was discussed.
 - Love Abington Street Coordinators have contacted residents.
 - Two training places are available for the Parish Council on Mental Health. Love Abington has one or two applicants. Advise Clerk if a place is required. **ALL**

- **Bourn Bridge Road Protected Verges.** Damage continues. The “track” is getting wider. People are walking on both sides.
 - Professional advice. A rep from the County Ecology Team will visit on 28 January. The Clerk and a Naturewatch rep will attend.
 - Signage Algar quoted £55.00 each for signs. **RS** agreed to make some temporary signs. VVA suggested installing “*Pedestrians in Road*” signs. **CLERK** to ask Highways.
 - The route of the proposed cycleway on Bourn Bridge Road was discussed. **Reps agreed to raise it at the GCP meeting on 26 January.**

10. Finance and Compliance

10.1 2020-21 Q3 finance report and balances. The Q3 report was noted. There were some variances against the budget plan. The Clerk’s hours are still higher than planned. A recent invoice for street lighting looked sensible but there were still some queries. HMRC had not replied regarding a rebate on the Climate Change Levy.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 25,908.57	£ 10,791.81	£ 15,116.76
Balances at close of meeting	£ 24,823.98	£ 9,707.22	£ 15,116.76

Note: Bank statement does not include uncleared transactions

10.2 2021-22 Budget Plan and precept. The precept request for £18930 was acknowledged. It would be an increase of 3.06% for a band D property.

10.3 Clerk’s Pay. New national pay scales wef Apr 2020 have been announced. The Clerk’s salary has risen to £12.20 per hour (£4407.48 per annum). Back pay is due. The monthly standing order will be £301.78 after tax. The increase was agreed.

10.4 Receipts

Invoices raised. SCDC £250 for cutting SCDC owned verges in Church Close and Church Lane. GAPC £ 45 for ford maintenance.

2020-21 Contribution towards Millennium Footpath Maintenance	£ 60.00
TOTAL	£ 60.00

10.5 Payments To discuss and agree the following payments.

Brookfield contracting Village Maintenance Jan 2021 (SO) VAT £85.00	£ 510.00
Mrs G Dalton Clerk salary Jan 2021 (SO)	£ 294.62
Mrs G Dalton Clerk Pay adjustment wef April 2020 - 10 months	£ 78.50
EON Streetlighting Jan 2021	£ 131.47
Mrs V Silvey -A&H News Nov & Dec 2020	£ 130.00
TOTAL	£1144.59

10.6 Parish councils’ website.

- A joint website would require agreement on ownership, responsibility and liability for content and statutory requirements e.g. GDPR and Accessibility Standards. This is the main concern with the current arrangement for the Abingtons website.
- It was agreed two parish council websites was a better solution offering clarity on responsibilities and liabilities for content. The LAPC Clerk is currently responsible for the LAPC pages. LAPC will need to agree future arrangements. In Great Abington a Parish Councillor manages the GAPC page(s).
- IS showed some sample pages using WIX templates. There are various cost options which will need to be agreed and included in the budget. **IS** to summarise ahead of the next GAPC/LAPC Liaison meeting.

10.7 Standing Orders. NALC updated their template in August 2020. LAPC usually reviews and updates policies in May. Two sections had been amended - tendering and quotations for large contracts and some wording in the Data Protection section. This was not likely to impact on LAPC. Agreed to include in annual review. **CLERK**

11. Meetings /representation

- SCDC - COVID-19 Response. Notes from the session on 14 January were noted.

Upcoming meetings

- **GAPC/LAPC Liaison meeting 10 February.** SB, RS and RA will attend. Agenda items were agreed. **SB**
- **Greater Cambridge Partnership A1307.** 20 & 26 January. LAPC will be represented on 26 January. PB and SB attended on 20 January.
- **LAPC 2021-22 meeting schedule.** Dates were noted. It is not clear when face to face meetings can recommence. The legislation is in place until 7 May 2021.

12. To receive minutes from committees

12.1 Institute Management Committee. January minutes received.

12.2 Recreation Ground Committee meetings. Sept & Oct minutes received. PB reported the first stage of the grant application for a (cycle) Pump Track was successful. The project group was preparing a full application to send in February. A planning application has been submitted. The group is seeking public engagement and support. Abington Woods and local youth groups were suggested. GAPC's S106 funding for this scheme should arrive soon.

13. To receive reports from representatives.**13.1 Village maintenance.**

- Lockdown has prevented a 6-month contract review meeting (c/f Spring).
- There was some concern about the condition of the Millennium Path. The Clerk had asked CCC for advice. They did not reply. The path is very muddy. It is slippery in wet and icy conditions. Breedon Gravel was laid in 2014.
- The path over the footbridge needs to be cleaned up.
- IS remarked on leaves building up on the verges in Church Lane.

13.2. Lights, roads and pavements

- Street light upgrades are progressing slowly. It was a surprise that new street lights were being installed. It was understood that SCDC would only replace bulbs. There are two columns in some places. It would have been an opportunity to rationalise street lighting in some places and to reduce electricity costs.
- A complaint about lack of lighting at the bus stop on Cambridge Road towards Linton was noted. The County Council replied but did not offer any solutions. LAPC would need to cover all the costs if a new light is required. SCDC did not reply. The Clerk was not aware of any other complaints about this location.

13.3. Trees. Nil

13.4 Police/Speedwatch. Discussed under agenda item 8.

14. Correspondence. Items for information and action have been circulated. There has been some correspondence on reopening the Haverhill to Cambridge railway.

15. Any Other Business/Items for next agenda

LAPC donated the old Toshiba laptop to the Cambridgeshire scheme for schools.

- Items for village newsletter. Planning, consultations, pump track application.

9. The meeting closed at 21:50

Next scheduled meetings: Monday 22 February 2021, Monday 22 March 2021

Signed



Chairman

Date

22 February 2021

Matters arising/meeting action list

January 2021

Meeting date/Topic	Action	By	Update/status
Sept 2018			
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 LHI bid Panel meeting 17 Feb Ongoing : MP visit follow up
Village environment	Pavements and road surfaces - poor condition, hazardous General environment conditions	ALL CL'K	JULY 2020 CCC contacted re road planings-Snicket. ask ROW Officer to advise re Millennium path. C/F Spring
May 2019			
Litter	Mapping hot spots and problem areas. SCDC enforcement action FWW	SCDC JB/HB	Sept 2020 ongoing issue at FWWays. Oct. FFWays no improvements +resident reported a rat Litter picking kits available via Clerk- Ongoing
Street faults	Several street faults still outstanding	CCC/	NOV List of faults reported. Links included in A&H News and website for residents to use Ongoing.
June 2019			
Interactive speed sign/Speeding	Downloading census data	PB SP	<ul style="list-style-type: none"> April 2020 data downloaded – more speeding during lockdown June 2020 speed limit village centre -GAPC LHI Sept SWARCO contacted about clock in Interactive sign DOWNLOAD c/f Spring Speed in BBRd during Lockdown. Contact resident 7 Police rep
July 2019			
Granta Park noise nuisance	See Public participation. Noise continues.	SB	March 2020 Problems continue. April 2020 residents contacted new TWI CEO June 2020. Residents in touch with TWI team. Sept2020 Recent mods not successful. OCT 2020 TWI working with residents Jan 2021 Residents updated LAPC on progress
Sept 2019			
Street lighting	SCDC street light bulb upgrade	Clerk	Replacements scheduled Nov/Dec Jan wip
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 on risk list- 27 Cambridge Rd. Feb2020 tree still dangling precariously but not on cable ICC Feb 2020. Trees are growing into cables - UK Power Networks
MARCH 2020			
Archiving .Document management	Identify storage space		Agreed use Abington Institute loft space Cataloguing required. Wip rationalising
MAY 2020			
S106	Refurbishing Abington Institute-information requested		c/f Await update on installation of screen in meeting room
JUNE 2020			
Trees	Dead trees Millennium path	RS /CL'K	July 2020 Identify landowner(s), seek CCC advice Sept 2020. Landowners contacted. OCT some trees felled. CCC No reply.

			Jan 2021 C/F CCC no reply
Coronavirus response/community support /Love Abington	Love Ab to inform LAPC of long/medium term plans Information/guidance on COVID-19	SB/IS LAPC	Ongoing
JULY 2020			
GCP/A1307 LLF	Contact Babraham, Shelford & Stapleford PCs Ongoing		No further contact from Babraham/other PCs Jan GCP meetings 20 &26 Jan
A&H News	LAPC to remain engaged in decision making	SB	SB on working group Sept 2020 suggested Readers survey, Sponsorship and advertising income OCT Biomed Realty to fund in 2021. Jan 2021 Liaison Group to consider long term arrangements c/f June
SEPTEMBER 2020			
Maintenance contract	Six-month review meeting	RA/ CL'K	c/f Jan unable to progress in lockdown. No issues meeting c/f April
Street lighting contract	To review	CL'K	EON data disputed . UKPN contacted Jan Credit note issued. Invoicing now correct. Disputed balance to be confirmed. CCL rebate looks unlikely
Assets	Fence at Ford. Repainting /renovating	CL'K	Maintenance. Defer until Spring 2021
November 2020			
PRVs	Concerns about damage caused by pedestrians Pedestrians in Rd Signs	N'wch LAPC CL'K	Notices and item in A&H News Notices erected . Site meeting 28 Jan Contact Highways
Buddy Bench	Install notice and photo for A&H news	IS	Concerns about use during Lockdown
SCDC Planning Committee	Representation on 13 January	SB	SCDC planning committee 10 Feb
Speedwatch	Hand over to new coordinator	SP	No activity during lockdown
JANUARY 2021			
Connecting Cambridgeshire	Gigabyte voucher Scheme	?	Joint working with GAPC. Plan & lead required
Abingtons directory	Confirm budget and year	CLERK	
Website/ information governance	Set up LAPC website	IS	Jan 2021- Agreed each LAPC would its have own website
Standing Orders	Note change to model document	Clerk	c/f May 2021