

LITTLE ABINGTON PARISH COUNCIL

DRAFT Minutes of the meeting of Little Abington Parish Council held by videoconference on Monday 22 March 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), Mrs Dalton (Clerk).

In attendance. Cllrs Henry Batchelor (HB) and John Batchelor (JB). There was no public representation.

1. **Apologies for absence.** None.

2. **Minutes of last meeting.**

The minutes of the Parish Council meeting held on 22 February 2021 were agreed.

3. **Matters arising.**

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

- Litter. A resident has complained to Environment Health about litter and unhygienic conditions at Fourwentways.
- Rural Community Energy Fund. No reply to request about solar powered lighting for bus stops. **PB** suggested applying to applying for a grant through the scheme possibly for Great and Little Abington. **CLERK** to obtain further information.
- Speedwatch. No response from resident who had complained. Yet to contact the police. It was assumed monitoring could recommence on 29 March. Police guidance was awaited. **SP** to hand over to new local Speedwatch Co-ordinator.
- Planning. Informal meeting with Cheffins about updated proposals for Bancroft Farm. 7 April was the preferred date.

4. **Members' declarations of interests for items on the agenda.** A planning application for the Clerk's house was on the agenda.

5. **Public Participation.** None.

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

The content of the report was noted.

Cambridgeshire County Council

- A new Highways Officer has been appointed. The Clerk has his contact details.
- Elections will take place on 6 May as planned. Postal voting is an option.

Discussion points

- Quiet Lanes. HB did not know if CCC used this legislation. He would check. It was difficult to enforce. He was aware it had not been successful elsewhere. **HB**

South Cambs District Council

- COVID-19 incidence in South Cambs has fallen to 25/100,000. Local hospital capacity is still stretched.
- Local Plan. SCDC already meets the current 5-year land supply requirements. The next key stage for the new Local Plan is shortlisting potential development sites from the call for sites. Approx. 9000 new homes will be required in addition to the current local plan. Public consultation is expected late summer/autumn. There has been press coverage on possible large development in South Cambs.
- Uttlesford Local Plan consultation. JB suggested a general response to themes and concepts that are likely to have local impact would be adequate.

Cllrs Batchelor left the meeting at 19:51 pm.

7. Planning

The Clerk left the meeting at 19:51

7.1 Planning applications.

21/00718/HFUL 27 West Field. Reconfigure entrance screen glazing/brickwork, renew entrance canopy with oak framework. Replace garage door. LAPC recommended approval.

The Clerk returned at 19:56

7.2 Planning decisions

- **20/04343/HFUL. 30A Church Lane.** Single storey front extension. A non-material amendment was noted. .

7.2 Local developments & consultations

- **Greater Cambridge Local Plan** call for sites. LAPC submitted its response on time. Next steps - see agenda item 6.
- **Uttlesford Local Plan.** Consultation closes at 5pm on 21 April. LAPC wished to be kept informed. It would reply on general principles including impact on traffic - A11/M11, water supply/aquifer, environment/biodiversity, infrastructure - assurance that public service agencies in Cambridgeshire would be engaged in planning. VAA to a draft a response with input from others. **VVA/ALL**

8. Highways and traffic

- **Bourn Bridge Road.**
 - PRVs. Conditions are improving and fewer people are walking there. Agreed to maintain the "temporary" verge signage for the time being. **RS**
 - School users might need to be reminded about parking and not picking flowers.
 - No reply from CCC about "Pedestrians in Road" signs. **CLERK**
 - Quiet Lanes. see Agenda item 6.
- **Local Highways Improvement application Fourwentways.** Little Abington and Great Abington Parish Councils' bids had scored below the threshold. Feedback would be welcome. Thanks to VVA and IS for their hard work in pulling this together. Urgent repairs are required on the dangerous pavement at Burger King.
- **Proposed cycleway through Little Abington.** Surveyors seen in Bourn Bridge Road and Church Lane had confirmed they were working on behalf of GCP. Apparently, it was proving difficult because the road is narrow. Ownership of verges in Church Lane needs to be clarified. GACP is organising a meeting. Parish Councillors to be invited. **SB**

9. Village Environment/Community Engagement

- Connecting Cambridgeshire - Improving Broadband - There was a good response to the flier in the Abington Directory and publicity via Love Abington. It was proving difficult to contact BT/OpenReach.
- Public Footpaths
 - Diverting Public Rights of Way (PROWs) - RS and RA met the PROW Officer. The legal procedure for diverting PROWs was clarified. It would be a lengthy process. The landowner would need to consult locally, offer a visually acceptable alternative and carry out any works before a new route could be permitted. The County Council is the decision-making authority. There was some debate about boundary fencing.
 - Cycling on Millennium path. Cycling is not allowed on public footpaths. Signage is needed on the path and on the Recreation Ground/playing fields. **RS/PB.**
- Coronavirus -
 - Local indicators See agenda item 6. SCDC has produced an infographic of the milestones on the "Roadmap".
 - Community support. The foodbank is still being used. The prescription team is supporting the shop.

- Love Abington- Street Coordinators are still available to offer support if asked. The Forget-Me-Not Club continues to support its members. It was understood there was still a need for the Foodbank.
- Abington Woods –A Parish Councillor had visited the site. It was clear improvements are in progress. There were some queries about the use of the Local Green Space and planning requirements.

ACTIONS

- Planning guidance. RS
- Local Green Space policies. CLERK
- Invitation to the Annual Meeting to update on plans and progress. SB

10. Finance and Compliance**10.1 Finance report and balances**

The projected year end summary was noted. SCDC had not paid the £250 grant for verge cutting There were some variances against the budget plan mainly due to actions taken during the pandemic. The Clerk's hours were higher than planned.

Balances

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 24,785.23	£ 9,647.22	£ 15,138.01
Balances at close of meeting	£ 21,256.27	£ 6118.26	£ 15,138.01

Note: Bank statement does not include uncleared transactions

10.2 Receipts. Nil**10.3 Payments**

- Abington Directory. It was agreed to pay £169.20 - 40%of the cost. This was less than the £180 maximum amount agreed.
- Q4 HMRC PAYE. It was agreed to pay £244.20. Payment would be due in April.
- It was agreed to pay all items on the agenda.

Donation Parish Nurse programme. Paid February 2021	£ 833.00
Brookfield Contracting Village Maintenance March 2021(SO) VAT £85.00	£ 510.00
Mrs G Dalton Clerk salary March 2021 (SO)	£ 301.78
EON Streetlighting February 2021 VAT £5.66	£ 118.76
Mrs G Dalton Clerk expenses Q3,Q4	£ 130.76
TOTAL	£1894.30

10.4 2020-21 Year end and audit arrangements

It was agreed to appoint Mr Gutteridge as Internal Auditor. National advice on arrangements for the Annual Audit and Governance Return were awaited. **CLERK** to carry out asset inspection and update risk register. Meeting of the Compliance Working Group to be arranged.

10.5 Parish councils' website update

IS gave an update on progress. Design work will commence after Easter.

11.Meetings /representation

- Cambridgeshire Local 3 March. Notes were circulated.
- SCDC COVID update 15 March .Notes and video link had been circulated. Key points: support for "reopening", arrangements for endemic rather than pandemic conditions.

Upcoming meetings.

- Annual Parish Meeting (APM) and Annual Report. The APM will be on 26 April. Contributors to the Annual Report were agreed. **CLERK** to ask for a report from the Parish Nurse Management Committee.
- Parish Council meeting arrangements after 7 May 2021. The legislation to allow remote meetings lapses on 6 May although the "Roadmap" would not seem to

allow indoor meetings of more than 6 people to take place. LAPC agreed to write to the MP asking him to lobby for an extension or to allow hybrid meetings.

CLERK.

- Check what conditions would apply for use of the Abington Institute. **RS**

12. To receive minutes from committees

12.1 Institute Management Committee. Next meeting 23 March.

12.2 Recreation Ground Committee meetings. Met in February. Pump Track planning and grant applications are progressing. It was proving hard to stop people using the areas closed under COVID regulations.

13. To receive reports from representatives.

13.1. Village maintenance. Brookfield are due before Easter. The PRVs are not ready for cutting. Ford bridge repair and repaint. Carried forward until Spring.

13.2. Lights, roads and pavements. A resident was concerned about a telegraph pole in the High Street that is leaning towards the cottages. The base looks rotten. Advice from SCDC is that it is safe. **CLERK** to add to risk register to ensure monitoring. **CLERK** to contact SCDC about long standing street sign faults.

CLERK/ALL to raise concerns about damage to the pavement outside Burger King.

13.3. Trees. Dead tree on Millennium Bridge Path. The PROW Officer did not think it was high risk for the County Council. Add to risk register. **CLERK.**

13.4. Police/Speedwatch. See matters arising.

13.5. Health & Wellbeing. The new Parish Nurse is in post. She is beginning to contact local agencies and patients.

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

15. Any Other Business/Items for next agenda

- Carry Forward. Meeting arrangements.
- Items for village newsletter. Cycling on footpaths and Recreation Ground. Litter picking arrangements.

The meeting closed at 21:30

Next scheduled meetings:

Monday 26 April 2021 Annual Parish Meeting. To be confirmed

Monday 24 May 2021. Annual Meeting of the Parish Council. To be confirmed

Signed

Date

26 April 2021

Chairman

Matters arising/meeting action list

March 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 Decision awaited. Unsuccessful. CLOSE 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	Litter ongoing issue at FWWays. Litter picking kits available via Clerk March 2021 resident complaint to EH
Street faults	Several street faults still outstanding	CCC	March 2021 Street names Church Lane, High St Telegraph pole High Street.
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 DOWNLOAD c/f Spring Speed in BBRd during Lockdown. CLOSED
July 2019			
Granta Park noise nuisance	See Public participation. Noise continues.	SB	OCT 2020 TWI working with residents Jan 2021 Residents updated LAPC on progress Communication between TWI & residents continues
OCTOBER 2019			
Trees	Condition of trees & hedges on Cambridge Rd Ivan Clarks Corner (ICC)	Clerk UKPN	1 on risk list- 27 Cambridge Rd. 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 RS/RA	July 2020 Identify landowner Sept 2020. Landowners contacted.- some trees felled. CCC Not high risk: Add to risk register
Coronavirus response/community support /Love Abington	Love Ab: long/medium term plans Information/guidance on COVID-19	SB	Ongoing
JULY 2020			
GCP/A1307 LLF	Contact Babraham, Shelford & Stapleford PCs Ongoing	SB/IS	No further contact from Babraham/other PCs GAPC,LAPC Chairs/vice chairs to meet GCP re cycle route
A&H News	LAPC to remain engaged in decision making	SB	Jan 2021 Liaison Group to consider long term arrangements c/f June
SEPTEMBER 2020			

Maintenance contract	Six-month review meeting	RA/CL CL'K	No issues Meet in April
Assets	Fence at Ford. Repainting /renovating	CL'K	Maintenance. Defer until Spring 2021
November 2020			
PRVs	Concerns about damage caused by pedestrians. Road safety	LAPC CL'K	Notices and item in A&H News. Site meeting 28 Jan. Chase up Pedestrians in Rd signs
Buddy Bench	Install notice and photo for A&H news	IS	Removed for time being
Speedwatch	Hand over to new coordinator	SP	Expecting to start soon
JANUARY 2021			
Connecting Cambridgeshire	Gigabyte voucher Scheme	RS	Joint working with GAPC 80+ replies. In touch with Open Reach
Website/ information governance	Set up LAPC website	IS	wip
Standing Orders	Note change to model document	Clerk	c/f May 2021
FEBRUARY 2021			
Abington Woods	Visit, invitation. Follow up	SB/RS	Annual Parish Meeting
Coronavirus dashboard	Weekly updates	SP/PB	
Rural Energy Fund	Lighting for bus stops	CLRK	March- Details for grant application
March 2021			
QUIET LANES	CCC view?	HB	
Uttlesford LocalPlan	Response due by 21 April	VVA/ ALL	
Face to Face Meetings	Contact MP	CLRK	
Abington Woods	APM item -update and plans Green space /planning policies	SB RS/CLK	invitation
Cycling on footpaths	Signage	RS/PB	
Year end	Audit, CWG, Assets & risks	CLRK	
Annual report	Contributions to Clerk	ALL	