

## LITTLE ABINGTON PARISH COUNCIL

### Minutes of the Annual Meeting of Little Abington Parish Council held in the Abington Institute, Great Abington on Monday 24 May 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.** Cllr Henry Batchelor, Cllr John Batchelor. (via Zoom). There were no members of the public present in person or via Zoom.

#### 3. Apologies for absence. None.

Due to technical difficulties the Chairman agreed to change the agenda order to allow Cllrs Batchelor to address the meeting first.

#### 8. Report from local councillors Cllr John Batchelor, Cllr Henry Batchelor .

The contents of the report were noted.

##### Cambridgeshire County Council

- Following the elections there is no party in overall control. There will be a joint administration. Service reviews are already underway. Highways is one of the first.
- The election turn out in the Linton division was 49% - one of the highest in South Cambridgeshire.
- The new Mayor of the Cambridgeshire & Peterborough Combined Authority is Dr Nik Johnson. Details of his plans and policies are awaited. He does not support the CAM Metro. This raises some queries about plans for the transport route between Cambridge and Haverhill.
- There have been concerns about bus capacity. One of the Mayor's first actions was to reinstate the Milton Park & Ride service which meant reassigning some buses from the 13 route.

##### South Cambridgeshire District Council

- SCDC is now meeting in person at great expense due to the need to hire suitable facilities.
- A1307 - JB asked LAPC to clarify its position on the Linton Greenway plans before the next A1307 LLF meeting. **IS/CLERK** to send LAPC's letter to HB and JB.
- Covid-19 rates in South Cambridgeshire are low. An increase in rates in Bedford is causing some concern.

##### Discussion:

- Would the Mayor's transport policy impact on Greater Cambridge Partnership's (GCP) plans for a Park & Ride near Babraham? There is no alignment between the GCP, the Combined Authority and other local authorities. It is assumed GCP's strategy for SE Cambridge (A1307) including park & ride provision would continue.
- The chair congratulated Henry Batchelor on his re-election.

Cllrs John and Henry Batchelor left the meeting at 7.35 pm.

#### 1. Election of Chairman

VVA proposed Mrs Bolden and RS seconded. SB was elected unanimously.

#### 2. Parish Council membership

- Acceptance of office. Mrs Bolden accepted office.
- Register of interests. The Clerk reminded Parish Councillors to review and, if necessary, update the register of interests.

#### 4. Minutes of the last meeting.

The draft minutes of the Parish Council meeting held on 26 April 2021 were discussed. Several changes were requested.

**CLERK**

**5. Matters arising.**

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

- The 50mph sign near Granta Park is still facing in the wrong direction. It has taken some time to establish the agency that is responsible for that section of road. **PB**
- Pavement damage near Burger King needs to be reported. **IS**
- Pavement damage 41 Cambridge Rd. Reported in February. No action taken. **CLK**
- Quiet Lanes, Bourn Bridge Road. LAPC is not aware of any progress. **HB**
- Asset of Community Value, Sluice Wood. SCDC acknowledged receipt of the application. The landowner has been informed. SB replied to the Perse School.

**6. Members' declarations of interests.** None**7. Public Participation.** None.**9. Planning****9.1.Planning applications**

- **21/01751/FUL.** 44 High Street, Little Abington. Change of use from office space to residential use, minor alterations and changes to internal layout. LAPC was not aware of any neighbour comments. It had no objections to the application.

**9.2 Planning decisions.**

- **21/00718/HFUL.** 27 West Field, Little Abington. SCDC approved.

**9.3.Local developments & consultations**

- Feedback from the SCDC Patch Planning meeting held in February was noted. VVA asked for more information about the powers of, and mechanism for, parish councils to enforce the Clean Neighbourhoods and Environment Act 2005. **CLERK**

**10. Finance and Compliance****10.1 Receipts**

VAT refund October 2020-March 2021	£ 616.17
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**10.2 Payments**

All payments on the agenda were agreed.

Mrs G Dalton Clerk (SO) May		£ 301.78
Brookfield contracting - maintenance May (SO)	VAT £85.00	£ 510.00
CAPALC annual membership +GDPR Scheme		£ 316.76
Abington Recreation Ground Committee - 50% of annual grant		£ 1378.00
EON Streetlighting	VAT £6.06	£ 127.23
<b>Total</b>		<b>£ 2633.77</b>

**10.3. Payment decisions**

- Streetlighting. It was agreed to pay EON by monthly direct debit. **CLERK**
- Renewal of Zoom subscription. Now that physical meetings have been reinstated it was agreed to allow the subscription to lapse. **CLERK.** If required, parish councillors can use the free of charge option for meetings up to 40 minutes long.

**10.4 Finance report: Balances year-to-date.**

	<b>TOTAL</b>	<b>Current</b>	<b>Cambridgeshire Building Society</b>
Opening per bank statement 1/5/2021	£ 30,370.08	£ 15,232.07	£ 15,138.01
Balances at close of meeting	£ 27,736.31	£ 12,598.30	£ 15,138.01

Note: Bank statement does not include uncleared transactions

**10.5 Feedback from Compliance Working Group.** Recommendations and suggestions were noted. All the recommendations were agreed noting in particular some guidance on GDPR compliance would be useful; document archiving and storage needs to be resolved and a plan for appointing a new clerk needs urgent attention.

**10.6 General Power of Competence.** The Clerk confirmed that LAPC still meets the requirements (qualified and trained clerk, 2/3 of councillors elected at last election). It was agreed to continue to use this power.

**10.7 Website update.** Work is progressing.

**IS**

#### **11 Highways and traffic/village environment/community engagement**

- **20 mph speed limit : 20's Plenty for Cambridgeshire.** LAPC supported 20's Plenty for Cambridgeshire's aim for 20mph limits for the Abingtons and across Cambridgeshire's urban and village settlements. The process for agreeing where a 20mph limit should be monitored were discussed. **PB**
- **A1307 - GAPC/LAPC meeting with Greater Cambridge Partnership.** 19 May. IS and SB represented LAPC. IS had sent some notes and drafted a letter for approval. The route of the Linton Greenway cycleway through the Abingtons needs to be determined. A safe crossing at Hildersham is key to completing the route and there was some frustration about lack of progress and low prioritisation.

#### **12. Election of vice chairman.**

Isobel Smith was nominated This was unanimously agreed.

#### **13. Parish Council Committees/working groups, terms of reference and membership**

- **Planning Committee** -Terms of reference agreed. Membership: All parish councillors. Chair SP
- **Compliance Working Group**- Terms of reference agreed. Membership: IS (Chair), VVA, RA, Clerk
- **Abington Recreation Ground Committee (joint Committee)** . The committee will review the Terms of Reference at its next meeting. Representatives PB, RA, RS

#### **14. Non-Parish council committees**

- **Institute Management Committee.** RS
- **A1307 Local Liaison Forum.** Two representatives depending on availability.
- **A1307 Parishes Forum.** Chair or vice chair
- **GAPC /LAPC Liaison Group.** Chair, vice chair and one parish councillor

#### **15 .Councillors' responsibilities**

- **Village Maintenance** . RA/Clerk (Contractual matters)
- **Trees.** IS/RS
- **Lights, roads, pavements, paths.** RS/VVA/Clerk
- **Police,** SP
- **Web site** - design IS, LAPC updates Clerk.
- **Communication.** SP
- **Health & wellbeing.** Clerk

#### **16. Review of policies.**

The advice and recommendations from the Compliance Working Group were considered.

- **The Standing Orders** were updated noting new limits for large contracts. It was agreed to append NALC LTN 87 to the LAPC policy. CAPALC had not replied to CWG's query about the impact of Brexit on the requirement to follow EU guidance.
- **Financial Regulations.** It was agreed to increase the lower level for quotations from £250 to £500. Smaller items would not necessarily require competitive quotes although assuring value for money is important.
- **Risk management policy.** The policy was updated noting the need for awareness of the Code of Conduct. CAPALC offers training. The insurance policy wording refers to evidence of risk management.

Other policies

- **Complaints.** Noted
- **Media.** The use of social media was briefly discussed. With the exception of messages posted on the website LAPC does not use social media.
- **Public Engagement.** Noted without any changes.
- **Allowances.** 20p per mile for driving outside LAPC boundary or reimbursement of fares. It was agreed this is still appropriate.

#### 17. Risk management

- **The asset register** needs to be updated before the insurance policy is renewed. The village walk round would be arranged as soon as possible. **CLERK**
- **Risk register update.** CWG had reviewed the risk register. It has been circulated for LAPC to consider and agree.
- **Insurance policy.** The long-term agreement with Came & Co/ Hiscox ends this year. It was agreed the CWG would advise LAPC on market testing and the selection of a suitable policy before renewal on 1 October 2021. **CLERK/CWG**

#### 18. Meetings /representation

##### Feedback from meetings attended.

- **SCDC Covid update** 13 May. Meeting notes and a video link had been circulated.
- **SCDC Patch planning.** 24 May. RA attended at short notice. Information from SCDC was awaited
- **GAPC/LAPC liaison meeting.** Postponed. It could be held remotely. **SB**

##### LAPC representation at forthcoming meetings

- **A1307 LLF** 26 May - PB , 27 May - RS ,SB
- **SCDC Parish/Cabinet Liaison Meeting,** 2 June - SB,RS
- **2021-2022 LAPC meeting schedule.** The meeting schedule was noted. The main hall of the Abington Institute has been booked. The September meeting would be on 13 September (not 27) to allow sufficient time to set up a new insurance policy. **CLERK** to confirm a suitable venue.

#### 19. To receive reports from committees

**19.1 Institute Management Committee** . April 2021 minutes received.

**19.2 Recreation Ground Committee,** December 2020 and February 2021 minutes received. Planning for the pump track continues at pace.

#### 20. To receive reports from representatives

**20.1 Village maintenance (RA).** Meeting held with Brookfield. Quotes awaited for repairs to the fence on the bridge over the ford and for cleaning and treating seats.

**20.2. Lights, roads and pavements.** RA and RS will start getting quotes for repairs to the fencing on the bridge over the ford. GAPC have been advised of the risk on their side.

**20.3. Trees.** The Perse School has marked up some trees on the Old Coach Road that need attention

**20.4 Police.** Nil. A new Police & Crime Commissioner has been elected.

#### 21. Correspondence.

Items have been circulated for information, follow up or action.

#### 22. Any Other Business/Items for next agenda

- **Carry Forward** –Audit sign off due by 30 June, Risk register including ford fence. GAPC/LAPC Liaison meeting. Insurance policy.
- **Items for village newsletter.** SP - to be agreed.

The meeting closed at 9:07pm

**Next meetings:**  
**Monday 28 June 2021 at 7:15pm**  
**Monday 26 July 2021 at 7:15pm**  
**Abington Institute, High Street, Great Abington**

8.

Signed

Date

Chairman

**APPENDIX****Matters arising/meeting action list****May 2021**

Meeting date/Topic	Action	By	Update/status
<b>Sept 2018</b>			
Fourwentways	Dangerous parking and litter. Burger King Planning conditions Comfort Café site planning application	IS SB	<ul style="list-style-type: none"> <li>Lorry Parking, Litter.</li> <li>MP visit -No Progress.</li> </ul> <b>CLOSED May 2021</b>
Village environment	Pavements and road surfaces - poor condition, hazardous General environment conditions	<b>ALL CL'K</b>	ask ROW Officer to advise re Millennium footpath if other changes do not proceed. <b>C/F Summer 2021</b>
<b>May 2019</b>			
Litter	Mapping hot spots and problem areas. SCDC enforcement action FWW	SCDC	<ul style="list-style-type: none"> <li>Litter -ongoing issue. March 2021 resident complaint to EH re FWW</li> <li>Litter picking kits from Clerk.</li> <li>Annual Litter Pick-Liaison mtg</li> </ul>
<b>June 2019</b>			
Interactive speed sign/Speeding	Downloading census data	PB	Download <b>c/f Spring 2021</b>
<b>July 2019</b>			
Granta Park noise nuisance	See Public participation. Noise continues.	SB	Communication between TWI & residents continues
<b>MARCH 2020</b>			
Archiving .Document management	Identify storage space		<ul style="list-style-type: none"> <li>Agreed use Abington Institute loft space</li> <li>Rationalise documents for storage</li> <li>Cataloguing required</li> </ul>
<b>MAY 2020</b>			
S106	Refurbishing Abington Institute-information requested		c/f installation of screen in meeting room
<b>JUNE 2020</b>			
Trees	Condition of trees & hedges on Cambridge Rd Ivan Clarks Corner (ICC) Dead trees Millennium path	RS/IS	-27 Cambridge Rd. No progress- on risk register -April 2021 29 Cambridge Rd. Occupier has replied. -Trees on Millennium path. Sept 2020 Landowners contacted.- some trees felled. April 2021 CCC advised

			footpath tree not high risk: Added to risk register -ICC Feb 2020. Trees are growing into cables - UK Power Networks notified
Coronavirus response/community support /Love Abington	Love Ab: long/medium term plans Information/guidance on COVID-19	SB	No recent engagement from Love Abington. <b>CLOSED</b> May 2021.
<b>JULY 2020</b>			
GCP/A1307 LLF	Contact Babraham, Shelford & Stapleford PCs	<b>SB/IS</b>	Stapleford PC is in contact
A&H News	LAPC to remain engaged in decision making	SB	Liaison Group to consider long term arrangements <b>c/f June Liaison Group</b>
<b>SEPTEMBER 2020</b>			
Maintenance contract	Six-month review meeting.	RA/C'K	No issues. Met May 12 <b>CLOSE</b>
Assets	Fence at Ford. Repainting /renovating. Seats	CL'K RA	May -D/w Brookfield . Quote awaited
<b>November 2020</b>			
PRVs	Concerns about damage caused by pedestrians. Road safety	LAPC CL'K	Notices and item in A&H News. Site meeting 28 Jan. APRIL CCC acknowledged request for PRV signs. Chase up "Pedestrians in Road" and Quiet Lanes
Buddy Bench	Install notice and photo for A&H news	IS	Removed for time being. <b>CLOSED</b>
<b>JANUARY 2021</b>			
Connecting Cambridgeshire	Gigabyte voucher Scheme	RS	Joint working with GAPC. 90+ replies. GAPC liaising with Open Reach
Website/ information governance	Set up LAPC website	IS	wip
Standing Orders	Note change to model document	Clerk	c/f May 2021. <b>COMPLETE</b>
<b>FEBRUARY 2021</b>			
Coronavirus dashboard	Weekly updates	<b>SP/PB</b>	ongoing
Rural Energy Fund	Lighting for bus stops	<b>CLRK</b>	March- Details for grant application. No reply. <b>CLOSE</b>
<b>March 2021</b>			
QUIET LANES	CCC view?	<b>HB</b>	
Cycling on footpaths	Signage	<b>RS/PB</b>	
Year end	Audit, CWG, Assets & risks	<b>Clerk</b>	Wip. Sign off audit 28 June
<b>April 2021</b>			
Sluice Wood	Submit ACV application Perse School reply	<b>Clerk SB</b>	Submitted & acknowledged
GCP cycleway	GA/LAPC Meeting with GCP	<b>SB/IS</b>	Met 19 May. See notes & letter
Annual report	Finalise & publish	<b>SP</b>	<b>COMPLETE</b>
<b>May 2021</b>			
Clean Neighbourhoods & Environment Act	Power to enforce	<b>Clerk</b>	
Street lighting	Set up direct debit	<b>Clerk</b>	
20's Plenty	Follow up	<b>PB</b>	
Assets/risk management	CWG to lead insurance market testing. Village walk round/asset review	<b>CWG Clerk</b>	
Liaison Group meeting	Agree date, attendance and agenda	<b>SB/IS</b>	
New Parish clerk	Recruitment plan	<b>SB/IS</b>	