

## LITTLE ABINGTON PARISH COUNCIL

### DRAFT Minutes of the Meeting of Little Abington Parish Council held in the Abington Institute, Great Abington on Monday 28 June 2021 at 7.15 pm

**Present.** Mrs Bolden (SB) Chair, Mr Allum (RA), Ms Pattinson (SP), Dr R Smith (RS), Dr Valge-Archer (VVA - arrived at 7:52pm), Mrs Dalton (Clerk).

**In attendance.** Cllr Henry Batchelor, Cllr John Batchelor. There were no members of the public present in person or via Zoom.

1. **Apologies for absence.** Mr Brunning, Dr I Smith, Dr Valge-Archer for late arrival
  2. **Minutes of Parish Council meeting held on 24 May 2021.**  
The minutes were agreed and signed.
  3. **Matters arising not on the agenda.**  
The action list was reviewed and updated. See appendix.
  4. **Members' declaration of interests for items on the agenda.**  
RS for planning application 21/02418/HFUL. He wished to address the meeting as a member of the public.
  5. **Public participation.**  
None. The Clerk had replied to a complaint, sent to the chair, about noise nuisance from bird scarers.
  6. **Report from local councillors - Cllr John Batchelor, Cllr Henry Batchelor .**  
The contents of the written report were noted.  
Additional points
    - Like parish councils local authorities are now required to meet in person. They are trying hybrid meetings with non-decision makers in attendance via remote access and decision-makers in the meeting room.
    - SCDC is offering restart grants for businesses as they reopen when the pandemic regulations are relaxed.
    - There will be a parliamentary boundary review. It is expected that the number of MPs will increase to reflect population growth. The boundaries of the South Cambridgeshire constituency are likely to change.
    - EU Settlement Scheme. This closes on 30 June
    - Cambridge and Peterborough Combined Authority Mayor. Several local parish councils are keen to meet with him to gain some insights into local policies. LAPC confirmed its interest in such a meeting.
    - Local Highways Improvement bids will open at the end of July. HB suggested LAPC could self-fund double yellow lines at Fourwentways. Cost to be investigated. SB
    - Greater Cambridge Partnership. The next board meeting is on 1 July. JB had noted the content of the MP's letter and asked for clarification on LAPC's views on the proposed Park & Ride site. He confirmed public consultation would offer an opportunity to comment.
    - COVID-19 - incidence and hospitalisations are rising in Cambridge City and in South Cambridgeshire. The vaccination rate in Cambridge City is low.
- Discussion:**
- Fence over the Ford. Repairs are urgently required. HB to follow up a query on ownership and to expedite a response following the Highways Officer's visit. **HB**
  - Pavement repairs Bourn Bridge Road. A large hole in the pavement was reported on 5 June. A member of the public covered it to prevent accidents. On 19 June

Highways stated it would be treated as an emergency and surrounded it with bollards. There has not been any further action. **HB** to follow up.

JB and HB left the meeting at 7:45 pm

## 7. Planning

### 7.1 Planning applications

- **21/02418/HFUL. 6 Bourn Bridge Rd** Two storey side extension, a single storey rear extension, and updating of the facade of the host dwelling.

RS addressed the meeting as a member of the public. He had some concerns about the application:

- It was too large and it would be out of keeping with neighbouring properties.
- The existing footprint would be increased by more than 70% and the floor area almost doubled.
- The result would be overbearing and it would have an impact on the visual amenity because extending to the boundaries would obscure views through to gardens and green areas.
- Neighbours could be overlooked.
- He queried plans for the mature trees that are very close to the extensions.

RS left the meeting at 7:50 pm  
VVA joined the meeting at 7:52pm

There were no neighbour objections on the SCDC website. After a lengthy discussion and review of the plans the vote was split two in support and two objections. The final decision was to support the application with comments noting concerns about lack of information about plans for the trees and the possibility of the end result being overbearing.

RS re-joined the meeting

- **21/02271/HFUL, 6 High St.** Installation of gate in boundary wall with dropped kerb providing new access from Ivan Clark's Corner and gravel drive in corner of garden.

There was some concern about loss of parking spaces at Ivan Clarks Corner. However, regular visits suggest they are not all used. LAPC agreed to support the application recognising the need for the householders to have adequate access to their property.

### 7.2.Planning decisions, updates and amendments (for information):

- **21/00962/FUL**, 1 Ley Rectory Farm, Hildersham Rd. Application withdrawn.

### 7.3 Local developments/ planning issues.

- Sluice Wood - application for Asset of Community Value. SCDC confirmed that the application was successful.
- Bancroft Farm. A planning application has been sent to SCDC in the last week.

## 8. Finance and Compliance

### 8.1 Receipts. None

### 8.2 Payments

Payments were discussed and agreed.

Mrs G Dalton Clerk (SO) June	£	301.78
Brookfield contracting - maintenance June (SO) VAT £85.00	£	510.00
HMRC PAYE Q1	£	226.20
M Gutteridge internal Audit	£	208.00
<b>Total</b>	<b>£</b>	<b>1245.98</b>

Street lighting. SCDC upgraded some lights and consumption has reduced. EON has confirmed the account is in credit.

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

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement 1/6/2021	£27,736.31	£ 12,598.30	£ 15,138.01
Balances at close of meeting	£ 26,490.33	£ 11,352.32	£ 15,138.01

Note: Bank statement does not include uncleared transactions

**2020-21 Accounts.** The final accounts were agreed. See Appendix

**8.4 Internal Audit Report .** The contents of the report were noted. Actions points - agreeing a timeline for completing the new website; planning and budgeting for recruiting a new clerk. **SB**

**8.5 Audit arrangements.** The chair signed the Annual Governance & Accountability Return and the Certificate of Exemption. The public inspection period runs from 28 June until 9 August. This has been advertised as required. Files are available for inspection at parish council meetings or by arrangement with the Clerk.

**9. Highways and traffic**

- Ford/Bridge fence repairs. Pending a response from the County Council, RS and RA have contacted several local contractors. One estimate has been received for a total of £1410.00. It has not been possible to establish who owns the land. The Clerk was asked to search on the Land Registry. **CLERK**
- Greater Cambridge Partnership. The chair had signed the MP's letter to GCP on behalf of LAPC.
- Smarter Cambridge. Petition. LAPC agreed to sign the petition **CLERK**
- Abington 10K, 3 October. The proposed road closure was supported. Details of the route and timings were requested. **CLERK**
- Response to Cambridgeshire Local Cycling and Walking Infrastructure Plan. Public consultation closes on 13 July. Cycle routes through and round the Abingtons need clarification, information on walking routes outside town centres was limited, safe road crossing places for cyclists and pedestrians were important. VAA offered to draft a response with input from parish councillors. **VVA/ALL**

**10. Village Environment/ community engagement**

CCC Innovate and Cultivate fund. Closing date 1 August. SP to follow up an idea for a Community Shed based on the success of Men's Sheds. **SP**

**11. Meetings /representation**

Feedback from meetings attended by LAPC reps not elsewhere on agenda:

- SCDC Patch Planning 24 May (RA). SCDC had sent an update on the A505 plan. The Environmental Health team had not replied to a request for information about enforcement of the Clean Neighbourhoods & Environment Act (2005).
- A1307 LLF (IS,SB,PB). Meeting notes had been circulated. One outcome was a joint letter from local parish councils to GCP.
- SCDC Parish/Cabinet Liaison Meeting. (SB/RS) A video link had been sent
- Granta Park Development plans (SB) . A note had been circulated. Biomed Realty had suggested a joint meeting with the parish councils to discuss proposed developments prior to formal consultation. This was agreed. **SB**
- GAPC/LAPC Liaison meeting. (IS, RA,SB) IS had sent a brief meeting note. Minutes awaited. A public engagement event will be held on 11 September.
- A1307 meeting with MP (IS,PB). The MP had written to the Greater Cambridge Partnerships raising local concerns about the proposed busway.

LAPC representation at forthcoming meetings

- Police and crime Commissioner 30 June **SP**

**12. Reports from committees**

**12.1 Institute Management Committee.** No recent meetings

**12.2 Recreation Ground Committee.** Minutes awaited. Next meeting 2 August. An extraordinary meeting to make decisions on the pump track is anticipated.

**13 Reports from representatives**

**13.1 Village maintenance.** Brookfield attended recently. They have been asked for quotes for renovating the two wooden benches and restoration of the fence over the Ford. The contract includes cutting the PRVs on Bourn Bridge Road in early autumn. The farmer has been asked to cut his hedge back from the PRV boundary.

**13.2. Lights, roads and pavements.** There are several highways issues. **CLERK** to invite the new Highways Officer for a site visit/walk round.

**13.3. Trees.** 29 Cambridge Road - the occupier is arranging for inspection and any necessary works.

**13.4 Police.** See survey on public safety in Cambridgeshire. Insights on the priorities of the new Police & Crime Commissioner are awaited.

**14. Correspondence** Items have been circulated for information or actioned.

**15. Any Other Business/Items for next agenda**

- Carry Forward. Highways issues, application for Innovate & Cultivate Fund SP; Clerk recruitment and succession plan SB; Double yellow lines Fourwentways SB

**Next meetings:**

**Monday 26 July 2021 at 7:15pm**

**Monday 13 September 2021 at 7:15 pm**

**Abington Institute, High Street, Great Abington**

SIGNED

DATE

## APPENDIX 1

## Matters arising/meeting action list

June 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> </ul>
Village environment	Pavements and road surfaces - poor condition, hazardous General environment conditions	<b>ALL CL'K</b>	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. March 2021 resident complaint to EH re FWW</li> <li>Litter picking kits from Clerk.</li> <li><b>Annual Litter Pick-Liaison Gp.C/F</b></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		To use Abington Institute loft space. Rationalise and catalogue documents to store
<b>MAY 2020</b>			
S106	Refurbishing Abington Institute-information requested		c/f install 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	<p>-27 Cambridge Rd. No progress- on risk register</p> <p>- 29 Cambridge Rd.Occupier response.</p> <p>- Millennium path. Sept 2020 Landowners contacted.- some trees felled. April 2021 CCC advised that footpath tree is not high risk: On risk register</p> <p>-ICC Feb 2020. Trees growing into cables - UK Power Networks notified</p>
<b>JULY 2020</b>			
GCP/A1307 LLF	Contact Babraham, Shelford & Stapleford PCs	<b>SB/IS</b>	MP wrote on behalf of PCs, Reply received.
A&H News	LAPC to remain engaged in decision making	SB	Liaison Group to consider long term arrangements <b>c/f June Liaison Group/chairs to discuss with Biomed Realty</b>
<b>SEPTEMBER 2020</b>			
Assets	Fence at Ford. Repainting /renovating. Seats	CL'K RA	May -Brookfield . Quote awaited July: Fence at ford. CCC has inspected. Not a risk
<b>November 2020</b>			
PRVs	Concerns about damage caused by pedestrians. Road safety	LAPC CL'K	Notices, item in A&H News. Site meeting 28 Jan. Request for PRV signs acknowledged. Chase up

			PRV signs, "Pedestrians in Road" & Quiet Lanes.
<b>JANUARY 2021</b>			
Connecting Cambridgeshire	Gigabyte voucher Scheme	RS	Joint project with GAPC.. June Update received
Website/ information governance	Set up LAPC website	IS	wip
<b>FEBRUARY 2021</b>			
Coronavirus dashboard	Weekly updates	SP/PB	ongoing
<b>March 2021</b>			
QUIET LANES	CCC view?	HB	
Cycling on footpaths	Signage	RS/PB	
<b>May 2021</b>			
Clean Neighbourhoods & Environment Act	Power to enforce	Clerk	No reply from SCDC
Street lighting	Set up direct debit	Clerk	
20's Plenty	Follow up	PB	?progress
Assets/risk management	CWG to lead insurance market testing. Village walk round/asset review	CWG Clerk	
New Parish clerk	Recruitment plan	SB	
<b>JUNE 2021</b>			
Fourwentways	Quote for Double Yellow Lines.	SB	
Pavement BBRd	Urgent repair required	HB	
Cambs Cycling & Walking Plan	Response	ALL/VVA	
Innovate & Cultivate	Follow up Community Shed	SP	
Granta Park Devp Plan	Joint meeting with GAPC	SB	
Highways	site meeting with Highways officer	CLRK	

## APPENDIX 2 2020-21 ANNUAL ACCOUNTS

Little Abington Parish Council				
Receipts & Payments for the Year Ended 31st March 2021				
		YEAR 2019-20	PLAN 2020-21	ACTUAL 2020-21
<b>RECEIPTS</b>				
Precept		17500.00	18025.00	18025.00
GAPC contributions ford, website,		127.56	45.00	45.00
CCC verge cutting allowance		506.44	500.00	506.44
SCDC verge cutting allowance		250.00	250.00	0.00
VAT refund		1693.99	0.00	1288.14
Footpath upkeep		60.00	60.00	60.00
Speedwatch		120.00	0.00	0.00
Bank interest		37.70	5.00	21.25
Grants/other income		229.60	0.00	144.00
<b>Total Receipts</b>		<b>£20,525.29</b>	<b>£18,885.00</b>	<b>£20,089.83</b>
<b>PAYMENTS</b>				
Clerk costs inc salary		4634.59	4600.00	4511.86
Recreation Ground precept		2756.00	2756.00	2756.00
Contractors -village maintenance		5145.96	5200.00	5100.00
Footway lighting power costs		2130.07	2500.00	1376.80
VAT		1879.57	0.00	1085.62
GPC /Donations		2360.00	3750.00	1633.00
Insurance		390.06	410.00	403.66
Audit		200.00	200.00	200.00
General administration/election		325.55	200.00	545.75
Information and publicity/public		0.00	245.00	649.20
Subscriptions		331.76	390.00	344.29
Institute and room hire		180.00	240.00	139.66
Village and footpaths maintenance		326.81	900.00	70.00
Training		381.72	400.00	30.00
misc staff costs		103.80	150.00	0.00
capital items		3742.55	0.00	333.00
<b>Total Payments</b>		<b>£ 24,888.44</b>	<b>£ 21,941.00</b>	<b>£19,178.84</b>
<b>SUMMARY</b>				
Brought Forward		£24,531.52		£20,345.37
Add Receipts		£20,525.29		£20,089.83
Less Payments		£24,888.44		£19,178.84
<b>Carried Forward at 31st March</b>		<b>£20,168.37</b>		<b>£21,256.36</b>
<b>Represented By:-</b>	Bank Current Account	£5,228.61		£6,118.35
	Cambridge Building Soc	£15,116.76		£15,138.01
		<b>£20,345.37</b>		<b>£21,256.36</b>
	plus credit due	£44.00		
	Less cheques drawn	£221.00		
		<b>£ 20,168.37</b>		<b>£ 21,256.36</b>
<b>ALLOCATED RESERVES</b>				
Youth club / youth initiatives		£800.00		£700.00
Computer Hardware Fund		£149.75		£199.75
Footbridge repainting/maintenance		£3,200.00		£4,000.00
Parish Plan		£800.00		£0.00
S106		£333.08		£0.00
Village speed reduction		£176.00		£176.00
Document management /GDPR		£2,390.00		£2,390.00
Minor Highways schemes		£1,007.45		£1,500.00
<b>Total Allocated Reserves</b>		<b>£8,856.28</b>		<b>£8,965.75</b>
<b>Unallocated Reserves</b>		<b>£11,312.09</b>		<b>£12,290.61</b>
	of precept	65%		68%
<b>TOTAL</b>		<b>£20,168.37</b>		<b>£21,256.36</b>