

LITTLE ABINGTON PARISH COUNCIL

DRAFT Minutes of the Meeting of Little Abington Parish Council held in the Abington Institute, Great Abington on Monday 24 January 2022 at 7.15 pm

Present. Mrs Bolden (SB) Chair, Mr Allum (RA), Mr Brunning (PB), Dr I Smith (IS), Dr R Smith (RS), Mrs Dalton (Clerk).

In attendance. Cllr Henry Batchelor and Mrs Ashbridge. One member of the public joined the meeting at 7:55pm.

1. **Apologies for absence** Dr Valge-Archer, Ms Pattinson, Cllr John Batchelor.
2. **Minutes of Parish Council meeting held on 22 November 2021.** Agreed and signed. **12 January 2022 Planning Committee Meeting.** Minutes agreed and signed.

3. **Matters arising not on the agenda.**

The action list was discussed, and actions updated as necessary. See appendix.

- Millennium Footpath from Church Lane to the Recreation Ground. Resurfacing to be discussed with ROW officer early in Spring 2022.
- Millennium footpath SB to meet new owner of the Old Vicarage **SB**
- Annual Parish Meeting. Date and agenda to be agreed. The 2020 meeting was cancelled due to lockdown. Agenda items included invited speakers on climate emergency, Greater Cambridge Partnership - local priorities and plans and Parish Nurse. The Parish Nurse team have 25 April as the provisional date. **SB/CLK**

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

5. **Public participation.** None.

6. **Report from local councillors** - Cllr Henry Batchelor

The contents of the written report were noted.

Additional points

- **The Highways Officer** post is vacant again. Recruitment is underway. Contact Mr Vacher for the time being.
- **A1307.** Work is due to start on 7 February. This includes the Hildersham crossroads. LAPC has not seen the final plan. **HB** agreed to send it. **HB**
- **2022-23 budgeting.** The County Council and the District Council are likely to increase their precepts (i.e. local council tax) by the maximum permissible amount. The precept for the Police & Crime Commissioner will also go up.
- **Business recovery grants** are available for hospitality businesses. See the South Cambs website. <https://www.scambs.gov.uk/omicron-grants>
- **SCDC Planning Committee.** Recent applications for developments on Bancroft Farm and Granta Park have been referred to the SCDC Planning Committee. Dates to be announced.
- **Better broadband.** Meetings with Gigaclear are in progress.

Discussion

- **S106 funds.** There was a query about the reasons for delays in allocating and using S106 funds linked to developments on Granta Park. They should be for the benefit of the Abingtons. **HB** to follow up.
- There was some general discussion about allocation of S106 funding. The Clerk suggested contacting the S106 Officer at SCDC for information and advice. **SB/SP**

HB left the meeting at 7:45pm

7. **Planning**

7.1 Planning applications.

- **21/05557/HFUL .23 Bourn Bridge Road.** Front, rear & side extensions to house and a single storey garden building. One objection was noted. There was some

concern about the effectiveness of communication with neighbours in West Field.
Decision making was deferred pending a site visit . **SP**

- **21/05630/FUL. Illumina, Granta Park.** Installation of new AHU with ducts and condensers at roof level. Treatment of enclosure materials to match adjacent plant room form and aesthetic to minimize visual impact from ground level. LAPC agreed not to comment. It was understood that GAPC had agreed to support it.
- **Use of the Greater Cambridge Planning website.** SP and the Clerk have access on behalf of LAPC. **CLERK** to request a user manual.

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

- **20/03409/FUL Granta Park Portway.** Discharge of conditions. Noted

7.3.Local developments/ planning issues.

- **S106 infrastructure funding linked to developments on Granta Park.** The County Council sent some information. Funds have been allocated but, except for the Babraham cycleway (opened 2017), projects have not started. Local residents are yet to benefit from developments on the site. The Clerk suggested LAPC should be involved in decisions for S106 allocations linked to Granta Park. **SB/SP**

8. Finance and Compliance

8.1 Receipts.

GAPC ford maintenance and share of website hosting fee	£	65.15
Cambridge Building Society interest 2021	£	5.14
TOTAL	£	70.29

8.2 Payments.

It was agreed to maintain the CPRE subscription at £36.00 in line with the budget plan.

Mrs G Dalton Clerk (SO) January	£	301.78
Brookfield contracting(SO) –Maintenance (Jan & Feb) VAT £170.00	£	1020.00
Abington Institute Hall hire 5 Meetings Oct-Dec 2021	£	82.00
Clerk expenses	£	194.77
N Power - street lighting (DD) November	VAT 0.84	£ 17.69
N-Power - street lighting (DD) December	VAT 0.92	£ 19.28
JS Wilson - Bookbinding	£	65.00
CPRE membership. Gift subscription	£	36.00
PC International - filing cabinet (Sheila Bolden)	exc VAT	£ 139.25
TOTAL	£	1875.77

It was noted that the street lighting contract is due for renewal on 1 January 2023.

8.3 Finance report: Balances year-to-date

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement 5/01/2022	£28,425.69	£ 13,287.68	£ 15,138.01
Balances at close of meeting	£26,040.77	£ 10,887.62	£ 15,153.15

Note: Bank statement does not include uncleared transactions

8.4 New Clerk - handover and February cover arrangements. Mrs Bolden introduced Mrs Ashbridge. She will take up her post on 1 March 2022. Mrs Dalton had agreed to continue until the end of February. Handover is in progress.

8.5 Banking arrangements. The Parish Council agreed to close the Cambridge Building Society passbook account and to consider opening a Lloyds on-line deposit account. **CLERK** to close account.

8.6 2022-23 precept request to SCDC. The Clerk submitted the 2022-23 precept request for £19,880.00 on time and SCDC confirmed receipt. It would be a 5.54% increase making the annual payment £76.17 for a band D equivalent property.

8.7 Risk register and asset register. Review and agree responsibilities.

- Carry forward. **SB**
- **RS** agreed to store and maintain the Strimmer **RS/PB**

8.8 New website. The new LAPC website is progressing. Documents have been uploaded. Launch date 1 March 2022. IS will send a link if parish councillors wish

to review it. The monthly subscription to WIX of £6.50 was agreed. GAPC will launch its website in August. The Abington Institute Management Group will take over responsibility and management of the Abingtons website. **IS**

9. Highways and traffic

- **Local Highways Improvement bid.** IS and SB will represent LAPC at the panel meeting on 1 February. A brief summary has been submitted
- **Linton Greenway** – meeting 28 January. IS, SB and Tony Orgee will represent the parish councils. The agenda included an update on plans for the Hildersham crossroads as well as discussion about the route of the Linton Greenway through Little and Great Abington.
 - It was noted that the A1307 Local Liaison Forum has not met for a while. **IS/SB**
 - RS commented that the cycle route to Babraham is not fit for purpose and needs upgrading. It was funded from S106 monies. **IS/SB**
 - IS to ask for clarity on local project plans and timing. **IS**
- **Response to MP's survey of CSET(A1307) scheme.** Parish councillors to send individual responses. **ALL** Write to Anthony Browne MP on LAPC's behalf. **IS**

10. Village Environment/ community engagement

- **Great Abington Primary School- Outdoor Learning Centre.** SB had written in support on behalf of LAPC. She had not made any financial commitment. GAPC had asked LAPC for an update on its position. **SB**
- **Village Groups Open Day.** The GAPC/LAPC Liaison Group proposed holding an open day to coincide with the Queen's Jubilee Celebrations at the beginning of June. This was agreed. The parish councils will set up a working group. **IS**
- **Funding for new community groups.** LAPC did not support the principle of parish councils funding community groups. They should be self-sustaining. Groups could apply for funding from sources such as the SCDC Community Chest.

11. Meetings /representation

- **Feedback from meetings attended by LAPC reps not elsewhere on agenda:**
 - SCDC Liaison meeting November 2021 No feedback available .
 - GAPC/LAPC Liaison Meeting. Meeting notes awaited. Topics covered included the Ford -liability and responsibility for it needs to be agreed with the County Council; arrangements for the Jubilee and Better Broadband were also discussed; LAPC had agreed to co-ordinate the Litter Pick. April 2 was the agreed date.
- LAPC representation at forthcoming meetings
 - Gigaclear **VVA and SB**
 - Papworth Trust **RA,RS SB**

The public observer left the meeting. He thanked the Clerk for her support to the community over the years.

FOR INFORMATION

12. To receive reports from committees

12.1 Institute Management Committee. Next meeting 25 January

12.2 Recreation Ground Committee. November 2021 minutes were noted . Minutes of the recent meeting are awaited. IS queried the ARGC budget plan and predicted overspend. LAPC will need to be monitor this.

- Cycle pump track construction starts on 10 February. Completion date 1 April.
- Licensing – GAPC made an arrangement with the landowner for maintaining the entrance by Great Abington church. There is no financial commitment for LAPC.

13 To receive reports from representatives

13.1 Village maintenance. Pavements were swept.

13.2. Lights, roads and pavements Items to carry forward - upgrading the Millennium Footpath and the Snicket. The PROW Officer should be able to advise. Clerk to pass RS his contact details. **CLK/RFS**

13.3 Trees

- **Queens canopy update.** SB is in discussion with the Recreation Ground Committee. Planting in the churchyard is another option. **SB**
- **Church Lane** There had been an enquiry about progress on reducing the silver birches outside 15 Church Lane. No agencies have accepted responsibility for them. RS felt they were too big for amateur tree surgery.

13.4 Police/Speedwatch.

- Speedwatch will recommence in February. There will be an item in the A&H News.
- The police were informed about car licence plates in a hedge in Bourn Bridge Road.
- The latest police newsletter suggests there are no local priorities!

13. Correspondence

For information only. Items have been circulated.

14. Any Other Business/Items for next agenda

- **Carry Forward.** Election arrangements (**SB/CLERK**); Annual Parish Meeting agenda - invitations and annual report (**SB**) ; Queen's canopy (**SB**) , Risk register and risk management responsibilities (**SB/ALL**)
- **Items for village newsletter.** **SB/SP** to agree. Litter pick.

The meeting closed at 21:40pm with a presentation to Mrs Dalton to mark her retirement.

Next meetings:

Monday 28 March 2022 at 7:15pm

Monday 25 April 2022 at 7:15pm APM ?

Abington Institute, High Street, Great Abington

Signed

Date

APPENDIX

Matters arising/meeting action list

January 2022

Meeting date/Topic	Action	By	Update/status
Nov 2021 review			
Fourwentways	Dangerous parking and litter. Burger King Planning conditions Comfort Café site planning application	SB	Oct 2021 LHI Bid Panel meeting 1 Feb. Comfort Café No updates.
Village environment	Pavements and road surfaces - poor condition, hazardous General environment conditions	TBA	-ROW Officer to advise re surfaces on the Snicket and the Millennium footpath. (Spring 2022) Action required
Litter	FWW No. SCDC enforcement action SB has storage Litter Pick equipment	SB	Ongoing problem Litter pick 2 April 2022
Interactive speed sign/Speeding	Downloading census data required for traffic census and speed analysis. SWARCO offered assistance in 2019	PB CLK	PB to contact Speed watch coordinator . Find SWARCO contact details
Granta Park noise nuisance	. Ongoing	SB/SP	Noise nuisance continues. "Remedial work" completed See recent planning remarks

Archiving / Document management	Identify secure storage space for documents	SB	Documents rationalised Now held by Chairman. CLOSE
Assets	<ul style="list-style-type: none"> Fence at Ford. Repainting /renovating. GAPC/LAPC Liaison Maintenance of the two wooden seats to be agreed 	SB SB	Liaison group agreed to contact Highways to clarify liability and responsibilities
Connecting Cambridgeshire	Gigabyte voucher Scheme	SB/VVA	Meeting with Giga clear
Website/ information governance	Set up LAPC website	IS/SB	Website launch 1 March 2022. Annual cost £78.00 agreed
New Parish clerk	Recruitment plan JD, hours, role evaluation. Interview, confirm start date and salary	SB/IS	Handover in progress. Start date 1 March 2022. CLOSE
Fourwentways parking	LHI : Double Yellow Lines . £ support from other stakeholders agreed	SB/IS	LHI bid submitted Panel Mtg 1 Feb.
Biodiversity	6 Free Trees Queens Green Canopy	ARGC SB	Complete. CLOSE In progress
Roads etc	Progress on Grips	HB	
Dangerous Trees Church Lane	No agency accepting responsibility (SCDC, CCC Highways , BT)	IS.RS CLK	Tree Reps to review. Add to RISK REGISTER
Road safety	20mph Zones, Quiet Lanes	HB	
Granta Park S106	Contact S106 officer LAPC involvement in S106 decision making	CLK SB	Info received . CLOSE?
Greater Cambridge Partnership	Consultations Follow up letter Hildersham X Roads plan requested	IS SB/IS HB	Meeting 28 January
Risk register	Update in Dec/Jan	SB	Carry forward
GAPS- Outdoor Learning Centre	Meeting stakeholders and support	SB	Carry forward
Annual Parish Meeting	Agree agenda & send invitations.	SB	URGENT Carry forward
January 2022			
Planning S106	Update required on regulations	SP	
Banking	Close Bldg Society Account. Open deposit account	CLK	