

## LITTLE ABINGTON PARISH COUNCIL

### Minutes of the Meeting of the Parish Council held on Monday 27 April 2015 at 7.00pm in the Abington Institute, Great Abington.

**Present.** Mr Brunning (Chair), Mr Adams, Mr Chesham, Mrs Gunning, Mr Pritchard, Mr Wigley, Mrs Dalton (Clerk).

**In attendance.** Cllr Orgee. 1 member of the public.

1. **Apologies for absence.** Mr Ellis.
2. **Minutes of the meeting held on 23 March 2015.** Agreed with one amendment changing references to *interactive light* to *interactive sign*
3. **Matters arising not on the agenda:**
  - **Traffic management at the International School.** Mr Brunning has contacted the police.
  - **Local Highways Improvement Scheme.** Linked to the above Cllr Orgee advised that the timetable is being brought forward to June. He advised preparation in good time.
  - **Data download from interactive sign.** Carried forward. The highest speed recorded was 83mph.
4. **Declarations of interest.** None.

#### 5. Public participation.

##### Homes for rent

Mrs Jones asked the Parish Council's advice on how to find a property to rent in the Abingtons. She was advised to contact Wherry about properties at Ivan Clarks Corner or to try advertising in the village shop.

Mrs Jones left the meeting.

#### 6. Finance and Compliance

##### 6.1 Income:

SCDC - Precept April - Sept 2015	£ 8084.00
Cambridge Building Society - Interest 2014-15	£ 12.02
<b>TOTAL</b>	<b>£8096.02</b>

##### 6.2 Payments

RC proposed and JG seconded payment of all items on the agenda. This was agreed.

Mrs G Dalton Clerk salary, STO April 2015	£ 163.35
CGM STO village maintenance April 2015	£ 203.10
Friends of Roman Road & Fleam Dyke annual subscription (Increased from £10.00)	£ 15.00
CAPALC annual subscription (14% increase)	£ 213.29
Abington Institute room bookings Dec 2014 to March 2015.	£ 69.00
CGM footpath maintenance 9 January 2015	VAT £9.34
<b>TOTAL</b>	<b>£ 719.79</b>

**Speed watch.** A quotation of £2400 has been received from Westcotec, the company recommended by Cambridgeshire Police. The Clerk confirmed that neither Great Abington nor Hildersham parish councils wished to have a share in the equipment.

There was some discussion on the specification of the equipment and the benefits it would offer compared to the equipment that is already in use. Mr Brunning confirmed that the police have not collected it for recalibration. Mr Pritchard to contact Westcotec to confirm the specification of the equipment they have quoted for. **PP**

Mr Garrett has had training and he has been recruiting volunteers. It was felt it was important to maintain momentum. It was agreed, in principle, assuming the responses from Westcotec were acceptable that the Parish Council would order the equipment.

### **6.3 Finance Report: 2014-15 draft accounts.**

The draft accounts were reviewed. There was some discussion about variances. RC raised concerns about the parish council's donation to the First Responder Scheme in 2013-14, and, given that the scheme has folded, if the funding could be recovered. PP understood that a defibrillator would be installed at the Abington Institute, making it accessible for public use. He also understood that there were plans to train local first aiders.

PP proposed acceptance of the draft accounts. GW seconded this. The next step is for review by the internal auditor together with other financial documentation.

### **6.4 Report and recommendations from CWG meeting on 23 April.**

Several recommendations were made to the Parish Council.

- i. Draft accounts discussed. Millennium path upgrade to be classed as ad hoc maintenance. Allocated and unallocated reserves reviewed and included on the draft accounts for agreement by the Parish Council
- ii. Apply for accreditation for the Local Council Award at Foundation Level. This would provide assurance to the Parish Council that there were effective governance and financial controls in place as well as to local residents and other stakeholders, for example grant giving authorities. The January 2016 deadline to qualify for a discount as an existing Quality Council was noted. Full details of costs have not been published but it should not exceed £100, which is affordable. CWG raised some concerns about the additional work the Clerk may need to do to prepare for accreditation.
- iii. Confirmed that the Parish Council should be able to comply with the minimum requirements of the new Transparency Code. CWG recommended the payment spreadsheet should be published in full on the Parish Council website therefore showing all expenditure. They recommended the Clerk, as Proper Officer, should be responsible for keeping the Parish Council website up-to-date when the Code comes into effect
- iv. In preparation for the new insurance policy a risk register should be drawn up and the asset register restated.
- v. CWG recommended that the Parish Council should review methods for storing documents, cataloguing old documents and considering electronic/cloud archiving. This would require additional Clerk time.
- vi. CWG reviewed current policies and procedures and recommended continuation without change. They may need to be reviewed as part of the application for accreditation for the Local Council Award Scheme.
- vii. Market testing. It was noted that the maintenance contract has yet to be let and the current contract with CGM has been extended until end June. The insurance policy is due to be market tested before renewal on 1 October. There may

be an opportunity to combine with the Recreation Ground for cost efficiency. Three quotes will be required. CWG recommended contacting Aviva (current insurer), Zürich and the recreation ground's current insurer.

- viii. CWG Terms of Reference reviewed. Minor changes to schedule of meetings were recommended. .
- ix. CWG recommended that the clerk's hours should be reviewed in year. It felt there was there was adequate funding available to cover the cost of additional hours for one-off projects in recommendations (ii) and (v) above.
- x. CWG noted the audit timetable. It has been advertised as required; books to be delivered to internal auditor by 4 May; plan to sign off the Annual Return to Audit Commission at the Parish Council meeting on 22 June ( extension from end May agreed by external auditor)

All of the above recommendations were agreed by the Parish Council.

#### **6.4 Village maintenance contract and procurement.**

PP is in discussion with CGM. They agreed to a three month extension of the current contract and to provide a quotation to meet the specification that was sent to them. There has been no response from the companies that did not reply to the request for quotes .

**PP**

## **7. Planning**

### **7.1 Planning applications:**

- **S/0690/15/FL Erection of Sports Pavilion, Newmarket Road, Little Abington.**  
The Parish Council recommended approval with a comment querying the lack of provision for equipment storage. It was noted that lighting required to meet health and safety standards was included but there were no plans for floodlighting.
- **Treeworks in the conservation area**
  - 34 High Street. No comments.
  - 54 High Street. No comments.
  - Abington Pottery. No comments.

### **7.2 Planning updates: Inspection of draft Local Development Plan**

The last block of hearings is underway. The schedule for the next block is awaited. It is unlikely that the process will be completed before the end of the year.

### **7.3 Local Developments.** To be discussed at the Annual Parish Meeting

## **8. Highways and traffic.** To be discussed at Annual Parish Meeting

## **9. To acknowledge receipt of minutes from committees**

**9.1 Institute Management Group.** Minutes circulated.

**9.2 Recreation Ground Committee.** No recent meeting.

**9.3 Committee for Abington Housing.** Minutes awaited.

## **10. Correspondence.** A summary of correspondence received is on circulation.

## **11. Any Other Business/ Items for next agenda.**

- **Election arrangements.** LAPC will be an uncontested election
- **Protected Road Verges** Dr Izzard has been reminded about PRV cutting. A resident queried the cutting schedule. PB will check with the Wildlife Trust. There have been some complaints about the fencing contractors for the school playing driving over the PRV. They have installed a pedestrian gate beyond the PRV boundary.

- **Millennium bridge repainting.** Two quotations had been received. There was some discussion about including a guarantee period in the contract and specifying requirements for river protection. The Parish Council recommended that a third quotation should be sought. C/f to May agenda

The meeting closed at 8:00pm

**Next meeting. Annual Meeting of the Parish Council on Monday 18 May 2015, starting at 7.15pm in the Abington Institute, High Street, Great Abington.**