

LITTLE ABINGTON PARISH COUNCIL**Minutes of the Meeting of the Parish Council held on****Monday 25 June 2018 at 7.15pm in the Abington Institute, Great Abington****DRAFT TO BE CONFIRMED AT THE NEXT FULL MEETING OF THE PARISH COUNCIL**

Present. Mr Brunning (Chair), Mr Allum, Mr Ellis, Ms Pattinson, Mrs Simmons, Dr I Smith, Mrs Dalton (Clerk).

In attendance. Dr R Smith, Cllr J Batchelor, Cllr H Batchelor. There were no members of the public present.

1. Apologies for absence. None

2. Minutes of the meeting held on 21 May 2018. Agreed

3. Parish Council vacancy - co-option of new Parish Councillor

The Clerk introduced Dr Richard Smith to the Parish Council. She confirmed that he met the necessary qualifications to be a parish councillor. He gave a brief outline of his background and extensive activities in Little Abington. The Parish Council unanimously agreed to co-opt him and Dr Smith was invited to join the meeting

4. Matters arising not on the agenda.

- **Stiles on the footpath across the PVAA/ Bancroft Farm Meadow.** The stile from the path across the PVAA has not been repaired. It is getting more wobbly. **CLERK** to advise Rights of Way Officer
- **Granta Park access through Sluice Wood.** The fence blocking access to Granta Park remains. Four vehicles were dumped in Sluice Wood at the end of May. It is understood they will be removed soon. The landowner and the Enforcement Team at SCDC are aware.
- **Maintenance of the Sluice in Sluice Wood.** No obvious progress.
- **Fourwentways litter.** There is no sign of the replacement bin or the promised extra bins. The former Little Chef restaurant seems to have changed hands. **CLERK** to contact SCDC.
- **Cutting Protected Roadside Verges.** Herts & Cambs Ground Maintenance was unable to do the work because of equipment breakdown. This came to light when they were chased. The Perse School offered to help but it was beyond the scope of their equipment. Advice from Naturewatch was to leave it until the autumn.
- **GDPR.** CAPALC will update at the Catch-Up Day on 29 June.
- **Caravan/site office on PVAA.** An acceptable solution seems to have been found.
- **Fourwentways: follow-up from site meeting with Highways in April.** No progress. Cllr H Batchelor will follow up.
- **Comfort Café ownership.** No reply to the Clerk's letter to the registered owner.

5. Declarations of interest. None for items on the agenda.

6. Public participation. None.

7. Finance and Compliance

7.1 Income was noted

CCC grass verge cutting grant – invoice raised.	£ 506.44
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7.2 Payments

There are two CGM invoices outstanding. It was agreed to pay the May invoice on the basis that work had been carried out and a follow-up visit was promised. SS proposed and IS seconded payment of all items on the agenda. This was agreed.

Mrs G Dalton Clerk (June) STO	£	307.67
LCPAS training (Mr Allum)	£	40.00
CGM monthly payment	VAT £44.76	£ 268.55
Mr Gutteridge - Internal audit fee	£	184.00
SCDC election costs	£	105.00
Total	£	905.22

7.3 Finance report: Balances year-to-date.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 29,074.58	£ 14,013.28	£ 15,061.30
Balances at close of meeting	£ 28,103.59	£ 13,042.29	£ 15,061.30

Note: Bank statement does not include uncleared cheques

7.4 Compliance .

- **Annual governance and accountability return (AGAR).** The Internal Auditor's report which included adequacy of governance arrangements was noted. The Compliance Working Group (CWG) had reviewed it. They recommended signoff of the 2017-18 Annual Governance Statement
- **2017-18 Annual accounts and accounting statements.** The CWG and the Internal Auditor had reviewed the annual accounts and the accounting statements. The Parish Council unanimously agreed to sign them off. The period for public inspection runs from 25 June until 3 August. The Clerk confirmed it was advertised on the parish council website and on the noticeboard. She also confirmed the AGAR would be submitted before the 2 July deadline.
- **Recommendations from Compliance Working Group.** The group met on 14 June. It made several recommendations which were briefly discussed. A meeting note will be prepared ready for the next meeting.
- **Standing orders.** The CWG considered the updated standing orders in some detail. They modified the model document, primarily to make it practicable for a small parish council like LAPC whilst continuing to work within the law. The new sections on Data Protection were noted The Parish Council agreed to sign off the new standing orders.

7.5 Insurance arrangements.

The three year policy with Hiscox finishes at the end of September. CWG recommended starting the process for finding a new insurer as soon as possible so that the new policy is in place in good time. The process and potential providers were agreed. **CLERK** to request quotations in time for the LAPC meeting in July.

7.6 Village maintenance contract

CWG had considered the process for re-letting the village maintenance contract. It was agreed that the current arrangements are not adequate. It was clear from the site visit with CGM that the specification needed a lot of work.

CWG recommended extending the existing contract until the end of December, reviewing and updating the specification to make it much tighter and to consider splitting the contract into (A) grass cutting, including the PRVs and (B) other elements of the village maintenance so that potential providers could quote for the entire contract or parts of it. RA and JE agreed to work with the Clerk, aiming to have a new specification ready for the parish council to agree at its meeting in July with a view to getting quotations and making a decision in September thus allowing a new contractor time to gear up ready to start in January 2019. The Parish council agreed to this approach. **CLERK** to advise CGM of contract extension until December 2018 and to work with JE and RA on the contract specification.

8. Planning <https://www.scams.gov.uk/content/search-planning-application>

8.1 Planning applications: There were no applications to consider. The chairman was aware of a tree works application at Abington Lodge in Great Abington

8.2 Planning decisions and amendments (for information): None

8.3 Local Developments

- **Local Development Plan.** Cllr J Batchelor chairs the SCDC Planning Committee. He reported that the Inspector is expected to sign off the plan in July. Publication of the final version should follow soon after. Now that it has been confirmed that the 5 year housing land supply target has been met SCDC is refusing applications for any developments outside village envelopes. This is still subject to legal testing. He reported that the planning application for Strawberry Farm in Great Abington has been withdrawn. It was noted that the planning trajectory includes 6 dwellings on the former farmyard at Bancroft Farm in Little Abington.
- **Local Housing developments.** Most of the houses on the new development at the top of the High Street in Great Abington have been sold and the process for allocating the shared equity housing is almost complete. GAPC arranged a meeting with Hill to discuss the development on Linton Road. LAPC was not represented because of diary clashes. Work is expected to start next month. Outline planning permission has been granted for the smaller housing development in Linton Road opposite the allotments.

9. Highways and traffic

- **Road Safety**
 - **Speeding through the village Proposed Privately Funded Local Highways Improvement.** The parish council unanimously agreed to fund gates at the entrance to the village in Bourn Bridge Road and “*children playing*” signs at Ivan Clarkes corner. Total cost £2351.00. The specification for the gates needs to be agreed before work starts. PB
 - **Great Abington Parish Council Privately Funded Highways Improvement Scheme.** It was understood that GAPC plans to make improvements to road safety in the village centre near the school. They might seek financial support from LAPC as well as from school.
 - **Junction Newmarket Road/Bourn Bridge Road.** As previously discussed several members of the public have raised concerns about the safety of this junction. It does not help that some drivers ignore the 50-mph speed limit on Newmarket Road. PB to follow up with the Highways Team.
- **Street lighting Cambridge Road.** The street lighting provided by SCDC is not adequate. It is unlikely to meet current specifications. **Cllrs Batchelor to follow up.**
- **A1307 LLF feedback from 6 June meeting/next steps.** RA and PB attended the meeting to report back on the results of the public consultation. There will be more stages of public consultation as plans are refined but this might be delayed because of

the need to ensure alignment with proposals emerging from the Mayor's Office. The slides from the LLF meetings are on the GCP website: (https://www.greatercambridge.org.uk/transport/transport-projects/cambridge_south_east_study/cambridge-south-east-study-local-liaison-forum/). LAPC welcomed proposed investment in the route.

10. Report from the District and County Councillors

The written report was noted.

- Grant funding - The SCDC Community Chest is still being reviewed. It will probably reopen in September.
- Street lighting - the County Council is updating some streetlights not included in the recent replacement programme.
- Shire Hall. The County Council is planning to move out of Shire Hall and relocate outside the city due to costs. Alconbury seems to be a preferred site but there are concerns about accessibility.
- IS asked who to contact you get access to the Definitive Map **JB/HB**
- Both councillors confirmed that at least one of them would attend LAPC meetings.

The Chairman thanked Cllrs Batchelor for their contribution. They left at 8:45 pm.

11. Village Environment/ updates following the Annual Parish Meeting

- **Granta Park access.** A report and actions agreed from the public meeting on May 18 are awaited. Discussions about access to the gym continue.
- **Granta Park noise.** TWI met residents from Westfield at the end of May. TWI also invited the parish council chairmen to attend. It seems residents throughout the village are affected at various times. Environmental Health had set up monitoring in one property in Westfield. The source of the noise is still subject to some debate. The priority is stopping it.
- **Fourwentways.** Discussed under matters arising
- **Footpaths.** The public footpath heading north from the bus stop on Cambridge Road to the old chalk pit is no longer accessible because the farmer has ploughed over it and the route up the hill has not been maintained. It was agreed that maintaining access to established Public Rights of Way and other established routes should be a priority. **CLERK** to contact the farmer
- **Community Orchard.** A working group is being set up. JE and RS agreed to be involved. Lyndsey Rushmore from Great Abington will lead the project. Hill (housing developer) will provide initial funding. There was some discussion about preparation, selection of trees and longer-term funding

12. Meetings and representation.

- **Feedback from meetings attended by LAPC reps.**
 - RA had circulated slides from a recent LCPAS training course.
 - **LAPC/GAPC Liaison meeting.** The meeting notes were received. It was noted that gym members would be able to play tennis on the Granta Park site.
- **Representation at forthcoming meetings.**
 - CAPALC catch up day 29 June. **IS and CLERK**
 - A1307 Parish Forum 6 July. **PB**
 - Haverhill Forum – A1307 corridor 16 July **JE**

13. Committee Reports

13.1 Institute Management Group. Nil.

13.2 Recreation Ground Committee. Next meeting 2 July. There was some discussion about use of the MUGA for tennis and access to tennis equipment.

13.3 Committee for Abington Housing. Nil

14. Reports from representatives

14.1 Village maintenance: The site visit with the contract manager from CGM had been helpful. It was disappointing that his visit had not been followed up.

14.2 Lights, roads and pavements. The damaged street name sign of the top of the High Street has not been repaired. It was reported in December 2017. Notification of action taken to repair one of the 40mph interactive signs on the A1307 has only just been received even though it was resolved some time ago.

14.3 Trees. IS and RS will complete the tree survey. SCDC is considering training for tree wardens

14.4 Police. There was an attempted distraction burglary in Great Abington. **CLERK** to check contact names and the status of local police panels.

15. Correspondence.

A summary of correspondence received is on circulation. Items requiring action have already been circulated.

16. Any Other Business/ Items for next agenda.

Uttlesford Local Development Plan; Scouts funding for local initiatives.

The meeting closed at 09:43 pm

Next meetings

Monday 23 July 2018 starting at 7.15 pm

Monday 24 September 2018 starting at 7.15 pm

Abington Institute, High Street, Great Abington.

Signed by Parish Council Chairman

Date

23 July 2018