

**LITTLE ABINGTON PARISH COUNCIL**  
**DRAFT TO BE AGREED AT THE NEXT FULL MEETING OF THE PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held on**  
**Monday 26 November 2018 at 7.15pm in the Abington Institute, Great Abington**

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

**In attendance.** Cllr Henry Batchelor (HB). There were five members of the public present.

**1. Apologies for absence.** Cllr John Batchelor

The Chairman agreed to change the agenda order to take public participation first followed by discussion on planning.

**6. Public Participation**

**6.1 Abington Bowls Club: Grant application to SCDC Community Chest**

One member of the public addressed this topic. Membership of the Bowls Club is growing. About 10% in the membership lives in Little Abington and there is an Abingtons team. The land is privately owned. The landowner is very supportive. The club wishes to submit a grant to SCDC to purchase equipment. LAPC agreed to support a bid in principle up to a maximum of £100.00. They requested details of the application when it was ready.

One member of the public left the meeting at 19.25.

**6.2 Granta Park noise**

Two people attended to address this topic. They requested an update on progress and feedback from the Parish Council Chairmen's meeting with TWI.

PB reported that the Chairmen and Vice Chairmen from LAPC and GAPC met with the senior team from TWI on 16 November. Discussions about the noise disturbance were a significant part of the agenda. PB had sent a briefing note to those who had attended. It would be shared with both parish councils. He said that those who attended the meeting felt that the noise level on the site had reduced.

Environmental Health had reported that the noise nuisance was not an actionable problem, but it was a marginal decision. It was difficult to identify the source. Although there was some agreement that it came from somewhere on Granta Park but not necessarily TWI. PB said TWI is continuing to investigate. He felt they were keen to resolve it although they had not yet employed an acoustic consultant as was discussed at the last meeting. He had understood that Environmental Health expected to meet with the residents. This has not happened. TWI had offered to host such a meeting if that would be helpful.

The public representatives said that they had not perceived any difference in recent weeks. The residents continue to report and log noise nuisance. It had been particularly bad overnight and in the early hours of the morning a few days earlier. They urged the Parish Council to continue to push for urgent resolution.

Two members of the public left the meeting at 19.40 pm

### 5.3 Planning

- There were two members of the members of the public present. Both had made formal objections to SCDC about a retrospective planning application for 50 High Street.
- There were some concerns about procedures.
  - The notification to the Parish Council was dated 18 October but SCDC did not advertise the application until 13 November. The Clerk had informed SCDC and they had agreed an extension to the consultation period.
  - The application was entitled 48 & 50 High Street although the applicant was the tenant at 50 High Street.
- It was noted that the Parish Council had made a site visit.
- A summerhouse, hen coop and fences were erected without the permission of the landowner. (Cambridge Cottage Preservation Society (CCPS)) which was in breach of the lease. There had not been any discussion the most affected neighbours.
- CCPS had agreed the tenant should submit a retrospective planning application. The hen coop had since been removed.
- This is an historic part of the village in the Conservation Area with shared garden spaces opening onto the street. The new buildings and the fences are not in keeping with, and are an intrusion into, the historic appearance of the site.
- One of the small fences was constraining access for one of the neighbours and it was now impossible for him to open one of his windows from outside, as was his custom.

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

### 7.1 Planning applications:

- **S/3816/18/FL. Retrospective - erection of fence, shed & hen coop. 48&50 High St**  
LAPC noted the comments from the public present. There had clearly not been any discussion with neighbours. Concerns about procedure were noted. It was understood that privacy was cited as an issue by the applicant but the site has been open and visible from the road for many years.

The Parish Council agreed that it would not support the application and made the following comments They did not refer it to the SCDC Planning Committee.

- The tenant at 50 High Street submitted the application retrospectively but it is entitled 48 & 50 High Street. The tenant at 48 High street was not informed prior to the development or of the application.
  - LAPC is aware of concerns and objections from immediate neighbours and from one near neighbour
  - Several fences have been erected on the site recently. The application seems to relate only to the high fence towards the back of the site.
  - This is an historic part of the village within the Conservation Area. LAPC is keen to protect the historic nature of the site.
  - The changes are clearly visible from the road. It is understood that the hen coop has been removed but the summer house (it is not a shed) remains.
  - The new fences near the cottages severely restrict neighbour's access to their properties and their views. It is understood that the fencing prevents one neighbour opening a window.
- **S/3886/18/FL. Single Storey side extension. 1 West Field.**  
LAPC supported the application without reference to the SCDC Planning Committee. One neighbour had commented in support of the application.

Two members of the public left the meeting at 20:20pm

## 7.2 Planning decisions and amendments (for information).

- **S/3476/18/FL. Fourwentways Petrol Station. Installation of two electric vehicle chargers and formation of new surfaced bays.** Approved by SCDC. It was disappointing that there were no conditions relating to the concerns raised by the Parish Council about litter and public health.
- **19 Bourn Bridge Road.** Approved by SCDC with one condition relating to windows overlooking neighbouring properties.

## 7.3 Local Developments

- **North Uttlesford Garden Village.** Uttlesford DC has invited some local parish councils to a meeting on 13 December. LAPC nor GAPC were not invited.UDC turned down a request by Hinxton PC to broaden the consultation. The proposed development is on the boundary with Great Abington and Hildersham parishes. It was thought that GAPC should be represented.

## 8. Reports from District and County Councillors

The written report from Cllrs Batchelor was noted.

- **A1307 Improvements.** Consultation on proposed improvements near Dalehead Foods closes on 14 December. **CLERK** has circulated details
- **Local Development Plan.** The Plan has been adopted. The amendment to the Strawberry Farm development in Great Abington to increase the number of buildings on the site was turned down by SCDC. It may be a test of the robustness of plan.
- **Emergency Planning.** Sandbags are being offered to villages prone to flooding. It was agreed there was no requirement for Little Abington. This was a topic at the recent County Council conference for parish council, which PB attended.

The Parish Council asked Cllrs Batchelor to note their continuing frustrations about the conditions at Fourwentways and the Comfort Cafe site

Cllr Batchelor left the meeting at 20:40

## 2. Parish Council Vacancy.

No one came forward with a nomination for election. SCDC have agreed to co-option. The public engagement event in January (see later discussions) might be an opportunity to generate some interest.

## 3. Minutes of the meeting held on 22 October 2018. Agreed.

## 4. Matters arising not on the agenda.

The action list was reviewed and updated. (See appendix). The dead tree dangling over the overhead cable on Cambridge Road has been removed.

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

## 9. Finance and Compliance

### 9.1 Income. Nil receipts

### 9.2 Payments

**Subscription to the Roman Road and Fleam Dyke.** The Parish Council agreed to the proposed new annual subscription of £30.00.

It was noted that CGM had not submitted an invoice for November. Their payment would be reduced to £268.55. IS proposed payment all of the payments on the agenda. JE seconded. It was unanimously agreed.

CAPALC GDPR membership scheme. (Agreed October)	£ 25.00
HMRC PAYE Q3 due Jan 2019	£ 205.00
Mrs G Dalton Clerk salary (Nov & December)	£ 574.28
Subscription Friends of the Roman Road and Fleam Dyke	£ 30.00
CGM October	VAT £44.76 £ 268.55
Dr R Smith. Travel to CAPALC training. 64 miles Oct 2018	£ 12.80
Grant to Abington Recreation Ground Committee. Oct 2018-Mar 2019	£1312.50
<b>Total</b>	<b>£2549.31</b>

### 9.3 M7 Finance report:

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 32,582.44	£ 17,521.14	£ 15,061.30
Balances at close of meeting	£ 29,910.76	£ 14849.46	£ 15,061.30

*Note: Bank statement does not include uncleared cheques*

The financial summary was discussed. Finances are running close to plan.

- **Bank signatories.** It was agreed that Dr R Smith should be a bank signatory.

### 9.4 Abington Recreation Ground Committee.

The updated terms of reference based on recommendations from the internal audit report were noted. In addition, the lower level for competitive quotations had been increased to £1000 in line with GAPC's financial regulations. The Clerk, as RFO for LAPC, was concerned about assurance of value for money on ARGC's expenditure.

### 9.5 2019-20 budget planning

- **Recommendations from the Parish Council Liaison Group** The minutes from the meeting were received.
- **2019-20 Budget Plan** The final draft budget plan was discussed. Some changes had been made following the Liaison Group meeting
  - £500.00 for Uttlesford Garden Village fighting fund
  - 5% increase in the grant to Abington Recreation Ground Committee (£2756)
  - No budget set aside for community events in 2019 20
  - £1500 for highways initiatives. A contribution of £500 to GAPC's PFHI for speed reduction in the village centre and building up a fund for speed monitoring on Newmarket Road.
  - Allocated reserves: £800 for parish plan and £2500 for speed reduction initiatives.

Based on these updated figures a parish precept of £17,500 was agreed. This equates to an increase of 4.3% for a band D property.

### 9.6 General Data Protection Regulations.

The Parish Council's membership of CAPALC's GDPR Membership Scheme had been acknowledged. The link to their website was not functional. **CLERK**

### 9.7 Risk Register. Carry Forward

## 10. Village Environment/ Community Engagement

- **Ad-hoc maintenance siding out grass verges.** The quote from Andrew King was accepted. It was felt it would be a good opportunity to establish his role as the new village maintenance contractor.
- **Request for grant for public engagement event 12 January 2019. Abington Futures** This will be an event to kick-off a new round of parish planning and to get

input on various issues from members of the community. LAPC agreed to support the venture with a maximum grant of £120.00.

- **Access to Granta Park.** No progress. There was a suggestion that the route of the old railway line could be developed as a permissive footpath
- **Granta Park Noise Nuisance.** Discussed under public participation.
- **Litter.**
  - RA and other residents regularly pick up litter on Newmarket Road and Bourn Bridge Road but there is nowhere to put it. There are a lot of empty wine bottles. It was agreed that a litter bin is required at the top of Bourn Bridge Road near the Cambridge International School. **CLERK**
  - The school used to pick up litter from the verges around their site. **PB** is trying to arrange a meeting with the headteacher. He agreed to raise this. **PB**
  - It was felt there might be some value in sending a petition about litter to SCDC. It could be raised at the community engagement event.
- **Footpaths.** RS and IS fed back from their meeting with the Local Council officer.

## 11. Highways and Traffic

**Speedwatch.** The equipment has been sent to Wescotec for maintenance. It will be assessed and a quotation for any repair work will need to be agreed. SP is waiting for feedback from Ickleton before setting up the 2019 rota. **SP/CLERK**

## 12. Meetings and representation.

- Feedback from meetings attended by LAPC reps not elsewhere on agenda:
  - SCDC Parish Planning Forum 30 October. Notes circulated
  - Cambridgeshire Local Council Conference 23 Nov. Notes awaited
  - GAPC/LAPC Liaison meeting 15 Nov. See agenda item 9.5
  - Parish Council Chairmen's meeting with TWI 16 Nov. Notes awaited
- LAPC representation at forthcoming meetings
  - SCDC Cabinet & Parish Councils Liaison meeting 27 November PB, RS
  - Parish Council Chairmen's meeting with BioMed Realty 28 Nov. PB
- 2019 LAPC meeting schedule Meeting dates for 2019 were agreed. **CLERK** to book meeting rooms

## 13. Reports from representatives

### 13.1 Village maintenance contract:

- **New contract.** Mr King has signed his letter of appointment
- **CGM.** It was hard to know if CGM had attended recently. Some pavements have been swept.

**13.2 Lights, roads and pavements.** PB will report a faulty light in the High Street

**13.3 Trees.** A Tree Charter has been published. A useful guide on tree safety and responsibilities for householders is now available. RS suggested it should be included in the village newsletter

**13.4 Police.** Nil.

## 14. Committee Reports

**14.1 Institute Management Group.** JE will check for any recent minutes

**14.2 Recreation Ground Committee.** The minutes from the meeting held in September were noted.

**14.3 Committee for Abington Housing** The minutes from the meeting held in October were noted.

## 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.**

- **Newsletter** – extract from Tree Charter, LAPCs actions re litter and Fourwentways. Note that a new village maintenance contract starts in January
- **January agenda** – risk register

The meeting closed at 21:50

**Next meetings**

**Monday 28 January 2019 starting at 7.15 pm**

**Monday 25 February 2019 starting at 7.15 pm**

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

Signed by Parish Council Chairman

Date

26 November 2018

**APPENDIX Matters Arising/ Actions November 2018**

<b>Meeting date</b>	<b>Action</b>	<b>Responsible</b>	<b>Update/status</b>
April 2018	Tree Warden Network - does it still exist?	Clerk	<b>CLOSED.</b> SCDC is establishing meetings with Tree Wardens
	Granta Park access. Long-standing issue	PB	
	Follow-up Fourwentways site meeting	Clerk/Highways	CCC no response
May 2018	Replacement Fourwentways litter bins	Clerk/SCDC	SCDC no response
	Road safety junction Bourn Bridge Road/CIS	PB/Clerk/Highways/	July 1018: Clerk contacted road safety team - not a hazard
June 2018	Privately funded highways improvement scheme - village gates and children playing signs	PB	Agreed Oct 2018. Awaiting Installation
	Street lighting - Cambridge Road	Cllr JB	
July 2018	GDPR several queries arising from CAPALC catch up day	Clerk	<b>CLOSED</b> Draft implementation plan agreed Oct 18. LAPC has joined CAPALC's GDPR membership scheme.
	Footpaths – to establish a working group.	IS/RS	wip
July 2018	Several street faults reported some months ago. Still outstanding Speedwatch signs ordered Dec 2017 – still awaited	Clerk/CCC/SCDC	
Sept 2018	Public participation: Granta Park noise. Clarification of timelines	PB	Ongoing. See public participation Nov 2018
	Public Participation: Lorry parking Fourwentways. No progress since April site meeting	Cllr HB	Oct 2018 - Clerk contacted CCC requesting meeting dates No response from CCC
	Sign off amended standing orders	Clerk	<b>CLOSED</b> Signed and published on web site
	Feedback from meetings	P Cllrs	<b>CLOSED.</b> Reporting process in place
	Travel allowances. Implementation.	Clerk	<b>CLOSED.</b> Process agreed
	New Maintenance contract Review pricing.	RA/Clerk	19/10/18 RA & Clerk met Mr King. Prices reviewed. Management arrangements discussed. <b>Nov 2018</b> Letter of appt signed Disposal of leaves. Costs to be considered autumn 2019

	Cutting back various verges from roads /footways	RA	19/10/2018 RA asked new contractor to quote. <b>Nov 2018 AGREED</b>
<b>Oct 2018</b>	Public engagement event	RS/ Liaison Group	<b>AGREED NOV 2018.</b> Budget £120.00
	Parish council vacancy	Clerk	<b>Nov 2018.</b> No response to advert. SCDC agreed to co-option.
	Agritech appeal	Clerk	Submission made on time. Note some parliamentary interest in the proposal
	Roads and pavements: <ul style="list-style-type: none"> <li>• Resurfacing Church Close</li> <li>• Cambridge Road - road surface</li> <li>• Pavements - poor condition. Some hazardous</li> </ul>	Cllrs Batchelor	Church Close. Work is out to tender
	2019-20 budget setting.	Clerk	<b>AGREED Nov 2018</b>
	2019-20 meeting schedule	Clerk	<b>AGREED Nov 2018</b>
	Street lights obstructed by vegetation		Village newsletter
	The condition of trees and hedges on Cambridge Road verge. Any TPOs? One significant risk noted	IS/RS Clerk	<b>CLOSED Nov 2018.</b> SCDC has dealt with it
	Tree overhanging 19 Church Close		It is understood the tree will be reduced or felled. Add to risk register
<b>NOV 2018</b>			
A1307	Parish council to respond to consultation by 14 December	All/CLERK	
Litter	Request litter bin for top of Bourn Bridge Road Does CIS pick up litter from the verges around their site? Community petition	CLERK PB	
Speedwatch	Agree new Rota with Ickleton PC	SP	