

LITTLE ABINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 22 May 2017 at 7.15pm in the Abington Institute, Great Abington

Present. Mr Brunning, Mr Adams (by Skype), Mr Lightning, Mr Pritchard, Mrs Simmons, Mrs Dalton (Clerk).

In attendance. Cllr Orgee.

1. Election of Chairman

Mr Lightning proposed Mr Brunning and Mr Pritchard seconded. Mr Brunning was unanimously elected as Chairman. Mr Brunning accepted office.

2. Election of Vice-chairman

A vice chairman was not elected.

3. Apologies for absence.

Mr Ellis, Mrs Scoffings, Cllr Batchelor.

4. Parish Council membership.

Register of interests. All Parish Councillors to confirm that declarations of financial and other interests are up-to-date.

5. Minutes of the meeting held on 25 April 2017. Agreed

6. Matters arising not on the agenda.

- **E-payment.** Set up and in use for this meeting. Other approvers to be added.
- **Cambridge International School.** PB had met Mr Knowles. Development plan for the Abington site are on hold whilst projects at other sites progress. Three portakabins will be removed from the site.
- **Bus shelter repairs.** The insurance claim for the Cambridge Road bus shelter has been paid less £250 excess. Queensbury have ordered the parts and they are scheduling work for June. The seat in the High Street bus shelter has been repaired.

7. Declarations of interest.

None for items on the agenda.

8. Public participation.

None.

9. Parish Council Committees, terms of reference and membership

- **Planning Committee:** Membership - all Parish Councillors. Chairman - Mr Brunning. The Terms of Reference (ToR) were confirmed.
- **Compliance Working Group:** Mr Adams, Mr Lightning, Mrs Scoffings and Clerk. Chair to be agreed. The CWG reviewed the ToR at their recent meeting. The recommended updates were agreed.
- **Recreation Ground Committee.** This is a joint committee with Great Abington Parish Council. Up to date terms of reference are required. Mr Brunning (Chair), Mrs Simmons and Mr Lightning.
- **Abington Housing Committee.** Mr Ellis and Mr Brunning. This is also a joint committee. The ToR are due to be reviewed.

10. Representatives for non LAPC committees

- **Institute Management Group.** Mr Ellis.
- **A1307 Local Liaison Forum.** The ToR are still in draft. The parish council can have two representatives. It was proposed that the Clerk, Mr Brunning and Mrs Scoffings would be the regular representatives. Clerk to contact a member of the public who had expressed an interest. **CLERK**
- **A1307 Parishes Forum.** Mr Brunning will continue to attend.

11. Councillors' Responsibilities

- **Village maintenance and trees.** Mr Lightning. Responsibility for trees needs clarification. It was agreed to consider nominating a Tree Warden, possibly from the Naturewatch Group.
- **Lights, roads and pavements.** Clerk. It was agreed the village newsletter should include a reminder for residents about reporting faults. **SS**
- **Police.** Mr Adams.
- **Web site support.** Technical issues - Mr Ellis. The Clerk is responsible for maintaining up-to-date content of the Parish Council web pages.
- **Communication/village newsletter.** Mrs Simmons.

12. Review of policies:

The following policies were agreed.

- Standing Orders
 - Updated Financial Regulations (based on 2016 model) and LAPC financial limits
 - Complaints
 - Media
 - Freedom of Information Act 2000
 - Equal Opportunities
 - Public Engagement.
 - Training.
- **2017 Framework for Governance and Accountability.** The Clerk will review and report back to the Parish Council. **CLERK**
- **Code of Conduct.** **CLERK** to confirm that the 2012 Code adopted by the Parish Council is still current.

13. Risk Management:

- **Insurance:** The Clerk confirmed that the Parish Council is insured with Hiscox. This is a three-year arrangement. Annual renewal due 1 October 2017. The relationship with Came & Co works well as demonstrated by the recent claim for bus shelter damage.
- **The Asset Register** was reviewed. The protocol for valuing assets based on either purchase price or replacement value if purchase price is not known was agreed. **CLERK** to establish a formal process for recording inspections. **DL** to check the seat on the corner of Church Close and establish what if any maintenance or cleaning was required. The need for maintenance and/ or cleaning of the seat in the High Street needs to be established.
- **The Risk Register** was reviewed. Two risks were downgraded following the purchase of a replacement laptop and establishment of weekly computer backups. Two new risks - trees management and data security & confidentiality were added. **CLERK**
- **The risk policy** was agreed. The Parish Council needs sight of the Recreation Ground Committee's insurance policy and assurance that policies for risk

management are in place. (See 2015-16 Internal Audit report) The 2016-17 internal audit report had highlighted the importance of an audit. It was agreed that risk assessment and risk management for the litter pick and the Recreation Ground should be discussed at the Parish Council Liaison Group meeting on 6 July. **PB**
CGM are contractually required to confirm they have public liability insurance.

14. Finance

14.1 Income was noted

Hiscox - insurance claim for bus shelter Cambridge Road.	£	861.70
VAT Refund Sept 2016 - March 2017	£	506.70
Total	£	1368.40

14.2 Payments

SS proposed and DL seconded payment of all items on the agenda with the exception of the payment CGM for which checklists are still awaited. This was agreed. It was noted that CAPALC had sent a membership agreement. There did not appear to be any changes despite the consultation. *{Post meeting note. A checklist was provided and payment was authorised}*

Mrs G Dalton Clerk salary (May) STO	£	237.34
Herts & Cambs PRVs	VAT £56.00	£ 336.00
CGM village maintenance (April)	VAT £44.76	£ 268.55
Mr Gutteridge Internal Audit	£	138.00
CAPALC annual subscription	£	213.78
NALC Digital Councils meeting registration	VAT £ 12.00	£ 72.00
Total	£	1265.67

14.3 Finance report: Balances year-to-date.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 29,286.92	£ 14,233.15	£15,053.77
Balances at close of meeting	£ 27,875.05	£ 12,821.28	£15,053.77

Note: Bank statement does not include uncleared cheques

14.4 Report from Compliance Working Group

The group met on 19 May. Meeting notes to follow.

Recommendations made but not covered on the agenda for this meeting were

- Arrangements for storage of PC backup offsite. CWG recommended the purchase of a second backup drive (cost £56.00) which would be stored away from the clerk's home. This was agreed. Mrs Simmons agreed to be the keeper of the alternative backup.
- CWG recommended that the Clerk should have an annual appraisal
- CWG supported the Clerk in her frustrations about delays in accreditation under the Local Council Award Scheme. They recommended that the Parish Council should consider what formal action it could take.

14.5 Adoption of General Power of Competence.

The Clerk confirmed that the Parish Council still met the requirements for the General Power of Competence (GPC). The Parish Council unanimously agreed to adopt GPC.

14.6 Banking arrangements.

Banking arrangements are unchanged. Signatories/authorisers for Lloyds e-payments are two of DL, PB, SS, PP and JE. The Clerk sets up agreed payments.

14.7 Clerk Salary

The hourly rate is now £11.415. Annual salary will be 3629.97. This was noted.

CLERK to update monthly standing order

14.8 Annual Audit.

- The Compliance Working Group reviewed the Internal Auditor's report. It was generally positive with no points for major concern. The recommendations and actions were noted.
- The Annual Return to the Audit Commission was signed ready for submission at the beginning of June. The files will be available for public inspection between Monday 3 July and Friday 11 August 2017 and at the meeting on 24 July 2017.

15. Planning

15.1 Planning applications: No applications received

15.2 Planning decisions and amendments (for information):

- **S/1205/17/FL** 39 West Field. Approved.
- **S/0913/17/FL** 12 Church Lane. Approved

15.3 Local Developments

- **Agritech.** Proposed development of agricultural test site near Sawston. A public exhibition was held on 16 and 17 May. The site will accommodate up to 4000 employees; there is some provision for improvements to transport infrastructure; provision for parking was not clear; the local community would be allowed to access the site for recreational purposes. The Parish Council noted that there was no consideration of other proposed significant developments nearby including a housing development in Hinxton and a commercial park near Sawston which, if approved, would also have an impact on traffic volumes and transport infrastructure.
- **Local Development Plan.**
 - It was understood that the omission sites in Great Abington and Little Abington would be discussed at a hearing on 13 June. This will include land at Bancroft Farm and the meadow behind it which is a Protected Village Amenity Area.
 - PB noted that the A1307 Parishes Forum had discussed the impact on the A1307 and road safety in general of new housing developments on Back Road between Hildersham and Linton and a development near Saffron Walden.
 - Proposed housing development Linton Road, Great Abington. It is understood that discussions between the developers and the West Lodge Kennels continue.

16. Highways and traffic

- **Local Highways Improvement** work is underway. The new speed limits and signage should be in place by the end of May.
- **Speeding in the village.** This was raised at the Annual Parish meeting. It was agreed to consult about the level of concern via the village newsletter and to seek more volunteers to run Speedwatch campaigns. It was suggested that repainting white lines on the roads especially at points that are particularly hazardous, e.g. The corner of Church Lane, would contribute to improving road safety. **SS/CLERK**

17. Village Environment

- **Dog fouling.** This was raised at the Annual Parish meeting and has been a topic of concern on the Abingtons Facebook page. Problem areas are public footpaths, the playing fields and Sluice Wood. A variety of solutions were discussed including more posters and information, provision of poo bags, more poo bins and the possibility of legal action and fines for dog owners. **CLERK** to summarise legal position and potential solutions for the Parish Council to consider.

- **Rubbish in the river.** Wood, bricks and bollards have been cleared from the river on a few occasions recently. It is not clear if they are being thrown in from the Recreation Ground side of the river or if they originate from the Abington Woods.

18. 2017-18 Parish Council priorities and plans

Carry Forward. 2017-18 plans will include dog fouling, speeding and road safety.

19. Meetings and representation.

- **Feedback from meetings attended by LAPC reps.**
 - **Granta Park Access:** The chairmen of both Great and Little Abington parish councils met representatives of the management team from TWI. Site security arrangements are being reviewed and, following increasing concerns, Granta Park will be closed to the community from June. Other security measures are being improved or put in place. TWI will publish a statement in the Village News. The Parish Council was aware that this decision would cause some consternation and might not be well received. TWI was optimistic that it would be possible to reopen the site in future.
 - **Noise:** There are still complaints about noise related to working activity, which the team at TWI is endeavouring to mitigate, as well as noise related to building works. Cllr Orgee said that the planning team from SCDC are checking the new Illumina building for compliance with planning conditions.
- **Representation at forthcoming meetings.**
 - The Clerk will attend a Parish Nurse meeting on 23rd May.
 - The Clerk and the Chairman have been invited to meet the new principal of the Cambridge International School on 15 June. The Clerk suggested a Parish Councillor might wish to attend in her stead. **ALL**
 - Representation at Parish Councils Liaison Meeting on 6 July to be confirmed. Agenda items were discussed earlier in the meeting. **ALL**
- **Arrangements for LAPC meeting on 26 June.** The Clerk will not be present at the meeting although she will be able to publish the agenda and meeting papers within the statutory time limit. Mrs Simmons kindly agreed to take action notes.

20. Report from Cllr Orgee (SCDC) *awaited*

- **New SCDC Chief Executive**, Beverley Agass, starts on 3 July. She is currently a Chief Executive in Lincolnshire,
- **Annual Report of the SCDC Scrutiny Committee.** See agenda item 15. <http://scamb.moderngov.co.uk/ieListDocuments.aspx?MId=6997&x=1>
- **City Deal. The A1307 Local Liaison Forum** is due to meet soon. Corridors being considered for dualling might now include routes from Haverhill curving round to meet the A11 / M11 at Stump Cross or to meet the M11 south of Stump Cross
- **Developments in the area** . LAPC should be aware of the implications of proposals for a Sawston Trade Park, Agritech Park, near Hinxton and North Uttlesford Garden Village to the north of Great Chesterford and south of the Great Abington.

21. Report from Cllr Batchelor (Cambridgeshire County Council)

Cllr Batchelor sent a written report. It covered devolution and the Cambridge City Deal.

22. Committee Reports

22.2 Institute Management Group. AGM minutes awaited. Accounts received.

22.2 Recreation Ground Committee. Minutes awaited.

22.3 Committee for Abington Housing. An e-mail update has been circulated. Next meeting 21 June.

23. Reports from representatives

23.1 Village maintenance:

- DL asked CGM to send checklists to support their invoices. If they were not received it was agreed the Clerk should write to the Managing Director to remind her of the contractual obligation to provide checklists.
- Herts & Cambs Grounds Maintenance had cut the BBR PRVs. In future, the mowing should extend past the verge signs to the houses.
- The Parish Council requested confirmation that the school is looking after the verge that runs alongside the playing fields, according to the PRV regime. **CLERK**

23.2 Lights, roads and pavements. Nothing to report

23.3 Trees.

- SCDC is planning to remove a diseased tree in Church Lane.
- Risk management. It was agreed that the Parish Council must know which trees it is responsible for including trees that it has planted. It will be important to have a robust risk management schedule. Huntingdonshire District Council plans to run a course on trees management. LAPC has registered interest.
- Following the dissolution of the County Council funded Parish Paths Partnership, it is not clear if the Parish Council has retained any duties for maintaining the safety of footpaths and their environs including trees. **CLERK** to contact Highways Team regarding the management of Public Rights of Way and SCDC Trees and Landscape team at SCDC for any information they may have on the ownership of trees.
- PB confirmed that the Abington Recreation Ground Committee is responsible for the trees on the Recreation Ground. H&C has worked on the trees over the last 2 years.

23.4 Police. Nil to report.

24. Correspondence.

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

25. Any Other Business/ Items for next agenda.

- Mr Pritchard advised the Parish Council that he was moving to Scotland in June. He resigned from the Parish Council with immediate effect. The Chairman thanked him for his input over the last five years. Mr Pritchard has also been treasurer of the Recreation Ground Committee. So far has not been possible to find a replacement for him. The Clerk offered to take on the role if necessary.
- The LAPC Annual Report will be compiled using the reports that were presented at the Annual Parish Meeting;
- Carry Forward: Trees- risk management, dog fouling, speed watch. 2017-18 priorities,

The meeting closed at 9.40 pm

Next meetings

Monday 26 June 2017 starting at 7.15 pm

Monday 24 July 2017 starting at 7.15pm

Abington Institute, igh Street, Great Abington.

Signed by Parish Council Chairman

Date

26 June 2017