

**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 22 January 2018 at 7.00 pm in the Abington Institute, Great Abington.**

**Present.** Mr Brunning (Chair), Mr Ellis, Ms Pattinson, Mrs Simmons, Mrs Scoffings, Mrs Smith Mrs Dalton (Clerk).

The Chairman opened the meeting and closed it because publicity would be prejudicial to the public interest by reason of the confidential nature of the discussion. The public and press were temporarily excluded from the meeting.

The meeting reopened at 7:15 pm

**In attendance.**, Cllr Batchelor (for part of meeting), Cllr Orgee (for part of meeting). Two members of the public attended for public participation.

**1. Apologies for absence.** None.

The vacancy on the Parish Council has still not been filled. Options for co-option were discussed.

The Chairman agreed to change the order of the agenda to take public participation first

**5. Public participation –  
Parking and conditions at Fourwentways**

Lorries and other vehicles continue to park around and near the old Fourwentways roundabout. At times, there may be as many as 20 vehicles there, particularly at night. The area is poorly lit and it can be dangerous if they obstruct the road. There is also some concern that they cause confusion and vehicles have been seen driving the wrong way. They are damaging drains, kerbs and verges and the litter is unsightly. The fences have been knocked down and there was some concern about environmental health given the nature of some of the waste there.

The Chairman said the Parish Council had tried to address this in in the past. Both Cllr Stone and Cllr Orgee had been involved. It was agreed to raise it again and to emphasise concerns around environmental health. Cllr Batchelor agreed to support this.

**Damaged drain cover on pavement in Bourn Bridge Road**

The Clerk reported this in August and again in November emphasising the hazard to pedestrians. She had been advised that the matter was closed and action would be taken soon. She urged residents to report it too. The damage was probably caused by vehicles parking on the pavement. It was noted there was a similar issue in Church Lane.

**2. Minutes of the meeting held on 27 November 2017.** Agreed

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

- **Parish Councillor Training.** The Clerk to follow-up. CAPALC had advertised training in February but it clashes with the half term holidays for some. **CLERK**
- **Planting replacement trees.** Still no reply from Trees and Landscape Team. Cllr Orgee had offered to follow-up. Carry forward **CLERK/TO**
- **Edging grass verges in the High Street.** Work will continue when the weather improves.

- **Millennium Bridge inspection.** It was agreed this could wait until spring **CLERK**
- **A grit bin** has been installed on the corner of Church Lane and Bourn Bridge Road.
- **Dead tree on Millennium footpath.** The tree was felled in December. Invoice awaited
- **Speedwatch signs** have been ordered. No response from GAPC about signage in Great Abington
- **School capacity.** The headmaster sent an update. He felt the best approach would be to assess the impact of the housing developments.
- **2018 LAPC meeting schedule.** Rooms have been booked. August /September meeting date to be agreed.

4. **Declarations of interest.** None for items on the agenda.

6. **Finance and compliance**

6.1 **Receipts.**

Millennium Footpath maintenance	£	60.00
---------------------------------	---	-------

6.2 **Payments**

JE proposed and IS seconded payment of all items on the agenda.

Mrs G Dalton Clerk salary. January STO	£	241.90
KA maintenance - repairs at the ford. December 2017	£	30.53
CGM monthly payment. December 2017 (less £203 credit)	£	65.45
Q3 Clerk expenses	£	176.46
Abington Institute - room hire Oct & Nov 2017	£	24.00
CPRE - annual subscription	£	36.00
GAPC - contribution to cost of annual bus trip	£	115.20
<b>TOTAL</b>	<b>£</b>	<b>689.54</b>

6.3 **Finance report:**

**Balances year-to-date.**

	<b>TOTAL</b>	<b>Current</b>	<b>Cambridgeshire Building Society</b>
Opening per bank statement	<b>£27,372.83</b>	£12,319.06	£15,053.77
Balances at close of meeting	<b>£26,482.09</b>	£11,428.32	£15,053.77

Note: Bank statement does not include uncleared cheques

**Q3 finance report**

The quarter 3 position was discussed. There were no adverse variances of concern. The Clerk's hours are higher than projected due to additional work on document retention and preparation for the General Data Protection Regulations. The Clerk's expenses include purchase of a new printer.

6.4 **Compliance**

• **Confirmation of 2018-19 budget plan**

The 2018-19 budget plan was agreed.

• **2018 19 precept request**

A precept of £16,990 was agreed.

**CLERK**

• **New Audit Regime.** PKF Littlejohn is running a webinar on 23 January. They will also publish some newsletters. It is unlikely that the final guidance will be available before 30 March.

• **General Data Protection Regulations (GDPR)** The Clerk sent a summary of key points from training she attended. LCPAS has provided some template/ model documents. The Parish Council is receiving conflicting advice from CAPALC and LCPAS about the appropriateness of appointing clerks as Data Protection Officers.

LAPC will need to make a decision/risk assessment when both organisations have formalised their advice and advised on their fees for service.

- **Parish Council insurance arrangements.** Market testing is due before renewal on 1 October 2018. It was agreed that the Clerk would get quotations based on the recommendations and legal guidance on requirements for Parish Councils insurance and to include GDPR. The Compliance Working Group would make a recommendation to the Parish Council in time for a decision in September.
- **Council Award Scheme.** There is no trace of the Parish Council's application. CAPALC advised reapplication would be required. The Parish Council did not feel this was a high priority. It was not clear if the new audit regime would provide any assurance of compliance with the Transparency Code or the GDPR.
- **6.5 Parish Council election timetable**  
2018 is an election year. Elections will be held on 3 May. All Parish Councillors are eligible to stand for election. Residents who meet the necessary qualifications may also apply for nomination. The closing date for nominations is 6 April. SCDC will provide more information in due course.

Cllr Orgee arrived at 8:00 pm

The Chairman agreed to change the order agenda order so that Cllr Batchelor could attend another meeting

#### 9. Report from Cllr Batchelor (Cambs County Council)

Councillor Batchelor's report was discussed. The key points were

- **Council tax.** It is possible that council tax could increase by as much as 3%.
- **Supported lodging.** This scheme provides accommodation for young people who have left care. Householders receive an allowance for providing accommodation. See [www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption/fostering-in-cambridgeshire/types-of-fostering/supported-lodgings/](http://www.cambridgeshire.gov.uk/residents/children-and-families/fostering-and-adoption/fostering-in-cambridgeshire/types-of-fostering/supported-lodgings/)
- **A1307.** Public consultation will begin on 9 February. There will be a briefing meeting for parish councils on 7 February.
- **Discussion points**
  - **Street lighting on the A1307.** Mr Brunning raised some concerns. Lighting is poor at the best of times. It is not helped because some householders' trees obscure lights. It is the responsibility of householders to maintain their trees however this might need to be enforced.
  - **Replacing stiles.** A resident has expressed some concerns about the condition of stiles on one of the public footpaths. Cllr Batchelor suggested that the County Council's Rights of Way Officer should be invited to visit. **CLERK**

#### 8. Report from Cllr Orgee

Councillor Orgee's report was discussed. Of note

- The Greater Cambridge Partnership has proposed that there should be a rural travel hub at Whittlesford.
- A1307 Local Liaison Forum. The group will meet on 7 February before the launch of the consultation. TO noted that the group would remain involved in local developments

Councillor Batchelor left the meeting at 8:20 pm

#### 10. Highways and traffic

- **Fourwentways.** Following the discussion at the public participation it was agreed that action is required. Environmental health might be one way forward. **HB/CLERK**

- **2018-19 Local Highways Improvement scheme.** The feasibility report from the County Council was considered. JE and SS proposed agreeing a maximum contribution of £1500 (rather than £1000). This was unanimously agreed. GAPC would need to increase its contribution proportionately. **PB**
- **Speedwatch.** The rota is in place and the sharing arrangement with Ickleton Parish Council seems to be working. The Clerk is waiting for advice from the police about monitoring locations. Some residents have suggested new locations and different timing. This can only be achieved if there are more volunteers.

## 7. Planning

### 7.1 Planning applications:

- **S/4099/17/OL Outline planning application for development of an AgriTech technology park. Site east of A1301, south of A505 near Hinxton, west of A1301, north of A505 near Whittlesford.** LAPC did not support this outline planning application. They felt it was speculative. There was some doubt about the strategic context and viability of the project. A major concern was the lack of alignment with other significant developments in the area including the North Uttlesford Garden Village and developments in and around Sawston. The proposed solutions for improving the transport infrastructure needed to be considered in a strategic context. There was some concern that if the project was not successful changing the use of the site might result in a development that was out of keeping with the area. The Parish Council felt it would be more appropriate for the project to be considered within the context of the local plan. **CLERK**
- **S/0086/18/LD. Certificate Of Lawful Development Repairs to boundary walls. 35 Church Lane, (the Vicarage) Little Abington.** The Parish Council noted this application. There were no concerns.
- **S/4322/17/FL New Entrance road to Bevan Braithwaite Building, TWI, Granta Park.** This application for a development within the confines of Granta Park was noted. Consultation had already closed but there were no concerns.

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

- **S/3868/17/FL Electron Microscopy extension Site 5 (Steinmetz Building), Granta Park.** Approved by SCDC
- **Retrospective planning application 33 Church Lane.** SCDC approved this application in December 2017

### 7.3 Local Developments

- **Local Development Plan.** Consultation on the modifications agreed following inspection will close on 16 February. The key points for Little Abington are definition of the Bowling Green and Abington Woods as Local Green Spaces. This will provide some protection against development. The plan proposes that the meadow behind the Bancroft Farm farmyard in Church Lane should continue to be a Protected Village Amenity Area. This confers some protection against development. It was noted that the village framework has been amended to include developments in Great Abington. **CLERK to draft response.**

## 11. Village Environment/community engagement

- **Access to Granta Park.** The parish council chairmen had had two meetings, one with Biomed Realty and the other with TWI. Little progress had been made on reopening access for residents. The gym will open soon. Depending on uptake from employees it may be possible for local residents to join. Membership arrangements and fees will be published in due course. Gym members would have access to the site. The option of the cafe membership had been suggested as a means of enabling access to the site for residents. Cost would be a key factor for many residents.

- **Granta Park noise.** There had been a few complaints about unacceptably intrusive noise over the Christmas holidays. The Parish Council had a few complaints and it seems residents are also complaining directly to TWI. It was agreed that all complaints should be logged and reported. The option of residents reporting directly to a contact in TWI was discussed.
- **2018 annual litter pick.** Saturday 17 March was agreed. Great Abington has some urgent issues. LAPC could lend them litter pick equipment. **CLERK**

## 12. Meetings and representation.

- **Feedback from meetings attended by LAPC reps not elsewhere on agenda**  
**SCDC Cabinet and Parish Councils Liaison Meeting** 29 November. PB sent some notes. Presentations and follow-up information were promised.
- **Forward Planning**
  - **LCPAS planning training 2 and 21 February.** IS and SP to attend on 2 February
  - **South East Cambridge Transport Study (previously A1307 plan).** 29 January. All Parish Councillors are invited.
  - **A1307 Local Liaison Forum, 7 February.** Clerk to attend on behalf of LAPC

## 13. Committee Reports

- 13.1 Institute Management Group.** Notes of the meeting held in November were distributed. The group met recently. Notes to follow.
- 13.2 Recreation Ground Committee.** Notes of the meeting held in November were distributed. The committee met on 8 January. Notes to follow. Tree surveys have been done. Urgent tree work was required over the New Year holiday.
- 13.3 Committee for Abington Housing.** The Group will meet soon. Agenda awaited. The affordable housing on the development of the top of the High Street in Great Abington will be released soon

## 14. Reports from representatives

- 14.1 Village maintenance contract.**

There is limited activity at this time of year. The process for re-tendering the contract was discussed. An item in the village newsletter encourages residents to get involved in the process. Options for letting the contract such as splitting out minor works suitable for a local contractor could be considered.
- 14.2 Lights, roads and pavements.**

Several fault reports are still outstanding: damaged drain cover on Bourn Bridge Road, broken High Street sign, interactive speed signs on Cambridge Road, damaged bollard on the Fourwentways slip road, potholes in Church Lane.
- 14.3 Trees.** PB and IS to complete the tree survey. **CLERK** to investigate the role of Tree Wardens. It was agreed there could be advantages in joining the local Tree Warden Network. One option might be to appoint a Tree Warden for the Abingtons. The Clerk suggested that a member of Naturewatch might be interested. **PB/IS**
- 14.4 Police.** The Chief Constable has published an update on his strategic review. E-cops bulletins provide regular updates on local crime.

## 15. Correspondence.

Items requiring action have been addressed and items for information are on circulation.

**16. Any Other Business/ Items for next agenda.**

- Items for village newsletter: Granta Park noise, local elections, litter pick date
- Carry Forward: Tree survey.

The meeting closed at 10:10 pm

**Next meetings**  
**Monday 26 February 2018 at 7:15pm**  
**Monday 26 March 2018 at 7:15pm**  
**Abington Institute, High Street, Great Abington.**

Signed by Parish Council Chairman

Date

DRAFT