

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 27 March 2017 at 7.15pm in the Abington Institute, Great Abington

Present. Mr Brunning, (Chair), Mrs Scoffings, Mrs Simmons, Mr Ellis, Mr Lightning, Mr Adams (via Skype), Mrs Dalton (Clerk).

In attendance. Mrs Smith, Ms James, Cllr Orgee and Cllr Topping.

1. **Apologies for absence.** Mr Pritchard
2. **Minutes of the meeting held on 27 February 2017.** Agreed.
3. **Matters arising not on the agenda.**
 - **E-banking.** Progressing **PP**
 - **Cambridge International School planning application.** No response. **PB**
 - **Traffic island A1307 and drains at top of High Street.** No response.
 - **Worsted Lodge waste site / Complaint from Babraham Parish Council.** Cambs County Council is looking into the matter. Follow-up before next meeting. **CLERK**
 - **Affordable housing meeting 13 March.** It was noted that the meeting was postponed
 - **Pavement High Street.** No evidence of any progress.
 - **CAPALC draft constitution.** The Clerk had replied

4. **Declarations of interest.** None

5. **Public participation.**

Mrs Smith and Ms James requested an update on the proposal in the Draft Local Plan to designate Abington Woods and the meadow at Bancroft farm as Local Green Spaces. The chairman set out the position. The Draft Local Plan is being reviewed by planning inspectors. Local Green Space is a new designation and the principles are still being tested. Following a hearing in January when several of the proposed LGS sites were considered the inspector wrote to SCDC directing the proposals to be reconsidered. Some need to be strengthened or the sites might be better considered as Protected Village Amenities. This includes the Meadow at Bancroft Farm. There is clear evidence that the site has been regarded as a local village amenity by the community. Residents have had access to the meadow without challenge for many years and trees were planted there by members of the community with the permission of the landowner. It was also noted that at least one tree has a TPO. PB felt that the Bowling Green and Abington Woods were at less risk of being challenged because the landowners were supportive of maintaining them as green spaces.

Next steps were discussed. There will be an update in the Abington and Hildersham news and more detailed information will be published on the Abingtons website and Facebook page. **CLERK** to write to South Cambs to request details of the process and opportunities for the parish council and for the public to be involved.

The Chairman congratulated Ms James on her Local Community Hero Award. She said the work at Abington Woods was gathering pace; local schools are taking part in forest

sessions and interest is building up. The opportunity for local residents to visit and explore the site to see progress at open events was discussed.

Mrs Smith and Ms James left the meeting.

6. Finance and Compliance

6.1 Receipts to current account.

There was no income to report. GAPC has been invoiced £45.00 for ford upkeep. An application for a VAT rebate will be submitted after year end.

6.2 Payments

The damage to the bus shelter on the A1307 is more substantial than first thought. PB will provide some pictures and the Clerk will take advice from Queensbury and contact the insurance company. There were some minor concerns about safety of the structure. *[Post-meeting note: the Queensbury surveyor confirmed that the shelter was stable and was safe for continued use.]*

The Parish Council was grateful for Mr Fordham for his prompt action in removing two fallen trees following Storm Doris.

With the exception of the cost of bus shelter repair, Mr Ellis proposed payment of all items on the agenda, Mrs Scoffings seconded and this was unanimously agreed.

Mrs G Dalton Clerk salary, STO March 2017	£ 237.34
CGM village maintenance, STO March 2017 VAT £44.76	£ 268.55
Mrs G Dalton Clerk salary, Pay adjustment for 2016-17 pay award	£ 27.36
Mrs G Dalton Clerk expenses Q4	£ 29.18
HMRC PAYE Q4	£ 185.20
Mr Fordham tree clearance	£ 100.00
TOTAL	£ £847.63

6.3 Finance Report: the financial summary and balances year-to-date were noted.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£23,155.20	£8,101.43	£ 15,053.77
Balances at close of meeting	£20,295.64	£5,241.87	£ 15,053.77

Note. Bank statement does not include uncleared cheques

6.4. Audit and compliance

- Document Management and Retention.** It was agreed to adopt the principles in NALC Legal Technical Note 40 (November 2016) with some local variation in line with the practice suggested by the Local Council Public Advisory Service. The option for local councils to acquire and store historical documents will need to be considered. The duties of local authorities to provide document storage was noted. Follow-up with the County Archive and check the Lord Chancellor's Code of Practice on the management of records. **CLERK**

The technical requirements for electronic document management were discussed. Mr Adams and Mr Lightning offered some assistance if the Clerk was able to summarise requirements. Options for indexing and searching including OCR will need to be considered. **CLERK/EA/DL**

- **Transparency Code.** There is a statutory requirement to comply with the Transparency Code for Smaller Authorities with effect from 1 April 2017. The Clerk attended a local workshop and she was able to confirm LAPC more than complies with the minimum requirements of the Code. There is still some grant funding available. NALC is encouraging smaller authorities that have already received grants to consider any further requirements. Options for LAPC include a multipage scanner and software for document management.
- **Financial Regulations.** New model financial regulations were circulated by CAPALC in December 2016. Some minor amendments will be required. It was agreed that LAPC's regulations should be updated ready for adoption at the Annual Meeting of the Parish Council in May. **CLERK**
- **2016-17 Audit Arrangements.** The timetable for external audit has been received. The deadline for submitting the Annual Return is 12 June 2017. The annual return, final accounts and internal audit report will need to be considered and signed at the Parish Council meeting on 22nd May. Mr Gutteridge will be available to do internal audit. His fee and scheduling need to be agreed. **CLERK**

7. Planning

7.1 Planning applications: <https://www.scams.gov.uk/services/planning-applications>

- **S/0913/17/FL** Two storey side and rear extensions and single storey front extension. 12 Church Lane, Little Abington
The Parish Council recommended approval with a comment noting the requirement for a dropped kerb to enable parking on the property. The application was not referred to the SCDC Planning Committee.

7.2 Planning updates/SCDC decisions. Nil.

7.3 Local Developments

- **Local Development Plan.** Local Green Space designations discussed under public participation.

Councillor Orgee arrived at 8:20 pm

8. Highways and traffic

- **2016-17 Highways Improvement Scheme - speed restrictions Newmarket Road.** Due to the poor condition of some road surfaces, it will not be possible to proceed with laying red tarmac at the junctions of Pampisford Road and North and South Road. However all of the signage has been agreed.
- **2017-18 Highways Improvement Scheme application- Speed reduction /pedestrian safety in the village centre.** The bid was not successful. There is potential to work up a more detailed application for next year. In the meantime, the option of using signs similar to those seen in Kent would be discussed with the school, the Highways Team and with Great Abington Parish Council.
- **City Deal/ A1307 Local Liaison Forum (LLF).** The minutes from the meeting held in February were noted.

9. Village Environment/Community Engagement

- **Protected roadside verges.** DL to ask CGM and Cambs & Herts to quote for cutting the PRVs. **DL**

- **Access to Granta Park.** The Clerk notified Granta Park about the errors on the map and offered to help. Granta Park confirmed they were updating the map.
- **Footpaths.** Several residents have complained that a path in Great Abington that has been in use for many years has been closed without notice. GAPC is following up.

10. Annual Parish meeting.

The meeting will be held on 24 April. It was agreed to follow the usual agenda format with discussion topics on:

- Development of the Parish Nurse Scheme
- A1307/LLF and City Deal
- Local Plan and green spaces

11. Reports from local authority representatives

11.1 Cllr Orgee (South Cambs District Council)

Cllr Orgee provided a written report. The key points were:

- **Rubbish Collections.** The new collection regime is bedding in. There have been some occasions when rubbish has not been collected on the due date because the lorries were full. Rubbish is collected the next day and any bins that have not been emptied should be left outside properties until collection is done.
- **A1307 LLF** The City Deal Executive Board met on 8 March. They decided to hold workshops involving the Local Liaison Forum to consider the options set out in the agenda papers and other proposals before a further round of consultations starting in September. The next meeting for LLF members will be on 6 April in Great Abington School. LAPC can nominate two representatives
- **SCDC Village Hero Awards.** Deborah James was awarded second place for the Outstanding Youth Initiative Award for her work at Abington Woods.

11.2 Cllr Topping (Cambs County Council)

Cllr Topping joined the meeting at 9:30 pm. His report covered

- **Local Highways Improvement Scheme.** There will be a 50 mph speed limit on Bourn Bridge Road between the International School and the 30 mph zone and on Newmarket road.
- **“Hanley Grange Mark 2”** There are rumours of a speculative proposal for a housing development near the A505. A planning application for the Agri-tech development is expected in the autumn.
- **School Numbers.** Great Abington school is full. There has been no allowance for increasing school capacity for the development in Great Abington High Street but it will be considered in the workup of the proposed development in Linton Road.

12. Reports from representatives

12.1 Village maintenance. Mr Lightning will meet a representative from CGM to discuss the contract on 3 April. It was agreed that the standing order should be stopped. In future payment will depend on timely submission of the checklist.

12.2 Lights, roads and pavements. A pothole in Bourn Bridge Road has been reported.

12.3 Trees. Storm Doris highlighted the importance of LAPC knowing which trees it is responsible for in order to meet its responsibilities and obligations to reduce risk. Householders also need to understand their responsibilities to maintain their trees. This includes insurance and duty of care under the Occupiers Liability Act 1957 and

1984 and the Health and Safety At Work Act 1974. It would be helpful for LAPC to know the ownership where this is not obvious.

12.4 Police. There has been more focus on phone use while whilst driving. A centre for victims of sexual assault has been opened

12.5 A1307 Committee. The group continues to meet. Notes of the last meeting to follow.

12.6 Receipt of reports on meetings attended by LAPC reps:

Meeting with Anglia Water (AW) following the river pollution in December.

Although it was an authorised disposal, it had caused alarm. AW has changed its policy to ensure such waste would go to a main station in future. They will provide signs advising what to do in the event of a pollution incident. They are retraining staff who work on the hotline.

12.7 LAPC representation at forthcoming meetings/events:

A1307 LLF. 6 April, Great Abington. LAPC has 2 spaces. PB & KS will attend.

13. Committee Reports

13.1 Institute Management Group. Next meeting date TBC.

13.2 Recreation Ground Committee. Notes from the meeting held on 6 February awaited. Next meeting 3 April.

13.3 Committee for Abington Housing. Notes from the meeting held in January were received. Next meeting date to be confirmed.

14. Correspondence.

Items requiring action have been circulated.

15. Any Other Business/ Items for next agenda.

- There has been a complaint about fires in Abington Woods. A notice about bonfires will be included in the next edition of the village newsletter and posted on the village website.
- **C/F** Worsted Lodge waste site.
- **Village newsletter items.** Trees, bonfires, update on LGS.

The meeting closed at 9:50 pm

**Next meeting Monday 24 April 2017 starting at 7.00 pm
followed by the Annual Parish meeting starting at 8.00 pm
Abington Institute, High Street, Great Abington.**

Signed

Date

Parish Council Chairman