

**LITTLE ABINGTON PARISH COUNCIL**

**Draft to be agreed at the next full meeting of the Parish Council**

**Minutes of the Annual Meeting of the Parish Council held on  
Monday 23 May 2016 at 7.15pm in the Abington Institute, Great Abington**

**Present.** Mr Adams, Mr Brunning, Mr Chesham, Mrs Gunning, Mr Pritchard, Mrs Dalton (Clerk).

**In attendance.** Cllr Orgee for part of meeting.

**1. Election of Chairman**

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

**2. Election of Vice-chairman**

Mrs Gunning proposed Mr Pritchard. This was seconded by Mr Chesham. Mr Pritchard was unanimously elected.

**3. Apologies for absence.** Mr Ellis, Cllr Orgee for late arrival,

**4. Parish Council membership.**

- **Resignation.** Mrs Gunning confirmed that she would be resigning from the Parish Council with effect from the end of the meeting due to pressure of work. The vacancy would be advertised as required. The Chairman thanked her for her dedication and input over the last 7 years.
- **Co-option of new Parish Councillor.** Mrs Scoffings introduced herself to the Parish Council. The Clerk confirmed the necessary conditions were met. Mrs Scoffings was unanimously appointed and welcomed as a co-opted member of the Parish Council.
- **Register of interests.** All Parish Councillors to confirm their declarations of financial and other interests were up-to-date.

**5. Minutes of the meeting held on 25 April 2016.** Agreed

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

- **E-payment.** Still in progress
- **Sluice Wood.** The path is very overgrown and the barbed wire is a significant hazard. The RiverCare team is keen to support the landowner with maintenance in Sluice Wood, including paths and removing trees and branches from the river.
- **O2 signal** .The problem seems to be fixed although there are some reports of intermittent problems with BT reception.

**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 Pritchard. Terms of Reference to be ready for the June meeting of the Parish Council. **CLERK**
- **Compliance Working Group:** Mr Pritchard (Chair), Mr Adams, Mrs Scoffings and Clerk. The terms of reference were confirmed.

- **Recreation Ground Committee.** This is a joint committee with Great Abington Parish Council. The terms of reference will be sent for information. Mr Brunning (Chair), Mr Chesham and Mr Pritchard (Treasurer).

#### 10. Representatives for non LAPC committees

- **Institute Management Group.** Mr Ellis. Mr Pritchard is the Treasurer.
- **Abington Housing Committee.** Mr Chesham and Mr Pritchard. Terms of reference for the committee have been agreed.
- **A1307 Committee.** Mr Brunning will attend.

#### 11. Councillors' Responsibilities

- **Village maintenance.** Mr Chesham and the Clerk.
- **Lights, roads and pavements.** Clerk.
- **Police.** Mr Adams.
- **Trees.** The possibility of getting advice from a local resident was considered.
- **Web site support.** Mr Ellis. The Clerk is responsible for maintaining up-to-date content of the Parish Council web pages.
- **Communication/village newsletter.** Mr Adams.

#### 12. Review of policies:

The following policies were agreed.

- Standing Orders and Financial Regulations
- Standards of Conduct
- Complaints
- Media
- Freedom of Information Act 2000
- Equal Opportunities
- Public Engagement. Options for the use of social media such as Facebook to improve community engagement were discussed.

#### 13. Risk Management:

- The Clerk confirmed that the Parish Council is insured and the policy kept up-to-date. Renewal due 1 October 2016.
- Clerk to develop and maintain a Parish Council Risk Register (see Internal Audit report) **CWG/CLERK**
- The Parish Council needs sight of the Recreation Ground Committee's insurance policy and assurance that appropriate policies for risk management are in place. (See Internal Audit report) **PB**

#### 14. Finance

##### 14.1 Income was noted

Precept	£ 8245.00
VAT 2015-16 refund	£ 1677.00
Grass cutting grant	£ 506.44
<b>Total</b>	<b>£10,428.44</b>

## 14.2 Payments

JG proposed and GW seconded payment of all items on the agenda.

Two additional items were agreed: the first half of precept for the Recreation Ground Committee (£1312.50) and refunding Mr Brunning (£19.33) for refreshments for the Annual Parish Meeting. The Parish Council agreed to contribute £1000 in advance for the Queen's 90<sup>th</sup> birthday event on the basis that receipts would be provided.

Mr Brunning refreshments Annual Parish Meeting	£	19.33
Abington Recreation Ground Committee 50% of precept	£	1312.50
Mrs G Dalton (May) STO	£	237.34
CGM STO village maintenance (May )	£	268.55
Abington Institute -Litter pick refreshments	£	15.00
CGM 2015-16 adjustment March 2016, April 2016	£	130.90
Mr Gutteridge Internal Audit	£	132.00
Suzi Smith - Queens 90 <sup>th</sup> birthday grant	£	1000.00
<b>Total</b>	<b>£</b>	<b>3115.62</b>

## 14.3 Finance report: Balances year-to-date.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£ 26,794.87	£ 11,753.65	£ 15,041.22
Balances at close of meeting	£ 24,072.05	£ 9,030.83	£ 15,041.22

Note Bank statement does not include uncleared cheques

## 14.4 Adoption of General Power of Competence.

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

## 14.5 Banking arrangements.

Banking arrangements are unchanged. Signatories need to be reviewed.

Arrangements for online banking should to be completed urgently

## 14.6 2016 Family bus trip.

GAPC proposed the annual trip should be to Felixstowe on Friday 5 August. Ticket prices unchanged i.e. £5 per adult and £3 for each child under 16. This was agreed. LAPC has allowed a budget of £150 to cover its share of the costs. The event will be advertised in the Village News and on notice boards around the village.

## 14.7 Annual Audit.

The Internal Auditor's report was discussed. 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 accounts will be available for inspection between Monday 6 June and Friday 15 July.

## 15. Planning

### 15.1 Planning applications:

**S/1137/16/FL Erection of 4 field shelters and hardstanding. Perse School Pavilion, Newmarket Rd.** The Parish Council recommended approval without any comments or referral to the SCDC Planning Committee.

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

**S/3030/15/F. Erection of glass houses to replace polytunnels.** Agreed. Mr Chesham asked if SCDC had replied to the Parish Council's comments about the lack of screening and the general untidiness of the site. They had not.

### 15.3 Local Developments

- **SCDC Planning Committee delegation arrangements.** The new arrangements have started. SCDC plans to hold training sessions on planning. Parish Councils are also invited to join training sessions arranged for local councillors.
- **Housing developments Church Lane, Little Abington.** A pre-planning meeting is to be held in the near future. Mr Pritchard will represent LAPC. There will be a public consultation event in the afternoon of 21 June at Great Abington School.

Councillor Orgee joined the meeting at 20.35

## 16. Highways and traffic

- **Representation of LAPC on 25 May "Transport issues around A1301 and A1307"** Mr Brunning will attend.
- **Speedwatch.** Mr Garrett's report was discussed. The data collected by the Speedwatch team clearly showed that there are issues with speeding in Little Abington. There has not been any follow-up from the interest in the scheme at the Abingtons Open Day.
- **Speed on Cambridge Road.** Mr Brunning has downloaded data from the interactive sign on Cambridge Road. Patterns appear to be unchanged despite the new 50mph limit at Hildersham. It was felt the some commercial vehicles are regular offenders. One resident has commented that the interactive sign near the pedestrian crossing is partially obstructed by an overhanging tree. Its function is not affected but it is not fully visible until the vehicle is quite close.
- **The 40 mph and village sign on the A1307 coming from Cambridge** has still not been replaced. **CLERK** to chase the Highways Team.
- **Potential bids for 2017-18 LHI projects.** It was agreed to review and resubmit the 2016-17 submission and to consider with the school the potential of an application for a 20mph speed limit in the village centre. The Highways Open Day on 27 June at the Whittlesford depot will be an opportunity to discuss potential projects with the Highways Team. It is important that LAPC is represented  
{Post meeting note. The County Council has confirmed there is sufficient funding for the 2016-17 bid. Therefore it is likely that the 2017-18 bid will focus on speed restriction through the village centre.}

## 17. Village Environment

- **The litter pick** was held on 30 April. It was quite well attended with good representation from the Cub Scouts. As usual a substantial amount of litter was collected. The conditions at Fourwentways were raised. It was suggested that it was

an Environmental Health risk. The Clerk had not had any response from SCDC on this matter. A litter bin for the top of the High Street has been requested.

- **Tidying up High Street verge.** CGM has quoted £295 + VAT to clear bushes and scrub from the bank on the High Street. This was accepted. **CLERK**
- **Cycleways.** The local authorities are looking for ideas for cycle routes should funding become available. Planning permission has been granted for a cycle route through the Babraham Institute. Legal discussions are in progress. Weed growth through the surface of a short section of the cycleway on the A505 was noted. **PB** to contact CCC
- **Fourwentways parking.** The volume of lorries parking at Fourwentways has increased. There are some concerns that it is a hazard for other traffic. It does not seem to be a priority for the Highways Team or for the local police. It was agreed that the "Keep Left" signage needed improvement
- **Noise at Granta Park.** There have been complaints about noise from Granta Park. This includes building work at weekends and noisy plant. **PB** to contact TWI
- **Dog fouling.** Initiatives were discussed including posters and provision of poo bags. The Clerk will produce new "Poo Fairy" posters. It was not clear if the school had taken up the suggestion of designing posters. It was felt unlikely that provision of plastic bags at poo bins would lessen the problem. The possibility of identifying culprits through DNA testing was raised. The costs and practicalities of such a scheme will need to be considered.
- **Cambridge International School Helping Hands.** The school has offered to carry out small jobs in the village. Possibilities were bus shelter cleaning, cleaning road signs, weeding the Snicket and litter picking near the school.

## 18. Electoral Boundary Reviews

The final draft recommendations for Cambridgeshire County Council and South Cambridgeshire have been received. They will have an impact on electoral arrangements for LAPC. It is important to respond. The Cambridgeshire consultation closes on 20 June and the South Cambridgeshire consultation on 25 July. **CLERK to draft responses**

## 19. 2016-17 Parish Council priorities and plans

- Parish Plan update: An opportunity to engage the community in reviewing progress since the last Parish Plan and agreeing priorities for the future. The first step should be an insert in the Village News.
- Road Safety Schemes
- Sustainable Parish Energy Partnership (SPEP). Proposed date Saturday 15 October. An opportunity to engage members of the community who have been involved in sustainable energy projects. It is hoped that Hildersham Parish Council will join in. The cost to the Parish Council should be minimal.

## 20. Report from Cllr Orgee (SCDC)

- **New leader of SCDC.** Cllr Peter Topping has been elected
- **Local Development Plan.** The inspector is reconvening meetings. Even assuming that the inspection continues without further delay it seems unlikely that the work will be finalised before summer 2017. Cllr Orgee felt the risk of speculative housing development in the area was relatively low.
- **City Deal.** The next meeting is on 2 June. The agenda will include the A1307 and A1301. Meeting papers should be published soon. The Parish Council should consider them and feedback to representatives as before.

- **Housing development Pampisford Road / High Street, Great Abington** .It was understood that GAPC had met to consider the planning application.

## 21. Report from Cllr Topping (Cambridgeshire County Council)

Cllr Topping did not provide a report

## 22. Committee Reports

**22.1 Institute Management Group.** Executive and AGM minutes and accounts received.

**22.2 Recreation Ground Committee.** Minutes awaited.

**22.3 Committee for Abington Housing.** Minutes of the meeting held on 27 April were circulated. The next meeting will be on 14 June. Mr Talbot has confirmed it will be advertised as required.

**22.4 Parish Council Liaison meeting.** Notes of the last meeting have been circulated.

## 23. Reports from representatives

### 23.1 Village maintenance:

- RC and the Clerk met the Operations Manager (Mr Glover) and the local manager from CGM to discuss the contract. The Clerk has produced a colour coded map summarising the contract. CGM was reminded of the importance of submitting the checklist. It was noted that the contract specification does not match the checklist.
- CGM came back to do grass cutting later in the week. Despite car owners being advised of the need to move their cars several were left parked by the verge making it difficult for operatives to do a good job without the risk of damaging vehicles.
- RC felt more assured following the meeting. Standards will be monitored carefully.

### 23.2 Lights, roads and pavements.

Damage to pavements. Clarification on the regulations for vehicles driving over footways was requested. Cllr Orgee suggested contacting the Highways Team about this and the process for requesting dropped kerbs. **CLERK**

**23.3 Trees.** The horse chestnut at the bridge in the High Street has undergone radical surgery. It is hoped that it will recover.

**23.4 Police.** There will be a police panel meeting on 15 June. **EA** to sign up to receive e-cops reports

## 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.

The LAPC Annual Report will be compiled using the reports that were presented at the Annual Parish Meeting. The Clerk requested copies of notes or final reports.

The meeting closed at 9.45 pm

**Next meeting Monday 27 June 2016 starting at 7.15 pm  
Abington Institute, High Street Great Abington.**