

**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 October 2015 at 7.15pm in the Abington Institute, Great Abington.**

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

**In attendance.** Cllr Orgee. No members of the public attended.

1. **Apologies for absence.** Cllr Topping.
2. **Minutes of the Parish Council Meeting held on 14 September 2015.** Agreed.
3. **Actions from previous meetings and any matters arising.**
  - **Lights, roads and pavements.** The Parish Council was concerned that there had not been any response to reports to the County Council of pavement defects in the High Street and Church Lane. Both were felt to be significant hazards for pedestrians. Mr Brunning discussed this with the Highways team at the recent open day. Despite reports of pedestrians falling or tripping they did not regard it as a hazard. The Parish Council was concerned that this had not been fed back. Highways suggested discussing the hazard caused by raised tree roots in the High Street with the landowner. It was understood that the landowner had already offered to contribute to repairs. **Urgent action Cllr Topping**
  - **Parking and traffic problems Cambridge International School.** Parking problems have increased since CIS stopped using the Comfort Cafe parking area. There have been incidents of Bourn Bridge Road being blocked at drop-off and pickup times; parking on the PRVs and on Newmarket Road when there was an evening event. It is proving difficult to contact the new management team at the school. **PB** to contact the deputy head.
  - **Footpath across the meadow behind Church Lane.** A fence has been erected. It meets the statutory width requirements and has maintained the vista across the field.
  - **Millennium bridge repainting.** The work has been completed. The under surface of the bridge will need to be surveyed regularly for any signs of deterioration.
4. **Declarations of interest.** Mr Ellis and the Clerk had items for payments on the agenda.
5. **Public Participation.** No public representations
6. **Finance and Compliance**

**6.1 Receipts to current account.**

Income was noted

SCDC Precept Sept 2015-March 2016	£ 8084.00
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**6.2 Payments**

GW proposed and PP seconded payment of all items on the agenda. This was agreed

Mrs G Dalton Clerk salary, STO October 2015	£ 163.35
CGM village maintenance STO October 2015	VAT £67.70 £ 203.10
CGM verge cutting	VAT £12.00 £ 72.00
RLP Bridge Painting	VAT £650.00 £ 3900.00
LCPAS ROW training	£ 25.00

PKF Littlejohn - Audit	VAT £20.00	£	120.00
CPALC - Clerks & Chairmen catch up day		£	50.00
Hildersham PCC Year 1 contribution to Community Nurse scheme		£	500.00
Mrs G Dalton Clerk Expenses Q2		£	13.80
Mr Ellis Website domain name		£	13.31
Recreation Ground Precept 2015-16		£	2625.00
Abington Institute room hire		£	60.00
<b>TOTAL</b>		<b>£</b>	<b>7745.56</b>

### 6.3 Finance Report.

The Compliance Working Group confirmed finances are running close to plan and there are no variances of any concern. As previously reported the Abington Institute has changed its invoicing arrangements. The subscription to CAPALC was higher than expected. Cost benefit analysis was suggested. It was noted that CGM's invoicing is not up-to-date.

The Clerk's hours are being monitored more accurately. They are marginally over what would be expected for this stage in the year. This is partly attributable to the requirements for the Transparency Code and technical problems with the Abingtons website. **JE/CLERK**

### Balances year to date

Balance	TOTAL	Current	Cambs B'ding Society
Opening per bank statement	<b>£32,066.75</b>	£17036.94	£ 15,029.81
Closing balance	<b>£23,994.79</b>	£ 8964.98	£ 15,029.81

Note: Bank statement does not include uncleared payments

### 6.4 Compliance Working Group (CWG) report and recommendations

CWG met on 22 October. Recommendations from the meeting were reviewed. Key priorities were a more formal approach to risk management and establishing a process for document management and archiving. PP proposed and RC seconded approval of all recommendations.

The Annual Return to the Audit Commission has been signed off without a qualification and advertised in line with statutory requirements.

CPALC sent details of grant funding for implementation of the Transparency Code. It was agreed to apply for £250 to cover the cost of additional Clerk's hours. **CLERK**

### 6.5 2016-17 draft budget plan

The draft budget plan was discussed at length. It was agreed to increase the Clerk's hours to cover additional tasks such as Transparency Code; continue to accumulate a reserve for youth initiatives and to reduce the contribution to reserves for IT to £50 per annum. Any joint community projects with GAPC would need to be considered at the Liaison Meeting. The final draft budget plan will be confirmed at the November meeting of the Parish Council. It was agreed that the increase in the precept should be no more than 2%, if necessary drawing on reserves for any financial shortfalls. There was some discussion about the need to consider funding repairs to pavements.

## 7. Planning

### 7.1 Planning applications/consultation:

- **S/2414/15/FL** 17 Cambridge Road. Erection of front and rear dormer windows. Agreed to recommend approval
- **S/2254/15/FL**, Site 6(Gilead), Granta Park, Great Abington. Amendment to car parking layout. The Parish Council did not respond.

## 7.2 Planning updates:

- SCDC approved applications
  - **S/178 4/15/FL** Cambridge International School. New classroom.
  - **S/1797-15** Ley Rectory Farm Storage for agricultural machinery.

## 7.3 Local Developments

- **Local Development Plan.** Public hearings will recommence in March 2016. A public consultation on SCDC's re-submission will begin in November. It will include proposals for housing developments on three sites in the Abingtons.
- **Housing development High Street Great Abington.** Cllr Orgee reported that planning officers in SCDC are in discussion with the developers about concepts of design for the proposed housing development at the top of the High Street in Great Abington.
- **Committee for Abington Housing.** The terms of reference had been redrafted based on feedback from the parish councils. They will be circulated for comment ready for discussion at the Liaison Meeting with Great Abington Parish Council. **PB**
- **South Cambs District Council Planning Forum 14 October.** PB and the Clerk attended. The main agenda item was SCDC's proposal to change delegation arrangements for planning. A new proposal, tabled at the meeting, enabling parish councils to refer applications to the Planning Committee was welcome. LAPC's response to the consultation was agreed **CLERK**

## 8. Highways and traffic

- **Speedwatch .** Several sessions have been run in Bourn Bridge Road. On average 20% of traffic is exceeding the 30 mph speed limit. The first report has been sent to the police. The Scheme needs more volunteers.
- **2014-15 Highways Improvement Scheme.** No update available **CllrTopping**
- **2015-16 Highways Improvement Scheme.** The draft application was agreed. It is hoped that the bid will be strengthened by support from local businesses and schools. The Perse school offered a financial contribution. This was welcome. **PB**
- **A1307.** There was some concern about a meeting held in Haverhill, hosted by Culina proposing a new route. Invitations were not sent to SCDC, CCC or to parish councils. Linton and Hildersham Parish Councils attended, after requesting an invitation from the Chamber of Commerce. SCDC hosted a meeting with the MP for South East Cambridgeshire and parish councils. The Abingtons were not invited because they are not in the same constituency. **PB** to contact Heidi Allen MP for South Cambridgeshire. The Cambridgeshire parish councils on or near the A1307 corridor have agreed to establish a local forum. First meeting 11 November. **RC and PB** to represent LAPC.

## 9. Village environment

- **Public rights of way (PROW).** The Clerk attended a course on PROW. She has now established contact with the team at the County Council. There was some concern that they do not have the capacity to support this project. Little Shelford did a project to establish footpaths around the village. **Cllr Orgee** will pass on contact names.
- **Footpath maintenance.** The planings on the snicket from Bourn Bridge Road to Cambridge Road are starting to look thin. Trees and shrubs are starting to grow over the path and obstruct lighting. CGM to be asked to cut the bushes back. **CLERK** to contact Access Team to investigate the possibility of acquiring a small load of planings. It was agreed that other footpaths are in a satisfactory condition. The County Council has confirmed that landowners are responsible for the maintenance of stiles and gates.
- **Dog fouling and litter.** This seems to have increased over the summer. It was agreed to put a note in the village newsletter and to get more posters. **PB/EA**

- **Bus shelter maintenance.** The bus shelter on Cambridge Road towards Linton has been cleaned and checked. It was agreed to consider replacing the glass in the shelter on the opposite side of the A1307. **CLERK**

## 10. Reports from local authority representatives

### 10.1 Receipt of written report from Cllr Tony Orgee (SCDC)

- **Planning and changes to scheme of delegation.** Already discussed.
- **Electoral Boundary Review.** The proposal is to have 45 members compared to 57 at present. SCDC will plan for all-out elections, rather than annual starting in 2018. Options for the new electoral wards will go out to public consultation, probably in November. .
- Cllr Orgee is a member of the panel that will review Local Highways Improvement bids.

### 10.2 Receipt of written report from Cllr Peter Topping (Cambs County Council)

The report was considered. There were queries about progress on the development of the cycleways through the Babraham Research Park and any insights on the recent discussions about the A1307.

## 11. To receive reports from representatives

**11.1 Village maintenance.** Maintenance CGM is carrying out work to satisfactory standard but it is proving hard to contact them.

**11.2 Lights, roads and pavements Street lighting.** A Street light (SC8) has disappeared from one of the telegraph poles in the High Street. PB has reported this. Condition of pavements already discussed. PB asked Cllr Orgee for an update on the time table for resurfacing Church Close.

**11.3 Trees** It is proving hard to contact SCDC's Trees Officer. A resident has asked it would be possible to put TPOs on trees in the meadow between Church Lane and Cambridge Road. This is classed as a Protected Open Space.

**11.4 Police** - GW provided notes from the police panel meeting earlier in the month. There were no points for follow-up discussion

### 11.5 Other meetings attended by LAPC reps

- **CAPALC -Clerks and Chairs catch up day (PB/Clerk )**. An opportunity for informal networking. Useful discussions on risk management and insurance; the Transparency Code and future audit arrangements and feedback on some local, parish council led projects including neighbourhood planning. A new book on local councils is on circulation to all parish councillors.
- **LCPAS -PROW Course (Clerk)**, Slides to be circulated. An informative course run to a high standard.
- **Biomed Realty - Illumina Groundbreaking. (Clerk)**. The parish councils were acknowledged for supporting developments on Granta Park.

## 12. To acknowledge receipt of minutes from committees

- **Institute Management Committee.** Minutes received from the meeting held on 19 October. The level of reserves was discussed. It is understood that that this is for boiler replacement and running repairs.
- **Recreation Ground Committee.** Minutes to follow. The new youth shelter will be installed very soon. The committee is a sub-committee of the parish councils and it was agreed that LAPC should have some assurance that the committee has risk management arrangements in place. A copy of the insurance certificate has been received together with the 2014-15 accounts.
- **Committee for Abington Housing.** PB attended a meeting on 16 October. This was to discuss the proposed planning framework for the Land Settlement Association in Great Abington. Minutes awaited.

- **GAPC LAPC Liaison Group.** Meeting postponed to November. A draft agenda will be circulated. PB, GW, RC and PP are available to attend.

**13. Correspondence.**

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

**14. Any other business.**

Parish Councillor training with Fulbourn Parish Council on Saturday 28 November. Another parish council is interested which will help to keep the costs down.

**Next meeting Monday 23 November 2015**

DRAFT