

LITTLE ABINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 18 May 2015 at 7.15pm in the Abington Institute, Great Abington

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

In attendance. Cllr Orgee and Cllr Topping for part of meeting.

The Clerk confirmed that all parish councillors had been re-elected and the Parish Council continued to meet the conditions required to adopt the General Power of Competence.

1. Election of Chairman

Mr Wigley proposed Mr Brunning and Mrs Gunning seconded. Mr Brunning was unanimously elected as Chairman. Mr Brunning accepted office.

2. Election of Vice-chairman

Mrs Gunning proposed Mr Wigley. This was seconded by Mr Adams. Mr Wigley was unanimously elected.

3. Apologies for absence. Mr Ellis

4. Parish Council membership.

- **Register of interests.** All Parish Councillors to complete their declarations of financial and other interests form
- **Acceptance of Office.** All Parish Councillors to confirm Acceptance of Office

5. Minutes of the meeting held on 27 April 2015. Agreed

6. Matters arising not on the agenda.

It was noted that there is a house to let at Ivan Clarks Corner

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.
- **Compliance Working Group:** Mr Wigley (Chair), Mrs Gunning, Mr Pritchard and Clerk. The group has reviewed its terms of reference. They were accepted by the Parish Council.

10. Representatives for non Parish Council committees

- **Recreation Ground Committee.** Mr Brunning, Mr Chesham and Mrs Gunning. Mr Pritchard is the treasurer. The Clerk requested an up-to-date copy of the terms of reference.
- **Institute Management Group.** Mr Ellis. It was noted that Mr Pritchard is the Treasurer
- **Abington Housing Committee.** Mr Chesham and Mr Pritchard. The terms of reference for the committee are required.

11. Councillors' Responsibilities

- **Village maintenance.** Mr Chesham. Mr Pritchard will complete the contract negotiations.
- **Lights, roads and pavements.** Clerk.
- **Police.** Mr Wigley.
- **Tree Warden.** Mr Chesham.
- **Web site.** Mr Ellis. Given the statutory requirements of the Code of Transparency it was agreed that the Clerk, as Responsible Officer, should be responsible for keeping the LAPC section of the website up-to-date. **CLERK and MR ELLIS**
- **Communication/village newsletter.** Mr Adams
- **Highways/ A1307.** Mr Chesham

12. Review of policies:

The following policies were reviewed by the Compliance Working Group. The Parish Council agreed with them without any further changes.

- Standing Orders and Financial Regulations
- Standards of Conduct
- Complaints
- Media
- Freedom of Information Act 2000
- Equal Opportunities
- Public Engagement

13. Risk Management:

- The insurance policy will be market tested before renewal on 1 October. A risk register needs to be drawn up and the asset register reviewed and restated in preparation for this. **CWG/CLERK**
- The Clerk asked for a copy of the Recreation Ground Committee's current insurance policy. **PP**

14. Finance**14.1** Income was noted

2014-15 VAT repayment	£ 1,888.99
Total	£ 1,888.99

14.2 Payments

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

Mrs G Dalton (May) STO	£ 163.35
CGM STO village maintenance (May)	£ 203.10
Total	£ 366.45

14.3 Finance report: Balances year-to-date.

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£30,713.81	£15,684.63	£ 15029.18
Balances at close of meeting	£29,994.02	£14,964.84	£ 15029.18

Note Bank statement does not included uncleared cheques

14.4 Receipt of notes from Compliance Working Group meeting 23 April.

The notes from the Compliance Working Group were formally accepted.

14.5 Banking arrangements.

Banking arrangements are unchanged. Arrangements for online banking need to be completed urgently

14.6 Abington Parochial Church Council - Donation for churchyard grass cutting.

After some debate it was agreed to donate £550 to the Parochial Church Council towards the costs of grass cutting. The Parish Council was keen to understand what proportion of the costs this represents.

14.7 Village maintenance contract.

CGM has now submitted a quote in line with the contract specification. It was felt to be good value for money. Having worked with the company for some years the Parish Council was content with the quality of their work. A new area manager has been appointed. He has been involved in the contract discussions.

ACTIONS

- PP proposed acceptance, seconded by RC. It was agreed to let the contract for 3 years with effect from 1 April 2015. **PP** will finalise the paperwork
- RC felt there were some minor points that needed clarification such as leaf sweeping. The Clerk suggested that the maps and drawings should be updated. **CLERK & RC**
- It was agreed that the Recreation Ground Committee should make independent arrangements to pay CGM for the recreation ground work in the contract. **PP**
- Ad hoc work to clear brush from the verge in the High Street was agreed. **RC**

Councillor Orgee joined the meeting at 20.15

15. Planning**15.1 Planning applications:**

- **S/1109/15/FL.** Erection of Research and Development building (Use Class B1b), service yard, landscaping, surface and double deck car parking (following the demolition of the day care nursery building), cycle parking and associated infrastructure. Phase 2 Land (Zone 1), Granta Park, Great Abington, CB21 6AL
- **S/1110/15/OL** Outline application for the erection of Research and Development buildings (Use Class B1b) with a combined floor area of up to 34,220 m² (GEFA excluding plant) including means of access (with the provision of an internal link road) strategic landscaping and associated infrastructure including Parking. Phase 2 Land (Zone 2), Granta Park, Great Abington, Cambridgeshire, CB21 6AL

Despite short notice Mr Pritchard had reviewed the paperwork. There were some concerns about the scale of the proposed developments and their proximity to the village. This included the projected growth in number of people working on the site, the impact on traffic in and around the village and road safety on Newmarket Road.

The Parish Council chairmen had met with TWI on 15 April. Mr Brunning felt that that the information they were given did not include the significantly increased scale of the planning application. Great Abington Parish Council suggested there should be an opportunity for both parish councils to meet with representatives from Granta Park Ltd. 1 June was the proposed date. A point of discussion with Granta Park might be potential benefits to the community and what Granta Park might do to mitigate the concerns.

15.2 Planning decisions and amendments (for information): None

15.3 Local Developments

- **Local Development Plan.** Cllr Orgee felt it was unlikely that the inspection and final report would be available in the next year. He said this should not be a barrier to planning and development in the Abingtons.

16. Highways and traffic

- **Speedwatch.** The current equipment is being recalibrated. All volunteers must be trained by the police. Mr Garrett is having difficulty finding a mutually acceptable date.

It was felt that the Westcotek equipment offered few advantages over the current speedwatch equipment. RC felt there was a risk of it becoming obsolete as police practices develop. The Parish Council agreed not to buy it.

- **Local Highways Improvement Schemes**

- 14-15 project progress. No update.
- Preparation for 15-16 applications. TO advised that information about the 2015-16 process would be published soon. The submission date is likely to be June or July. **PB** agreed to draft an application for speed reduction on Newmarket Road.

17. Village Environment

Millennium bridge repainting. In line with the financial regulations Mr Brunning will seek at least one more quote. PP has a contact who may be able to advise on specification of the work and quality of the quotations. **PP/PB**

18. Report from Cllr Orgee (SCDC)

- **Road surface in Church Close.** Cllr Orgee confirmed it will be repaired this year
- **Cycleways.** It is understood that an application for a permissive route through the Babraham Institute is imminent.

Cllr Topping joined the meeting at 20:30

19. Report from Cllr Topping (Cambridgeshire County Council)

- **Boundary review** Cllr Topping drew the boundary review for Cambridgeshire to the Parish Council's attention
- **High-speed broadband** Some premises do not have access. They are called "not spots". One of The County Council has secured funding to enable "not spots" Planning is underway for it to be delivered from Spring 2016. Premises affected by this should contact *Connecting Cambridgeshire* with their post code. They can be added to list of places where connections need to be boosted.
- **Babraham roundabout** The county council has surveyed this because of concerns about road safety. They found there were no issues with the camber or the road surface. They plan to improve signage.
- **Cambridge international school.** Cllr Topping agreed to follow-up the actions following the meeting on 19 March.
- **Local highways improvement scheme.** The Parish Council asked him for an update on progress on the A1307/ Hildersham crossroads.

20. Committee Reports

20.1 Institute Management Group. Minutes from recent meeting are awaited

20.2 Recreation Ground Committee. Met on 5 May. Minutes awaited.

20.3 Committee for Abington Housing.

- A planning application for development on the High Street /Pampisford Road corner is being drafted.
- Discussions about developments in Linton Road and Church Lane continue.
- An open day/consultation event for local residents on 19/20 June is being planned.
- There was some discussion about the provision of affordable housing.

21. Reports from representatives

21.1 Village maintenance: CGM has visited recently

21.2 Lights, roads and pavements.

- As reported at the last meeting following the installation of the new broadband box the pavement surface in Church Lane is a hazard. One pedestrian has already fallen there. It needs urgent repair. **CLERK** to ensure that it has been reported. Uneven surfaces in the High Street. **CLERK** to confirm that this has been reported.
- It was felt pavement surfaces in the village are getting tatty particularly following the installation of new street lighting in Westfield and Church Close and of broadband boxes throughout the village.

21.3 Trees Nil.

21.4 Police. There will be a police panel meeting on 16 June

22. Correspondence.

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

23. Any Other Business/ Items for next agenda.

- September meeting. The Clerk will be away from 6 September to 1 October. It was agreed to meet without the Clerk present.
- The Clerk would like to attend CAPALC's Clerks catch up day on 3 July. This was agreed in principle.
- A request from the Fun Run organisers regarding road closures was received too late to be included on the agenda. **PB** to circulate information
- It was agreed that a liaison meeting with Great Abington PC should be held before the summer break. **PB**
- Next agenda - follow-up of items raised at the Annual Parish Meeting.

The meeting closed at 9.20 pm

**Next meeting Monday 22 June 2015 starting at 7.15 pm
Abington Institute, igh Street Great Abington.**

**Note there will be a meeting of GAPC Planning Committee to discuss the recent
Granta Park planning application in the Abington Institute on Monday 1 June
starting at 6:30 pm. LAPC Councillors are invited to attend.**