

LITTLE ABINGTON PARISH COUNCIL
DRAFT FOR AGREEMENT AT THE NEXT FULL MEETING OF THE PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on
Monday 23 January 2017 at 7.15pm in the Abington Institute, Great Abington

Present. Mr Brunning (Chair), Mr Adams, Mr Ellis, Mr Lightning. Mr Pritchard, Mrs, Scoffings, Mrs Dalton (Clerk).

In attendance. Mrs Smith for public participation only. Cllr Orgee and Cllr Topping were present for part of the meeting.

1. **Apologies for absence.** Mrs Simmons,

2. **Minutes of the meeting held on 21 November 2016.** Agreed.

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

- **E-banking.** It was agreed to add Mr Lightning, Mr Ellis and Mrs Simmons as signatories to the Lloyds account. E-banking is yet to be set up. **PP**
- **Maintenance at Ivan Clarks Corner.** CGM has done the work. The invoice was sent to LAPC in error.
- **Cambridge International School planning application.** No response. **PB**
- **Granta Park noise.** No update but there does seem to have been less noise recently.
- **Traffic island A1307.** No response from Highways Team
- **Drains at top of High Street.** No response.
- **Parish Council pension scheme.** The Clerk does not wish to contribute to a Parish Council pension scheme.
- **Poor condition of road surface in Westfield.** This has been reported although it is one of several in the village.
- **Community Hero Awards.** LAPC submitted four nominations.

4. **Declarations of interest.** None

5. **Public participation.**

Mrs Smith requested an update on the designation of the meadow between Cambridge Road and Church Lane as a Local Green Space (LGS). The Chairman explained that the draft Local Development Plan (LDP) included the meadow and the farmyard of Bancroft farm as well the former Scout camp (now Abington Woods) as Local Green Spaces. There have been some challenges to several of the proposed LGS proposals including the meadow and the farmyard. Mr Brunning and Cllr Orgee had attended a hearing at SCDC as part of the inspection of the draft LDP to address a challenge to the status of the farmyard and of the meadow.

Mr Brunning said LAPC would support a proposal for a limited development of small houses within the confines of the former farmyard. The key issue was the challenge to the status of the meadow. He felt SCDC made a strong case for the meadow being a LGS. Local residents have enjoyed and benefitted from access to the meadow for many years without interruption or challenge; until very recently it was an open area and one resident had even cut swathes through the grass as paths; fencing to mark a path across the field had only been erected in the last 18 months or so; there are trees with preservation orders on the site and other trees have been planted by the community; it also adjoins the conservation area. He understood that a decision would not be announced until the

inspection of the LDP is complete. Meanwhile, the risk of speculative development proposals was discussed.

Mr Brunning agreed to pass on drawings of development proposals and to send Mrs Smith contact details for the planning inspector. He confirmed that a planning application for a housing development in Linton Road was progressing ahead of any applications for housing within the Bancroft Farm farmyard.

Mrs Smith also asked about the need to protect Sluice Wood. She pointed out that the wood and parts of Church Lane are the remnants of Humphrey Repton's Plantation and she asked if there was any protection. Mr Brunning confirmed that some trees in Church have preservation orders but he was not aware of any protection status for Sluice Wood. In the last year or so an area of the wood that had previously been open was fenced off to mark the boundary of the garden of Bancroft Farm. Mrs Smith suggested that there may be some potential in considering the wildlife such as the bats. The Clerk agreed to send her contact details for the District Council Trees and Landscape Officer.

Mrs Smith left the meeting

6. Finance and Compliance

6.1 Receipts to current account. There was no income to report

6.2 Payments

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

Mrs G Dalton Clerk salary, STO January 2017	£ 237.34
CGM village maintenance, STO January 2017 VAT £44.76	£ 268.55
Abington Institute Q3 Room hire	£ 73.00
Clerk expenses Q3	£ 12.24
TOTAL	£ 591.13

6.3 Finance Report:

Q3 finance report. A report of expenditure year-to-date and a financial summary had been circulated. The Clerk reported that the budget was running close to plan with variances due to late invoicing for 2015-16 street lighting costs, changes in invoicing arrangements for the Abington Institute and the grant for the Queen's birthday celebrations being higher than budget. The cost of publicity materials for the Abingtons' Open Day was not in the budget plan. It was noted that the Clerk's hours and Clerk's expenses were running close to plan.

Balances year-to-date

	TOTAL	Current	Cambridgeshire Building Society
Opening per bank statement	£24,857.67	£9816.45	£ 15,041.22
Balances at close of meeting	£24,266.54	£9225.32	£ 15,041.22

Note. Bank statement does not include uncleared cheques

6.4. 2017-18 precept

The 2017-18 budget plan was confirmed. The Recreation Ground Committee had not confirmed its precept and a maximum increase of 2% was assumed. A precept request of £16,820, approximately 2% increase (£1.54 for a band D property), was confirmed.

6.5. Audit and compliance

- **Financial Regulations** The Clerk advised there was a new model document. LAPC's current financial regulations will need to be reviewed against it with a view to adopting it in 2017-18
- **External Auditor.** The SAAA (Smaller Authorities Audit Appointments) has confirmed the external auditor for Cambridgeshire for 2017 /18 to 2021/22 will be PKF Littlejohn - unchanged for Little Abington.
- **IT requirements, document archiving and e-working.**
 - Arrangements for storing and managing documents were discussed. The Clerk is storing documents in her home. Some date back to the 1950s. Considerations include space, risk management, access and handover to future clerks.
 - It was agreed document storage should be rationalised basing LAPC policy on guidance from NALC and the Local Council Advisory Service and aiming to store as much as possible electronically. They will need to be catalogued..**CLERK** to draft management and retention policy and investigate options and costs for electronic archiving.
 - It was agreed to purchase a laptop and backup device at a cost of £818.00 exc VAT **CLERK**
 - Decisions would be required on retention of documents that fall outside the scope of the guidance. Some may be needed by the Parish Council, others will be historical records or they may be of local interest. Possible options for storage include the County Archive, a local Abington archive in Abington Hall (see LAPC minutes Jan 2016) or the roof space at the Abington Institute.
 - This would be a substantial task. The Parish Council agreed it could not be completed within the clerk's current working hours and it was agreed to set aside a budget of £3000 maximum from reserves for the project. **CLERK**

7. Planning

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

There were no planning applications to discuss

7.2 Planning updates/SCDC decisions

Recent decisions were noted:

- S/3339/16/TP 51 Cambridge Road – Tree works. The Parish Council did not comment
- S/3225/15/FL 5 Bourn Bridge Road – This was a minor, non material amendment. LAPC was not consulted

7.3 Local Developments

- **Local Development Plan.** Local Green Space designation was discussed under public participation
- **Proposed Housing developments.** The Committee for Abington Housing will meet on 30 January. Work is already underway for the development in the High Street, Great Abington. A planning application for a housing development in Linton Road has been submitted. GAPC is considering its response. The SCDC Planning Committee deferred decision-making on Strawberry Farm, Great Abington.
- **SCDC planning training sessions.** Mrs Simmons attended the Nuts and Bolts training. She gave it very good feedback. Training materials have been circulated.

Cllr Orgee joined the meeting at 8:15 pm

- **Complaint from Babraham Parish Council** about road damage caused by heavy goods vehicles in transit to and from the waste site at Worsted Lodge. It was noted

at a previous meeting that the height of the waste piles was greater than permitted in the original planning permission and they were an eyesore. Cllr Orgee had visited the site and he had been assured there was a planning application in preparation to address it. This has not been forthcoming. It was agreed there was no need for HGVs going to and from the site to use minor roads in Babraham. It was agreed to contact the Minerals and Waste team at the County Council to highlight these concerns. One option would be to limit HGV access to Chalk Hill to farm vehicles only... **CLERK**

Cllr Topping joined the meeting at 8:30pm

8. Highways and traffic

- **2016-17 Highways Improvement Scheme - speed restrictions Newmarket Road.** This has been delayed because of an objection to the scheme. A decision is imminent.
- **2017-18 Highways Improvement Scheme application- Speed reduction /pedestrian safety in the village centre.** The application was submitted at the end of November. The two parish council chairmen will present the case at a panel meeting on 30 January. **PB/GAPC**
- **City Deal/ A1307 Local Liaison Forum.** PB attended the inaugural meeting. The next meeting will be on 20 February in Linton. Cllr Orgee has been proposed as the chair and terms of reference have been drafted. Parish councils can nominate two representatives. **ACTIONS. CLERK** to forward draft terms of reference. **ALL** to check availability and advise the Clerk.

9. Village Environment/Community Engagement

- **Parish /Community Nurse Project report.** A report from the project team was noted. There were some queries about professional management arrangements and the Parish Council requested an analysis of activity in Little Abington. **CLERK**
- **Proposals for use of S106 funding.** £332.84 is available for improving indoor community facilities and a balance of £754.24 for Public Open Space. Installing a high-quality screen in the Institute Meeting Room was one option. The Recreation Ground Committee is planning several projects. To consider at their next meeting.
- **Report and recommendations from the Parish Council Liaison Meeting.** The draft meeting notes were received. The Parish Councils are seeking a volunteer to lead the community orchard project. The cycleway through the Babraham Institute will open on 3 February. Cycleway maps See <http://www4.cambridgeshire.gov.uk/cycling>
- **River pollution.** There were some concerns about communication following the incident in December. Mr Talbot and PB will meet with representatives from Anglia Water on 24 January.
- **Replacement of streetlight (SC10), High Street, Little Abington.** It was thought that this work was carried out some time ago. **CLERK** to clarify

10. Proposed schedule of meetings 2017

The Parish Council agreed to continue to meet monthly except in August and December. The meeting schedule was agreed and apologies noted. Mr Pritchard confirmed that he would be available to chair the meeting on 27 February in Mr Brunning's absence.

11. Reports from local authority representatives

11.1 Cllr Orgee (South Cambs District Council)

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

- **Changes to waste collection schedules** to improve cost efficiency. There will be no impact in Little Abington
- **Local Development Plan- Local Green Space designations.** TO said the inspection team would visit the village. Conclusions would not be announced until the end of the inspection sometime in the next year.
- **City Deal - Transport Hubs.** Whittlesford was one of the options
- **A1307 Local Liaison Forum.** Already discussed. TO said it was important for LAPC to be represented

11.2 Cllr Topping (Cambs County Council)

Cllr Topping provided a written report. Key points

- Restoration of **winter gritting routes**
- **City Deal.** Considering emissions charges and incentives to use public transport.
- **A1307 Local Liaison Forum.** Cllr Topping highlighted the importance of parish councils being represented
- **2016/17 Local Highways Improvement Scheme.** He agreed to follow up the delays.

12. Reports from representatives

12.1 Village maintenance. Mr Lightning will meet CGM in the near future. He felt there was some potential for improvement.

12.2 Lights, roads and pavements.

- There was some discussion about the condition of the pavement in the High Street. **Mr Brunning** agreed to follow-up; if necessary suggesting a collaborative approach between the County Council, LAPC and the householder.
- The Parish Council proposed that a grit bin should be placed on the corner of Bourn Bridge Road and Church Lane. **CLERK** to progress through Cambs County Council.

12.3 Trees - Tree Health and Safety Service proposed by SCDC. It was felt this could be a useful service. It was not clear if it would be available to householders. **CLERK**

12.4 Police. The Police and Crime Commissioner's newsletter highlighted three high priorities - cybercrime, the alcohol concern campaign and reducing road fatalities.

12.5 A1307 Committee. The A1307 parish councils group will meet soon

12.6 Receipt of reports on meetings attended by LAPC reps: Discussed

12.7 LAPC representation at forthcoming meetings/events:

- 20 February A1307 Local Liaison Forum. Volunteers requested
- 8 March. SE patch meeting. The Clerk would endeavour to attend

13. Committee Reports

13.1 Institute Management Group. Minutes from the last meeting were received

13.2 Recreation Ground Committee. Minutes from the meeting held in 7 November are awaited. Next meeting Monday 6 February

13.3 Committee for Abington Housing. The agenda for the meeting on Monday 30 January has been published.

14. Correspondence.

Items requiring action have been circulated.

15. Any Other Business/ Items for next agenda.

- **C/f February agenda.** S106 spending proposals; draft document management and retention policy.

- **Village newsletter items** - householders' responsibility for tree health and safety; pavements, update on local Green Space designation; police and crime priorities.
- **Buckingham Palace garden party** The Clerk advised that CPALC had forwarded an invitation. The priority was for outgoing parish council chairmen.

The meeting closed at 9.25 pm

**Next meeting Monday 27 February 2017 starting at 7.15 pm
Abington Institute, igh Street, Great Abington.**

Signed Parish Council Chairman

Date

DRAFT