

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

A Meeting of Great Abington Parish Council was held on Monday 21st March 2016, in the meeting room at the Institute, Great Abington.

Those present at the meeting were: Mr Bernie Talbot (Chairman), Mrs Jane Bowen, Mrs Gaynor Farrant, Miss Louise Patten, Mrs Liz Sainsbury, Mrs Sally Smith, Mrs Pennie Zimmern, Paula Harper (Clerk), District Councillor Tony Orgee and three members of the public.

Meeting started at 7.19pm

108. OPEN FORUM – Tony Collett explained that building work would start on the church extension on 4th April and would take 6 months, now that the funding was in place, including a £20,000 interest-free loan and funds from WREN. The contract with the builders stated that the building work must be completed by September. Once the building work was completed the new boundary fencing could be erected; Bernie Talbot had already got one price for the fencing work. Pennie Zimmern suggested that the moles be dealt with using a mole catcher rather than an exterminator. Bernie Talbot said it was good news and congratulated Tony for his hard work and tenacity; Tony explained that it was a team effort. Tony Collett went on to thank the council for its financial input to help fund the Villages Open Day and the new village directories, which would be available in May, as well as thanking Gaynor for all her work for the event. He explained that every organisation would have its own table and that the event would be widely publicised throughout the two villages.

109. APOLOGIES - County Councillor Peter Topping.

110. APPROVAL OF THE MINUTES FOR THE LAST MEETINGS – the minutes of the meeting from 18th January were approved and signed.

111. DO ANY COUNCILLORS HAVE INTERESTS TO DECLARE IN ANY ITEMS TO BE DISCUSSED DURING THE MEETING? None were raised.

112. QUEEN'S BIRTHDAY EVENT

a) Update- Several musicians had been booked and a Fish and Chip van had been arranged too. **Bernie Talbot proposed that the council make available up to £1,000 to help fund the organising of the event, which was seconded by Liz Sainsbury, with the support of councillors.** Tasha Whittaker requested a cheque for £500, and would confirm who the cheque should be made out to once she had spoken with the treasurer Suzie Smith- **action Clerk.**

It was suggested that some people were concerned about the location for the event, in Magna Close, rather than it taking place somewhere more central like the Recreation Ground, but it was explained that there were facilities in the Close that would not be available on the Recreation Ground.

113. REPORT FROM COUNTY COUNCILLOR PETER TOPPING- a report was supplied and read out to the meeting.

114. REPORT FROM DISTRICT COUNCILLOR TONY ORGEE- see separate report

115. ACTIONS FROM THE LAST MEETING

- a) Feedback on information sought from Jennifer Hirsh about historic rights of ways. As there was unlikely to be historic rights of way Sally Smith did not talk to Jennifer Hirsh.
- b) Is the village walking group interested in keeping a register of paths used by residents around the village? Sally Smith reported that Mr Woodley had said the group was not interested in keeping lists of routes, but was happy to liaise with the council over major issues.
- c) Debris on path between Magna Close & Meadow Walk. **Action Clerk** to talk to the new Highway Dept Officer Peter J. Taylor about the section of path from the end of the houses to the road in Meadow Walk the Highway Dept was responsible for.
- d) Repair to low barrier at end of path between Magna Close & Meadow Walk. The barrier had been replaced.

- e) Would the Queen's birthday events be covered by the council's existing insurance policy? The policy would cover the event, if the guidelines within were followed, which would involve councilors taking on responsibilities when necessary for items like bouncy castle. The Clerk had given a copy of this section of the insurance policy to Tasha Whittaker on 14th March, with parts highlighted including the need for 1 steward per 100 people at the event.
- f) Lighting at the side of the Institute. **Bernie Talbot** agreed to investigate the light at the side of the Institute not working.
- g) SCDC Local Plan – a letter of support for the three local sites had been sent by Bernie Talbot on behalf of the council.
- h) Update on bus trip – 29th July- the Clerk was awaiting all the quotes from the coach companies.

116. ISSUES RAISED BY COUNCILLORS

- a) Community Orchard- The developers for the Linton Road site had put a community orchard into their plan. Although it was early in the process, it was suggested that a request for interested volunteers be put in the Abington and Hildersham News, so that the project could be researched and planned. Carly Freed had supplied the details of a district council officer dealing with community orchards, and Councillor Peter Topping had an interest in trees.
- b) Churchyard fencing- A quote had been obtained from Charlie Baker for rabbit-proof fencing using 5'3" posts. It was agreed that prices sought be sought from Roy Mallows and DRE Pest Control – **action Clerk**.
- c) Village Clean up on 30th April was to be arranged by Little Abington Parish Council..
- d) Carly Freed, Housing Officer- During a meeting with the housing officer she had offered this council the opportunity to bid for some remaining funds, from the financial year 2015-6, for a new light for path between Magna Close and Mortlock Gardens, to illuminate the middle section of the path. Bernie Talbot proposed that the council make an application for the £3,000 funding, and suggested that this council would fund up to £1000 itself towards the project, which was seconded by Louise Patten, with the support of all councillors. **Action Clerk** to complete the application before the year end.

117. ABINGTON OPEN DAY- 2ND April

- a) Update- already mentioned under item 108 above.
- b) Can any councillors help on the council's table? As only Ewan Adams would be able to attend from Little Abington Parish Council, several volunteers were required from this council. Jane Bowen, Sally Smith, Liz Sainsbury and the Clerk agreed to spend some time at the councils table, with Gaynor and Bernie agreeing to help when required as they had commitments elsewhere at the event.

118. COMMITTEE for ABINGTON HOUSING/NEIGHBOURHOOD PLAN

- a) Update – Bernie Talbot had received a call from Mitch Tredgett of Hill Residential Ltd the developers explaining that the planners had said that they were minded to refuse the planning application for 22 houses on Pampisford Road. Despite planning officers informing representatives from this council that the boundary hedge could be removed, this decision had not been communicated to the developers, which could enable them to amend their plans and re-orientate the High Street houses to face the road. **Action; Bernie Talbot** to communicate with the Head of planning Julie Bird, to explain that the council supports the idea of the new homes and that this council had been lead to understand that the District Council would ask the developers to address the councils one concern about how the houses should face the High Street.

119. NEIGHBOURHOOD PLAN

- a) Update- the ex- Land Settlement Association (LSA) working party was still working on the wording for the planning policy for this location. **Action Clerk** to add to May agenda whether the council wished to formally pass over responsibility for the LSA Neighbourhood Plan to this working group?

120. STRAWBERRY FARM

- a) Carter Jonas - Notification of a public exhibition about the possibly erection of 8 houses on land at Strawberry Farm held on 10th March, 3.15-7.00pm was delivered to some households in Great Abington only, but not to ex-LSA households, until prompted to by local residents (not all households received the leaflet). The displays and information were thought to be very limited by a councillor who attended the event. The representative of the land owner, Gavin Davidson, said 40 people attended the event and the views expressed about the plans were: 1/3 against, 1/3 in favour and 1/3 expressed no view. Mr

Davidson said he would keep the council informed and meet with council representatives to update them. A local resident had requested that this council oppose the development and had been informed that the council would consider the application only once it had been received.

121. REPORT FROM THE RECREATION GROUND COMMITTEE

a) Update- A few committee members were absent from the last meeting at which it was decided to clear the area the shrubs from the gym equipment to the church, and fill in rabbit holes to make the land usable. It had proposed that the equipment be risk assessed weekly with a full review undertaken quarterly. There had been discussion about re-fencing around the play area and possibly leveling off the ground; matting could be put around the table tennis table as the ground had sunk.

Discussions about a woodland school area were on-going with the school.

b) Update on revisions to the constitution for the Recreation Ground. Little Abington Parish Council had suggested that they were likely to request further changes to the constitution, so this council should await their proposals before considering whether to adopt the new constitution- **action Clerk** to put on May agenda.

c) Invoice received from the Recreation Ground Committee for this council's contribution to the shelter; can the council agree the funds can be taken from section 106 funds. **Bernie Talbot proposed that £2116.75 be paid towards the shelter from the councils section 106 funds, which was seconded by Jane Bowen, with the support of all councillors.**

122. CORRESPONDENCE

a) Email from resident concerned about cars parking on the path along Pampisford Road. Councillors agreed that there was a problem there and also on the High Street, which stopped mobility scooters using the pavement – **action; Sally Smith** to put an item about not parking on paths in the Abington and Hildersham News.

b).Email invitation to attend meeting at Sawston Village College on 11th April about transport issues around the A1307 and City Deal funds. **Sally Smith** kindly agreed to represent the council at the 10.00am – 3.00pm session, which was to be followed by an open evening 4-8pm.

c) Email asking for the council's feedback on about how section 106 funds from the possible development on Pampisford Road could be used. **Action: Clerk** to reply that £22k could be used to enlarge the Multi-sport hard court area, £30k could be used for new play equipment for the children and £10k could be used to make improvements to the village institute. Future funds could be used for play equipment in Magna Close, after consultation with local residents.

d) Select a grass contractor for 2016 season. Three contractors had supplied prices and **Bernie Talbot proposed selecting Majestic Garden Services as they offered best value for money and had made a good job of the churchyard last year; this proposal was seconded by Liz Sainsbury, with the support of all councillors.**

123. INTERMIM AUDIT

a) Feedback from the finance working party on auditors report. **Action : Clerk** to email report to councillors and explain what actions were recommended by the finance working group (fwg) ; Pennie Zimmern explained that all councillors were welcome to attend the f.w.g. meetings.

124. INSURANCE RENEWAL

a) Can the Council authorise the payment (retrospectively) of the insurance policy, if they are happy that the policy is satisfactory? The policy had been reviewed by the Clerk and Bernie Talbot and fulfilled the council's requirements. **Bernie Talbot proposed authorising the payment retrospectively and Liz Sainsbury seconded it, with the support of all councillors.**

b) All councillors had replied to the Clerk's enquiry about whether they were subject to a county court order and/or had been prosecuted, which was a condition of the policy; no one had been subject of either including the Clerk.

125. FINANCE

a) The Council authorised the payments in the table below.

101040	Little Abington Parish Council	Ford and website	£73.14
101041	Mrs Sally Phipps	Flowers for raised beds	£15.00
101042	Cambs County Council	Pedestrian Lighting Annual insurance	£583.21

101043	AON UK Insurance	Annual insurance	£834.05
101044	Majestic Garden Services	Cutting hedge and ivy in churchyard	£204.00
101045	Friends of the Roman Road and Fleam Dyke	Annual membership	£20.00
101046	Holy Trinity Hildersham PCC	Parish Nurse scheme – year 1 of 3 donation	£500.00
101047	Paula Harper	February and March pay	£395.60
101048	PO Ltd	February and March tax	£0.40
101049	Abington Recreation Ground	Contribution to shelter – s106	£2,116.75
101050	Mike Gutteridge	Interim audit	£110.00
101051	Paula Harper	Stationery, stamps & phone/b/band	£86.85

b) Income - VAT refund £5,735.03
- Hildersham PC £52.37

Income and Expenditure against Budget 2015--2016

	Actual	Budget
Income		
Precept	£12,000.00	£12,000.00
Interest/dividend	0	£22.00
Section 106 funds	£15.02	0
Section 106 interest	£37.97	£31.00
Others	£200.78	£220.00
Bus trip	£266.80	
VAT	£5,735.03	£200.00
Total	£18,255.60	£12,473.00
Expenditure		
Wages/PAYE	£2376.00	£2,324.88
General admin. (Auditors & broadband)	£1420.04	£1,470.00
Maintenance of pedestrian lighting	£583.21	£325.00
Pavement maintenance (R £2.5K)		0
Interactive road signs for A1307		0
Insurance	£834.05	£880.00
Recreation Ground Committee	£3,937.50	£3,937.50
precept&shelter	£2116.75	
Section 137		£150.00
General maintenance (f/beds shelter seat)	£586.00	£250.00
Churchyard maintenance (grass/hedges/pests)	£1182.00	£675.00
Village Bus trips	£485.00	£550.00
Donations (British Red Cross/GAPS, P. Nurse)	£800.00	£300.00
New flower & produce show		0
New computer (R £0.93K)-new printer	£923.20	0
First Responders/defibrillator		10,000.00
Churchyard fencing & safety		
Road/Pedestrian safety improvements		10,000.00
Total	£15,243.75	£30,862.38

This table includes the payments and receipts detailed above.

* Funds from earmarked reserves from previous years budgets

Other earmarked funds are: £15,000 for procurement of amenity facilities, village funds £1100, footway repairs £3,000, and £930.05 for new computer equipment for the future

Bank balances as at 29th February 2016

Community Account - £6,734.62

Business Interest - £36,944.60

Active Saver Account (s106 funds) – £10,230.21- funds removed to pay shelter invoice

Community Account, balance now £6,734.62

Total value of uncleared cheques incl new cheques = £6,371.26

After transactions the balance in community a/c =£ 363.36 – funds to be added

Section 106 funds to be used within 10 years of SCDC receiving the funds:

<u>Dwelling</u>	<u>s. 106 funds</u>	<u>Deadline for spending funds</u>	<u>Funds spent</u>	<u>Project funds use for</u>	<u>Balance to spend</u>
34 Magna Close	£3,104.38 open space facilities	8 th September 2020	£3,104.38	Buy Recreation Ground land	0
1 Magna Close	£2,244.90 Open space facs	4 th February 2021	£45.62 £1,000.00 £1,199.28	Buy Recreation Ground land total cost £3,150.00. Outdoor gym equipment Access licence for Rec Ground.	0.
44 North Road	£1,974.33 open space £513.04 community facilities	13 th July 2021	£300.72 £1,673.61 £513.04	Access licence for Rec Ground. Rec Gd. Shelter. Institute projector	0
104 High Street	£4,258.90 Open space infrastructure £718.78 community facilities	22 nd February 2022	£443.14 £386.96	Rec.Gd.Shelter Institute projector = £900 in total	£3,815.76 outdoor facilities community facilities £331.82
1 Pampisford Road-Cutting House	£3,286.99 public open space £543.22 community facilities	24 th September 2024			£3,286.99 £543.22
Totals	£16,644.54		£8,666.75		£7,977.79+interest

126. PLANNING

To be discussed at meeting:

S/3181/15/FL - Hill Residential Ltd & Mr & Mrs Moore, land to the north of Pampisford Road - Proposed erection of 20 dwellings, associated access & landscaping. **Flood assessment** (Parish Council recommended refusal on 08.02.16)

No further recommendations or comments were made about this application.

S/2784/15/FL – Mr Justin Mannion, 74a High Street – single storey front and side extension
Parish Council recommended approval and made no comments

S/0569/16/FL – Mr Jonathan Tilley, 45 North Road – demolish existing outbuilding and erect a new barn
Parish Council recommended refusal as there was no height or size of the building on the plans and it was likely to be too large for the site and dominate it. The council felt the statement about the view being dominated by the existing outbuildings was inaccurate, as the view was dominated by the newer large agricultural barn.

Parish Council recommendations:

S/3181/15/FL - Hill Residential Ltd & Mr & Mrs Moore, land to the north of Pampisford Road - Proposed erection of 20 dwellings, associated access & landscaping.
Parish Council recommended refusal on 08.02.16

S/3274/15/FL – Sunhill Daycare, Granta Park – temporary portakabin for 78 weeks
Parish Council recommended approval on 22.02.16

S/2040/15/FL-Ms L. Paine, 22 South Road – demolish existing burnt down dwelling and build a 4-bed dwelling
Parish Council recommended refusal on 22.02.16

District Council decisions:

S/0216/16/FL & S/0160/16/LB- Mr & Mrs J.Treanor, Abington Lodge, 63 High Street - single storey extension

Parish Council recommended approved on 08.02.16

District Council approval 10.03.16

S/3023/15/FL – Mr P.Izzard, land at rear of 6 Meadow Walk – new dwelling and garage

Parish Council recommended approved on 11.01.16

District Council approval 28.01.16

S/2939/15/FL – Mr Presland, 28 South Road – annexe

Parish Council recommended approved on 11.01.16

Withdrawn

S/1315/15/FL – Granta Park - amenity building – revised application

Parish Council recommended approved on 04.12.15

District Council approval 04.02.16

S/3009/15/FL- Mr & Mrs Beach, 21 Magna Close- 2 conservatories

Parish Council recommended approved on 30.12.15

District Council approval on 21.02.16

S/3134/15/FL - Mrs V. Alda, 92 High Street – replacement windows, side lights with glazing and new door

Parish Council recommended approved on 18.01.16

District Council approval 11.02.16

S/2503/15/FL Mrs Lesley Dropinski, Abington Kennels Haydn, Bourn Bridge - Change of Use of Land for

The siting of Residential Home

Parish Council recommended approved on 16.11.15

District Council refused on 09.02.16

127. ITEMS FOR THE NEXT MEETINGS AGENDA

There was a suggestion that planning and finance were earlier on the agenda at meetings- **action Clerk.** Louise Patten and Jane Bowen had attended a Parish Forum meeting with other council at Hildersham to discuss the A1307. The next meeting of the Parish Forum would be held in Linton or Abington.

Action: Clerk to put up dog fouling posters.

Sally Smith said that she was planning to resign from the council.

It was agreed by all councilors that the Parish meeting followed by the AGM, would start at the earlier time of 6.30pm on Monday 16th May.

Meeting closed at 9.50pm

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

AGENDA

The AGM of Great Abington Parish Council

To be held on **Monday 16th May 2016**, starting at approximately **7.15pm** **after the Annual Parish Meeting** in the hall at the Institute.

There will be an open forum for 15 minutes at which parishioners can raise any matters of concern.

1. ELECTION OF CHAIRMAN

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE FORM BY CHAIRMAN

3. ALL COUNCILLORS TO REVIEW AND UPDATE THEIR REGISTER OF MEMBERS INTERESTS FORM.

4. APOLOGIES

5. CASUAL VACANCY due to the resignation of Mrs Sally Smith. Co-option of a new councillor at an extra parish council meeting. Can councillors agree a date for this meeting?

6. ELECTION OF OFFICERS FOR 2016/2017

Vice-Chairman

Planning meetings - Chairman and 4 Councillors

Recreation Ground Committee representatives– 3 Councillors

Street lighting Roads, footpaths, hedges, trees and verges - 2 Councillors

Liaison with Little Abington Parish Council – 3 Councillors

Police Liaison - 1 Councillor

Village Institute Management Committee – 1 Councillor

Newsletter – 1 Councillor

Health & Safety inspection of assets: bins, benches and bus shelters – 3 Councillors

7. APPROVAL OF THE MINUTES FOR THE LAST MEETINGS – Meeting held on 21^s March 2016, 8th February (Planning), 22nd February and 12TH March (Planning).

8. DO ANY COUNCILLORS HAVE INTERESTS TO DECLARE IN ITEMS TO BE DISCUSSED DURING THE MEETING?

9. ACTIONS FROM THE LAST MEETING

a) Debris on path between Magna Close & Meadow Walk - update .

b) Feedback on the clean-up held on 30st April

c) Feedback on Village Open Day event

d) Lighting at the side of the Institute not working – update.

e) Churchyard fencing- can councilors select a contractor to do the work?

f) Update - Carly Freed, Housing Officer- offered this council the opportunity to bid for some remaining funds for a new light for path between Magna Close and Mortlock Gardens,

10. FINANCE

a) Can the Council authorise the payments in the table below?

b) Income – half of precept £6,000

c) Can the Council accept and sign off the financial year figures and the supporting statement.

d) Can the Council accept and sign the annual return accounting statements and complete the annual governance statement?

e) The public inspection period for the audit will run from 6th June – 15th July.

f) Can the Council authorise the Clerk to get Mike Gutteridge to act as the internal auditor?

g) The Clerk purchased a new keyboard for the council's desktop computer and had the hard drive 'repaired' when they stopped functioning well.

h) Interim audit- actions suggested by working party.

101052	S.Smith	Queen's 90 th Birthday events	£500.00
101053	Kall Kwik	Banner for village open day	£65.71
101054	Mil-Ken travel ltd	Bus trip to Felixstowe	£450.00
101055	Paula Harper	Wages April & May	£316.80
101056	Post Office Ltd	Tax for April & May	£79.20
101057	Paula Harper	Phone bill/b/band& stationery	£111.59
101058	CAPALC	Annual membership	£263.73
101059	Paula Harper	Computer key board & hard-drive 'repairs'.	£114.49

101060	Communicorp	Clerk and Councillors Direct publication	£12.00
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Income and Expenditure against Budget 2016--2017

	Actual	Budget
Income		
Precept	£6,000	£12,000.00
Interest		£22.00
Section 106 funds		0
Section 106 interest		£26.00
Others		£220.00
Bus trip		
VAT		£200.00
Total	£6,000	£12,468.00
Expenditure		
Wages/PAYE	£396.00	£2,376.00
General admin. (Auditors & broadband)	£501.81	£1,237.00
Maintenance of pedestrian lighting		£602.00
Pavement maintenance (R £3K)		0
Queen's birthday events	£500.00	£1500
Insurance		£895.00
Recreation Ground Committee precept		£3,937.50
Section 137		0
General maintenance (f/beds shelter seat)		£150.00
Churchyard maintenance(grass/hedges/pests)		£1169.00
Village Bus trips	£450.00	£500.00
Donations (British Red cross/GAPS,P.Nurse)		£300.00
First aid courses costs		£100.00
Churchyard fencing & safety(£10k 2015-6)		0
LHI Contribution to A1307 signs		652.000
Village groups (open day banner)		0
	£65.71	
Total	£1,913.52	£13,418.50

This table includes the payments and receipts detailed above.

* Funds from earmarked reserves from previous years budgets

Other earmarked funds are: £15,000 for procurement of amenity facilities, village funds £1100, footway repairs £3,000, and £930.05 for new computer equipment for the future

Bank balances as at 31st March 2016

Community Account - £6,040.48

Business Interest - £38,139.28

Active Saver Account (s106 funds) – £8.040.27

Section 106 funds to be used within 10 years of SCDC receiving the funds:

Dwelling	s. 106 funds	Deadline for spending funds	Funds spent	Project funds use for	Balance to spend
34 Magna Close	£3,104.38 open space facilities	8 th September 2020	£3,104.38	Buy Recreation Ground land	0
1 Magna Close	£2,244.90 Open space facs	4 th February 2021	£45.62 £1,000.00 £1,199.28	Buy Recreation Ground land total cost £3,150.00. Outdoor gym equipment Access licence for Rec Ground.	0.
44 North Road	£1,974.33 open space £513.04 community facilities	13 th July 2021	£300.72 £1,673.61 £513.04	Access licence for Rec Ground. Rec Gd. Shelter. Institute projector	0
104 High Street	£4,258.90 Open space infrastructure £718.78 community facilities	22 nd February 2022	£443.14 £386.96	Rec.Gd.Shelter Institute projector = £900 in total	£3,815.76 outdoor facilities community facilities £331.82
1 Pampisford Road-Cutting House	£3,286.99 public open space £543.22	24th September 2024			£3,286.99

	community facilities				£543.22
Totals	£16,644.54		£8,666.75		£7,977.79+interest

Community Account, balance now £6,040.48

Total value of unclearing cheques incl new cheques = £4,904.67

After transactions the balance in community a/c =£1,135.81

11. PLANNING

To be discussed at meeting:

S/0977/16/FL- Mr Jacob Sturdy, 6 Meadow Walk – first floor extension over garage and single/ two storey extension.

Appeal S/2630/15/VC - Mr & Mrs Rumble, 45 North Road- Removal of conditions 2 (landscape) & 3 (landscape implementation) of Planning Consent S/0699/15/FL for Polytunnels – does the council wish to make any comments

S/3181/15/FL - Hill Residential Ltd & Mr & Mrs Moore, land to the north of Pampisford Road - Proposed erection of 20 dwellings, associated access & landscaping-amendments.
Agree a date to discuss this applicaiton

Parish Council recommendations:

S/3181/15/FL - Hill Residential Ltd & Mr & Mrs Moore, land to the north of Pampisford Road - Proposed erection of 20 dwellings, associated access & landscaping.
Parish Council recommended refusal on 08.02.16

S/0681/16/FL – Mr & Mrs E Randall, 77 High Street- existing garage rebuilt and annexe to house at rear of garage
Parish Council recommended refusal on 11.04.16

District Council decisions:

S/0543/16/FL - Mrs Battam, 14 MortlockGardens – two storey extension to front elevation
Parish Council recommended approval on 11.04.16
District Council approved 06.05.16

S/3274/15/FL – Sunhill Daycare, Granta Park – temporary portakabin for 78 weeks
Parish Council recommended approval on 22.02.16
District Council approved 22.03.16

S/2784/15/FL – Mr Justin Mannion, 74a High Street – single storey front and side extension
Parish Council recommended approval and made no comments
District Council approved 26.04.16

12. ISSUES RAISED BY COUNCILLORS

- Does the council want to purchase a pop-up display?
- Residents concerned about an increase in the number of rats
- Churchyard – Feedback from meeting with Mr Hood and Mr Collett

13. REPORT ON THE CONDITION OF THE PARISH COUNCILS ASSETS

The benches, two bus shelters, salt bins and noticeboard.

14. UPDATE ON COACH TRIP ON 29TH JULY

- Can councilors formally select a coach company to use from the three quotes received?
- Can councilors decide how much to charge people for the trip and a price for non-residents (if space allows)?
- Who can attend the trip?

15. QUEEN'S BIRTHDAY EVENT-11TH JUNE

- Update

16. NEIGHBOURHOOD PLAN

- Does the council wish to pass responsibility for preparing a one policy neighbourhood plan to the Land Settlement Working Party, which will include some councillors?

17. REPORT FROM THE HOUSING GROUP

18. REVIEW THE FINANCIAL REGULATIONS, THE RISK MANAGEMENT POLICY AND THE INTERNAL STATEMENT OF CONTROL.

19. RECREATION GROUNDS CONSTITUTION

a) Are Councillors prepared to approve the revised constitution?

20. CORRESPONDENCE

a) Letter from the Pensions Regulator asking for a contact details and explaining the deadline to comply with the workplace pension scheme is May 2017.

b) CAPALC – Does the Council wish to renew its membership?

c) Email from Alan Cooke on behalf of the Abington Fun Run - a request for permission to use the route outlined.

21. ITEMS FOR THE NEXT MEETING'S AGENDA on 18th July

Holiday dates?

GREAT ABINGTON PARISH COUNCIL

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

Telephone: 01223 892000

Minutes of the Annual Parish Meeting for Great Abington on 16th May 2016 at 6.30pm in the main hall at the Institute. The Annual Parish Council Meeting followed this meeting.

Those present at the meeting were: Mr Bernie Talbot (Chairman), Mrs Jane Bowen, Mrs Gaynor Farrant, Miss Louise Patten, Mrs Liz Sainsbury, Mrs Pennie Zimmern, District Councillor Tony Orgee, Mrs Paula Harper (Clerk) and six members of the public.

Meeting started at 6.30pm.

- 1. Apologies** – there were none.
- 2. The minutes of the last Annual Parish Meeting held on 18th May 2015** were approved and signed.
- 3. Annual report from the Chairman of Great Abington Parish Council for 2015/16, Mr Bernie Talbot** - A separate report was supplied. **Action: Clerk** to send a letter of thanks to retiring councillor Sally Smith.
- 4. Annual report from the Recreation Ground Committee.** Louise Patten said that the committee were looking into the source of the fly-tipped soil containing concrete
- 5. Report from South Cambridgeshire District Councillor, Mr Tony Orgee** - A separate report was supplied.
- 6. Report from Cambridgeshire County Councillor, Mr Peter Topping** - he arrived during the Annual Parish Council meeting that followed this meeting.
- 7. Report from the Institute Management Committee** - A temporary repair had been made to the veranda.

The meeting closed at 6.58pm

Great Abington Parish Council

Clerk: Mrs. PM Harper

17 Lewis Crescent, Great Abington, Cambridge CB21 6AG

AGENDA

Great Abington Parish Council will be meeting on Monday 18th July 2016, starting at 7.15pm in the meeting room at the Institute.

There will be an open forum for 15 minutes at which parishioners can raise any matters of concern.

22. OPEN FORUM – an opportunity for the parishioners to raise matters of concern or make comments on Parish Council issues

23. APOLOGIES

24. APPROVAL OF THE MINUTES FOR THE LAST MEETING – Meeting held on 16th May 2016

25. DO ANY COUNCILLORS HAVE INTERESTS TO DECLARE IN ITEMS TO BE DISCUSSED DURING THE MEETING? DO ANY COUNCILLORS HAVE ANY BENEFITS/GIFTS TO DECLARE?

26. ACTIONS FROM THE LAST MEETING

- a) Debris on path between Magna Close & Meadow Walk - update .
- b) Churchyard fencing- new specification
- c) Update - Carly Freed, Housing Officer- offered this council the opportunity to bid for some remaining funds for a new light for path between Magna Close and Mortlock Gardens,

27. REPORT FROM COUNTY COUNCILLOR PETER TOPPING

28. REPORT FROM DISTRICT COUNCILLOR TONY ORGEE

29. FINANCE

a) Can the Council authorise the payments in the table below and have been checked and initialled at the Finance Working Party meeting held on 6th July?

101063	Plumridge	Printing for village directories	£196.80
101064	Abington Institute	Hall usage Jan-Mar	£60.00
101065	Majestic Garden Services	June cut and spray	£138.00
101066	Paula Harper	June and July pay(tax refund -78.40)	£474.20
101067	Paula Harper	Stationery -'ink	£10.50
101068	Mike Gutteridge	Annual audit	£66.00
101069	Abington Institute	Hall usage-April-June	£188.00

b) Income – Interest - £4.69, bus trip money £20 and funds surplus from the Queen's birthday event £219.93.

c) Review the internal auditor's report and any actions required. Auditors suggestion that the year to date figures be sent to councillors separately.

d) Suggested amendments to the budget 2016/17: add expenditure of £500 to s.137 & add £1000 for new footpath light.

e) The year to date income and expenditure figures table has been sent to councillors separately. Do Councillors have any queries?

f) Can councillors select people to be part of the Finance Working Party?

Bank balances as at 30th June 2016

Community Account - £6,771.26

Business Interest - £35,643.97
Active Saver Account (s106 funds) – £8,040.27

30. PLANNING

Parish Council recommendations:

S/3181/15/FL - Hill Residential Ltd & Mr & Mrs Moore, land to the north of Pampisford Road - Proposed erection of 20 dwellings, associated access & landscaping.

Parish Council recommended approval on 16.05.16

S/1615/16/FL -Mr J.Tilley, 45 North Road – First floor side and two storey rear extensions

Parish Council recommended refusal on 13.07.16

S/1433/16/OL- Roll Over Development Ltd- outline application for 8 dwellings, landscaping & associated infrastructure

Parish Council recommended refusal on 13.07.16

S/1601/16/FL- Mrs Ann Wilson, Barn at Cutting Road – covert barn to dwelling & relocate haystore

Parish Council recommended approval on 13.07.16

District Council decisions:

S/0977/16/FL- Mr Jacob Sturdy, 6 Meadow Walk – first floor extension over garage and single/ two storey extension.

Parish Council recommended approval on 16.05.16

SCDC refused the application on 28.06.16

31. ISSUES RAISED BY COUNCILLORS

- a) The footpath between Cutting Road and Pampisford Road - hedges blocking path.
- b) Volunteers required to be trained as part of the Speedwatch team.
- c) LAPC succeeded in bid for LHI funds for speed reduction measures on Newmarket Road – can this concil approve £1k to be funded by GAPC ?
- d) Carly Freed- maintenance of area around the Magna Close notice board and the dangerous tree on footpath to Chalky Road.
- e) Applications for the Minor Highway Improvement Scheme open earlier this year, during the summer this year. Does the council wish to make an application?

32. REPORT FROM THE RECREATION GROUND COMMITTEE

33. REPORT FROM THE COMMITTEE FOR ABINGTON HOUSING (CAH)

34. REPORT FROM THE LIAISON GROUP

35. UPDATE ON COACH TRIP ON 5TH August

- a) Update on the number of people attending.

36. NEIGHBOURHOOD PLAN

- a) Update.

37. REVIEW THE FINANCIAL REGULATIONS, THE RISK MANAGEMENT POLICY AND THE INTERNAL STATEMENT OF CONTROL.

- a) What changes does the council wish to make to the Financial Regulations?
- b) Are any amendments required to the Risk Management Policy and the Statement of Internal Control?

38. CORRESPONDENCE

- a) SCDC - Consultation on Devolution - The Cambridgeshire and Peterborough deal follows initial proposals by Government for a deal covering the whole of East Anglia.
- b) Greater Cambridgeshire City Deal Team - City Deal – A1307 Three Campuses to Cambridge consultation

c) Parish Green Energy Event (October) – Peter Brunning

39. ITEMS FOR THE NEXT MEETING'S AGENDA on 18th September

Holiday dates?

Great Abington Parish Council

Balance sheet at 31st March 2016

	2015-2016	2014-2015	2013-2014
Long Term Assets			
Government Bond	0*	96.04	96.04
Current Assets:			
Cash at Bank	52,220.03	47,455.64	76,611.82
Debtors			
Total Assets	52,220.03	47,455.64	76,611.82
Current Liabilities			
Nil		0	
Net Assets	52,220.03	47,455.64	76,611.82
Represented by:			
General Fund	52,220.03	47,455.64	76,611.82
Earmarked funds 2015-6:			
Recreation facilities	14,000.00	14,000.00	14,000.00
Section 106 funds	8,040.27	10,192.28	6,337.52
New Play Equipment	0	0	26,000.00
Computer Equipment	930.05	930.05	930.05
Village Funds	1,100.00	1,100.00	930.05
Footpath repairs	3,000.00	3,000.00	2,500.00
Linton Road light invoice	0	1,923.00	1,923.00
	27,070.32		
Bank Reconciliation			
Business Premium account (s106)balance at 31st March 2016	8,040.27		
Business Premium account balance at 31st March 2016	38,139.28		
Current account balance at 31st March 2016			6,040.48
		52,220.03	
Less unrepresented cheque:			101006 25.00
		101041 15.00	
		101044 204.00	
		101045 20.00	
		101046 500.00	
		101048 0.40	
		101049 2116.75	
		101050 110.00	
		Total uncleared 2,991.15	
		49,228.88	

The above statement represents fairly the financial position of Great Abington Parish

Council as at 31st March 2016.

Approved by the Parish Council.....Chair

Date.....

.....

Financial Officer

.....Responsible

Date.....

* Bond was closed and the proceeds paid into the community account

Great Abington Parish Council

Summary of Income and Expenditure accounts for year ending March 2016

Financial year ending:

<u>31.03.15</u>		<u>31.03.16</u>
	<u>Income</u>	
12,000.00	Precept	12,000.00
20.43	Interest	18.56
2.40	Consul	1.20
3,830.21	s. 106 funds	0
24.51	s. 106 interest	37.97
348.32	VAT	5735.03
356.57	Others (bus trip/refund)	524.74
57.6	Lost cheque not cashed	0.00
<u>16,640.04</u>	Total	<u>18,317.50</u>
	<u>Expenditure</u>	
246.20	HMRC	3.20
2,114.50	Staff costs	2372.80
1,046.09	Administration costs	894.04
394.00	Auditors	526.00
3937.50	Recreation ground	6,054.25
807.39	Insurance	834.05
240.27	Section 137	500
952.80	Churchyard maintenance	1,182.00
0	General maintenance	586.00
520.00	Donations (s.106 village hall, first responders)	300.00
852.38	Maintenance of pedestrian lights	583.21
550.00	Coach trip costs	485
0	Defibillator	923.2
3,408.64	Interactive road sign	
923.00	New flowerbed	
31,200.00	Play equipment	
<u>47,192.77</u>		<u>15,243.75</u>
	<u>General fund</u>	
76,707.86	Audited accounts 2014/2015	46,155.13
16,640.04	Receipts	18,317.50
47,192.77	Less payments	15,243.75
<u>46,155.13</u>	General funds balance 31 March 2016	<u>49,228.88</u>

Notes on points I raised in my 2014-2015 Report, together with suggested actions:

1. Financial Regulations:

New regulations were adopted on 20.07.15 but these, according to the copy included in the minutes, do not appear to have been finalised (eg: various bracketed sections remain which may need to be deleted if not relevant – see 6.21 and 6.22).

Action Point: Finalise Financial Regulations document (if necessary).

2. Payments controls:

Minutes record that the *Statement of Internal Control* was reviewed on 21.09.15. The date at the head of this document should be changed. I note a book is now being used to record checks by councillors on accurate recording of payments and receipts, etc.

I carried out sample checks on one minuted finance report, which appeared accurate. I checked all invoices in the file against the spreadsheet, cheque stubs, and bank statements. There appears to be one unpaid cheque (Cheque 012).

Action Point: contact payee for Cheque 012.

3. Inter-account transfers:

It was helpful to have a list of inter-account transfers.

4. VAT:

Record-keeping seems fine. The two unlisted amounts noted in my previous report were included in the 12.15 VAT claim.

5. Section 137:

I am not sure if any progress has been made in identifying donations to the History Group and PTFA as Section 137 (or not). I also note some debate about whether contributions to the Interactive Road Signs and junction improvements are within parish council powers.

It is important that all proposed activities (such as the Queen's birthday celebrations; donation to GAPS to purchase equipment, etc) are correctly categorised, especially as the 2016/2017 Budget appears to have zero provision for Section 137 expenditure.

Action Points:

- **Ensure all payments are categorised correctly.**
- **Either include a Section 137 column on the Receipts/Payments spreadsheet, or identify these payments in the main listing.**

6. Risk Management Policy/Asset Register:

The Risk Management Policy and the Asset Register were reviewed in 2015.

Action Point: The dates on these documents should be changed.

7: Recreation Ground Committee:

I note that work on the new constitution to establish the legal status of the committee needs 'to be reinvigorated'.

Action Point: This should be addressed.

8. Budget:

The 2016-2017 Budget was approved on 16.11.15. Some headings need updating and some figures in the 'Reserves' section do not appear to be accurate (for example, 'Footpath Repairs' should be £3000?).

Action Point: Review Budget listings for 2016-2017 to ensure all items are accurate and complete and as agreed by Council.

9. Payroll controls:

I carried out a sample check on one payslip and figures appeared to be accurately recorded.

10: Other matters:

As far as I can see, there do not appear to be any other matters which may need addressing before the end of the financial year.

Mike Gutteridge
21.02.16