

Hemingford Abbots Parish Council
Minutes of the Annual Meeting of the Parish Council
held on 29th May 2019 at 7:45pm
at Hemingford Abbots Village Hall

Present

Parish Councillors: Bridget Flanagan (Chairman)
Chris Nicol
Brian Parsons
Zoe Ryall
Marcus Whewell
Josephine Wills

Minute taker: Georgina West (Clerk)

County and District Councillors: 0

Members of the Public: 0

1. Election of Chairman

Cllr Mrs Nicol proposed Cllr Mrs Flanagan to be Chairman for 2019-2020. Seconded by Cllr Parsons, agreed by all. There being no other nominations it was **resolved** Cllr Mrs Flanagan to be Chairman for the next twelve months.

The Chairman signed a declaration of acceptance of office which was witnessed by the Parish Clerk.

2. Apologies

Apologies were accepted and approved from Cllr Peters, and accepted from District Cllr Mrs Conboy, District Cllr M Grice and County Cllr Bates.

3. Election of Vice-Chairman

Cllr Mrs Flanagan proposed that Cllr Peters be elected Vice Chairman, seconded by Cllrs Parsons. Cllr Mrs Nicol proposed that Cllr Parsons be elected Vice Chairman, seconded by Cllr Whewell. There being no other nominations it was **resolved** that Cllrs Peters and Parsons be Vice Chairmen for the next twelve months.

4. Meetings 2019-2020

It was **resolved** that dates of ordinary Parish Council Meetings, the Annual Meeting of the Parish Council and the Annual Parish meeting for the coming year will be:

25th June 2019, 30th July 2019, 24th September 2019, 29th October 2019, 26th November 2019, 28th January 2020, 25th February 2020, 31st March 2020, 28th April 2020 and 26th May 2020 at 7.45pm (AMPC). The Annual Parish Meeting will be held on 26th May 2020 at 7.00pm. All meetings commencing at 7.00pm unless otherwise stated.

5. Councillors' Declaration of Disclosable Pecuniary and Other Interests

None were declared.

6. Public Participation Session

1202/2019-2020

Chairman..... Date.....

No public present.

7. County/ District Councillors' Reports

None received.

8. Minutes of the previous meeting

The Minutes of the meeting held on the 15th May 2019 was agreed as correct and signed.

9. Matters Arising from the previous meetings and reports from Clerk & Cllrs

The minutes action plan was reviewed. Cllr Ms Wills gave an update on the application to CCC for a signpost at the crossroads of High Street and New Road and of a forthcoming meeting on 13/06/2019 with E Cichy, Local Highways Officer at CCC and County Cllr Bates & Cllr Ms Wills.

10. Parish Council Representatives to outside bodies 2019-2020.

It was **resolved** that Cllr Mrs Nicol continue as the HAPC representative with HAVH and the Transport Group.

It was noted that there is a vacancy for a Footpath Warden for Hemingford Abbots.

It was **resolved** that Cllr Ms Wills be the Tree Warden for Hemingford Abbots.

It was **resolved** that Cllr Mrs Ryall work as Council representative with Johnny Brown on the Hemingford Abbots website.

11. Review and confirmation of Council administration

- a) Policy & procedure document control has been updated to reflect latest status of policies and procedures
- b) Standing Orders – revised & confirmed
- c) Financial Regulations – revised & confirmed
- d) Inventory of land and assets – revised & confirmed
- e) Risk Assessment – revised & confirmed
- f) Complaints Procedure – revised & confirmed
- g) Complaints Procedure – revised & confirmed
- h) Freedom of Information Schedule – revised & confirmed
- i) Freedom of Information Availability Schedule – revised & confirmed
- j) Personnel Committee ToR – revised & confirmed
- k) Grievance Procedure – revised & confirmed
- l) Code of Conduct – revised & confirmed
- m) Dispensations Procedure Guide – revised & confirmed
- n) Training Statement of Intent – revised & confirmed
- o) Voluntary and Community Sector Grants Policy – revised & confirmed
- p) Retention of Documents and Records Policy – revised & confirmed
- q) Data Protection and Compliance Failure Policy – it was **resolved** that Cllr Whewell take the lead with reviewing this policy
- r) Information Protection Policy – it was **resolved** that Cllr Whewell take the lead with reviewing this policy
- s) Information Security Incident Policy – it was **resolved** that Cllr Whewell take the lead with reviewing this policy

1203/2019-2020

Chairman..... Date.....

- t) Social Media and Electronic Communication Policy – it was **resolved** that Cllr Mrs Ryall take the lead with reviewing this policy
- u) Removable Media Policy – it was **resolved** that Cllr Whewell take the lead with reviewing this policy.
- v) It was **resolved** that Cllrs Whewell & Mrs Ryall would present an update on progress with their policies to the next full HAPC in June 2019.
- w) Resolved that Cllr Ms Wills will produce a draft newsletter based on the Chairman’s annual report.

12. Financial Matters

- a) It was **resolved** that the following payments are made:

			Net	VAT	Total
BACS	G West	Salary			
BACS	G West	Travel expenses & office supplies			Confidential
	Great Ouse Valley				
BACS	Trust	annual subscription	£30.00	£0.00	£30.00
BACS	CAPALC	annual subscription	£263.37	£0.00	£263.37
BACS	CAPALC	GDP membership scheme	£25.00	£0.00	£25.00
			£744.72	£0.00	£744.72

- b) financial reports to 30th April 2019 were received.
- c) The Proper Officer was **confirmed** as the Clerk. Proposed by Cllr Parsons, seconded by Cllr Mrs Flanagan and agreed by all.
- d) The Responsible Finance Officer was **confirmed** as the Clerk. Proposed by Cllr Parsons, seconded by Cllr Mrs Flanagan and agreed by all.
- e) Signatories for banking purposes were confirmed as:
Cllr Mrs Flanagan & Cllr Peters authorise payments.
Cllr Parsons & the Clerk input payments.
Cllrs Mrs Nicol to observe the accounts.
It was **resolved** that Cllr Ms Wills be added to authorise payments.
- f) The internal auditor for financial year 2019-2020 – deferred to June 2019 HAPC meeting
- g) To confirm insurances – defer to next meeting.
It was **resolved** that the following subscriptions continue for 2019-2020:
CAPALC (£263.37, renewal 31st March 2020)
CAPALC GDPR Membership (£25, renewal 31st March 2020)
CPRE (£36, renewal 13th March 2020)
SLCC (£100, renewal 31st December 2019)
Great Ouse Valley Trust (£30, renewal 30th May 2020)
Parish Online (£36, renewal 30th November 2019)
Microsoft Office 365 (£59.99, renewal 14th February 2020)
ESET Internet Security (£31.46, renewal 14th February 2020)

1204/2019-2020

Chairman..... Date.....

- h) To review the 2018/19 internal audit – deferred to June 2019 HAPC meeting
- i) To agree, certify and sign the 2018/19 Certificate of Exemption (AGAR 2018/19) - deferred to June 2019 HAPC meeting
- j) To agree and sign the 2018/19 Annual Return Section 1 (Annual Governance Statement) - deferred to June 2019 HAPC meeting
- k) To agree and sign the 2018/19 Annual Return Section 2 (Accounting Statements) and approve 2018/19 Financial Statements - deferred to June 2019 HAPC meeting

13. Village Maintenance and Repairs

The Clerk to contact Bradgate regarding the grass cutting schedule and implementation, plus the revised quote for work around London Plane Tree.

14. Highway Faults, Repairs and Issues

E Cichy, Local Highways Officer at CCC, has advised that HAPC should submit an LHI application in order to change the speed limit in the village.

Rumble strips: the Local Highways Officer advised that CCC do not currently have the resources to remove them but would continue to monitor the area.

15. MOTION TO EXCLUDE THE PUBLIC AND PRESS

It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Items 16 & 17, namely Clerks Appraisal & contract of employment, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

16. The Clerk’s appraisal had been carried out by Cllrs Peters & Mrs Nicol on 22nd May 2019.

17. In recognition of the Clerk completing her probationary period it was **resolved** to increase her salary by one spinal column point on the new scale to point 17, £12.39 per hour, effective from 1st May 2019.

It was **resolved** to pay 63 hours overtime worked since October 2018. Back pay of 63 hours – split amount over 3 months

It was **resolved** that the Clerk’s hours be increased by one hour per week (8 hours in total per week), with effect from 1st June 2019, to be reviewed after 6 months.

It was **resolved** that a home working allowance of £4 per week be paid to the Clerk.

18. Agenda items for the next meeting

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

19. Date of Next Meeting

1205/2019-2020

Chairman..... Date.....

Tuesday 25th June 2019 at 7.00pm

Meeting closed at 9.25pm

1206/2019-2020

Chairman..... Date.....