



HEMINGFORD ABBOTS PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on Monday 24 January 2022 at 7.30 pm at the
Hemingford Abbots Village Hall

Present:

Parish Councillors: Marcus Whewell (Chair), Zoe Ryall (Vice Chair), Bridget Flanagan, John Peters, Peter Keen, Bob Penney and Phillip Cooke.

HDC Councillor: Sarah Wilson

Clerk: Maxine Blewett

Members of the Public: One

MINUTES	
<p>Comments and observations on agenda items from embers of the public and reports from County and District Councillors</p> <p>HDC Cllr Sarah Wilson provided a summary of her report which covered Planning, Flooding and Environmental Planning.</p> <p>Iain Muspratt provided HAPC with an update on The Hemingford Action Group's activities regarding the Astro Turf Site.</p>	
122.	<p>To receive Apologies for absence</p> <p>Apologies received from CCC Cllr. Doug Dew</p>
123.	<p>Councillors' Declaration of Interests</p> <p>None</p>
124.	<p>To Consider planning applications, decision notices and tree work applications received. (Appendix 1)</p>
124.1	<p>21/80389/COND Alternative Reference PP-10477901. Conditional information for 21/00447/FUL: C3 (Landscaping Scheme) and C4 (Protective hedge fencing). Hemingford Abbots Golf Centre Cambridge Road Hemingford Abbots Huntingdon PE28 9HQ. Application received Tue 14 Dec 2021. Status In progress. Information only, HAPC was not asked to comment.</p>
124.2	<p>21/02871/HHFUL Alternative Reference PP-10505328. Single storey rear extension, replace porch, convert garage to an annex, construct a detached garage/outbuilding including permeable driveway and changes to access. Kyrenia Royal Oak Lane Hemingford Abbots Huntingdon PE28 9AF. Application Received Thu 23 Dec 2021 Validated 17/1/22 Status in progress. Respond by 31/1/22.</p> <p>This application was validated by HDC on Monday 17 January 2022, however there are a few missing documents that are required prior to an application's validation, as itemised on the HDC document "Validation Checklist and Guidance". As a result, Hemingford Abbots Parish Council, as a Statutory Consultee, is not currently able to make a recommendation of either approval or refusal of this application. Once these documents are made available to the Parish Council, it will require time to consider them and to debate its recommendation at its next scheduled meeting - to be held on 28 February 2022. An email requesting an extension to the consultation period was sent to HDC on 26 January 2022.</p>
125.	<p>To approve the minutes of the meetings held on 4th and 17th January 2022</p> <p>It was RESOLVED to approve and sign the meeting minutes from the Parish Council meetings held on the 4th and 17th January 2022.</p>
126.	<p>Action List & Matters arising from the previous meetings:</p>
126.1	<p>HAPC Welcome Card for new residents - Cllr PC presented an A5 Draft of the proposed card. Councillors agreed that the Village Footpath Map should be printed on the back of the card and photographs of all Council members be printed on the inside front cover. ACTION: Councillors were asked to send any further comments to the Clerk within two weeks of the meeting. It was RESOLVED to print 50 copies of the updated Welcome Card at the cost of £49.</p>
126.2	<p>Survey on Streetlights. It was RESOLVED to seek tenders from companies offering streetlight assessment consultancy services to assist with budgetary planning for future repairs and replacement parts. ACTION</p>

126.3	Cllr PK to draft an Advisory Brief (since the meeting this has now been actioned). Clerk to send the Advisory Brief to KIWA, Intratest and K&M Lighting. LHI project – Cllr MW reported that all outstanding matters regarding the LHI project had been resolved and the project was complete.
126.4	Noticeboards for the Playing Field – Cllr BF confirmed the Information Boards had been completed and she would be contacting Coral Walton (CW) to arrange for these to be fitted to the gates at the entrances to the Playing Field. BF will also be asking CW to confirm when the Heritage Board will be ready.
126.5	Environment Agency/Astro Turf – Cllr MW reported that HAPC were fortunate to have the support of Dr. A. Willetts, who had confirmed that the Environment Agency had not done a risk assessment on the Astro Turf site , and she would be raising a formal complaint on HAPC’s behalf.
126.6	Houghton and Wyton and Hemingford Grey Parish Council Meetings – Cllr MW reported that he had attended both Parish Council meetings with the purpose of learning how different PCs operated. MW was made every welcome at these meetings and these neighbouring Councils were keen to share minutes and agendas. MW will attend the Fenstanton Parish Council meeting on 10/2/22.
126.7	Replacement Village Gate – Hemingford Grey has not yet received its new gates. When these are delivered the old gate will be removed and stored at the Handyman’s home in Hemingford Abbots until HAPC arranges for it to be fitted on New Road.
126.8	Wicksteed Inspection and recommendations for repair work - Cllr MW is to provide the Clerk with information of playground equipment repair companies. Since the meeting the Clerk has identified two potential companies: John O’Connor Ground Maintenance (Bedford) and Fawns (not local). Clerk to contact the companies for a quote to repair the shackles.
126.9	Landscape and Townscape SPD: Consultation 2021 – To report Cllr BF responded to the survey within the timeframe.
126.10	Plant a Tree for the Jubilee - Cllr BF wrote an article for the magazine and received one response from a parishioner to say they would be planting a tree. Cllr ZR has uploaded details of the article on to the website.
126.11	Hemingford Abbots Playing Field Fete – Noted that this will not be proceeding because of potential interference with other planned Jubilee celebrations in the Hemingfords. Activities being considered over the extended June Bank Holiday weekend (Thursday 2- Sunday 5 June) include a Disco, Street Party, Local Group/Bands and Decorating Hemingford Abbots Church. Hemingford Abbots PC is happy to support a joint Jubilee Celebration with Hemingford Grey and the Sports Pavilion, and to advertise all activities on the website.
127.	Review and decide on proposals to revise the PC’S public participation process – It was RESOLVED that HAPC would start the Public Participation session at 7 pm and listen to members of the public on items covered on the agenda and on other issues not included on the agenda (subject to the Chair making clear that the Parish Council could not debate these issues). It was also RESOLVED that the Chair would have discretion to extend the normal 3 minutes allocated per person and the overall limit of 15 minutes for the Public Participation session.
128.	Discuss and agree on whether to purchase gifts for children for the Queen’s Jubilee – It was RESOLVED not to purchase any gifts.
129.	Financial Matters
129.1	To receive the January financial report and approve the payment of bills (see Appendix 1). HAPC RESOLVED to approve all payments.
129.2	RESOLVED to approve of the quarterly bank reconciliation (Quarter 3)
129.3	Review and report on performance against the Budget Statement – RESOLVED to carry this item over to the next PC meeting.
129.4	Budget and Precept 22/23 – Confirm the budget notes/rationale and any changes needing to be made to the budget allocations and Reserves – It was RESOLVED to carry this item forward to the next PC meeting and for the Clerk and Cllr JP to meet before the next PC meeting to finalise the figures.
129.5	Noted: The Clerk has requested a VAT reclaim for £608.98 from HMRC.
129.6	It was RESOLVED to RATIFY the December payments agreed at the January Extraordinary Meeting.
130.	Discuss and agree Job Descriptions for the Tree Warden, Footpath Warden and Chair of the Personnel Committee – Cllr MW requested any final changes be sent to the Clerk so that the job descriptions could be approved and published.

131.	Village Maintenance and Repairs
131.1	Cllr BP advised he had repaired the Bailey Bridge gate Closure Clamp. Cllr BP reported that the gate will need to be replaced within twelve months as it had fractured owing to it only opening on a single bolt. The gate at the end of Common Lane has had its handle replaced but it is catching on the upright and Cllr BP suggests that the whole gate will need to be moved across to enable the gate to open safely. It has been reported that a member of the public said that a friend had cut his finger at the Houghton Gate. The Clerk was asked to contact CCC to arrange to have the gates assessed for H&S purposes.
131.2	Noted: CCC are in the process of replacing and repairing the Safety Barriers over the A1307 along Rideaway.
131.3	Noted: CCC have jetted the drains in and around Royal Oak Lane and Cllr BF advised there are also plans for CCC to jet drains in the whole of the village (Cllr BF)
132.	Correspondence Received
132.1	Noted: Emails received from two parishioners regarding issues on Meadow Lane in respect of parking, wooden posts and streetlights.
132.2	Noted: Email from Richard Whelan on the Cambridgeshire Flood Risk Management Strategy Consultation inviting HAPC to complete a survey. RESOLVED that HAPC take no action due to short timescales.
132.3	Noted: Email from HDC on the May elections: Some Key Dates are set out below. A full timetable will be supplied. •Notice of Election will be published on Monday, 28 March 2022. Notices will be supplied to the PC for display in our parish. •Deadline for submission of nomination forms to the Council Offices is 4pm on Tuesday, 5 April 2022. Nomination forms will be supplied to HAPC via email •Polling day is 7am – 10pm on Thursday, 5 May 2022.
133.	Matters arising/Items for the next PC Agenda: Cllr MW thanked Cllrs JP and BF for delivering training on Planning to the majority of the Councillors and requested that this be repeated for Cllrs PC and BP. Cllrs BF and ZR asked that suggestions from Parishioners that attended the Open Evening should be discussed and agreed upon at the next PC meeting. Cllr BP asked that at the next PC meeting an agenda item is added to discuss how to deal with continuing speeding in the village.
134.	Closure of the Meeting: The meeting closed at 9.30 pm.
135.	Date of next Meeting: Monday February 28th 2022

Signed.....Marcus Whewell (Chair) Date.....

