



HEMINGFORD ABBOTS PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting Held on Monday 28th March 2022 at 7 pm at the Hemingford Abbots Village Hall

Present:

Parish Councillors: Marcus Whewell (Chair), Zoe Ryall (Vice Chair), Peter Keen, Bridget Flanagan, John Peters.

HDC Councillor: Sarah Conboy

Clerk: Maxine Blewett

MINUTES

155.

Public Participation:

To hear any comments or observations on any item on the agenda. To hear any other issues raised. Limited to 3 minutes per speaker, maximum 20 minutes, at the Chair's discretion.

(Agenda item 169.1). A representative from the Hemingford Abbots Queen's Jubilee Celebration Group (HAQJCG) asked whether they could host a traditional celebration on the Playing Field on Thursday 2nd June 2022, and, if permission is given, could an ice-cream van and a jazz band be allowed on the Playing Field. Would HAQJCG need to organise their own Public Liability Insurance, or would the event be covered by HAPC's PL insurance? Also, would HAPC agree to Planters being placed on either end of the Bailey Bridge?

Iain Muspratt, representing the Hemingford Action Group, gave a brief report on the group's recent work and advised there had been continuing correspondence with CCC regarding the Astro Turf Site with each side holding opposite opinions. HAG are looking into possible legal breaches by CCC Planning and what further action needs to be taken. There are a number of changes at the Astro Turf Site: access between the house and Astro turf Site has doubled in size; two large trees have been taken down and waste is twice the size of the house, which is a potential fire risk. A CCC Cllr. said someone from CCC would be arranging a site visit, but this has not happened yet. The width of access road to the golf club car park has been doubled and the boundary taken back (HAG think planning should have been sought). Cllr BF asked if the pile of Astro Turf could now be seen because the two trees have been removed and IM confirmed that this was the reason the waste was now visible. Cllr JP asked how high the waste was, as the lawful height limit is around 2.5m. IM said that it was between 7.5-8m high and that CCC do not consider this height a breach. The Land Registry is still behind regarding registering ownership of the land and property.

IM thanked all Councillors for their continuing efforts regarding the Astro Turf Site and expressed his gratitude to all those Councillors who are retiring from the District and Parish Council for their support over the years.

(Agenda item 161.1) Cllr Ann Meredith, representing Hemingford Grey Parish Council (HGPC) reported on the HDC Summer Sports Programme (SSP) and the paper prepared by Cllr Phillip Cooke for discussion at HGPC's PC meeting. All HGPC Cllrs responded positively to supporting the HDC SSP and would ensure that money would be found to support **six** sessions. A request was made to split the cost 50/50 with HAPC. The Hemingford Pavilion can accommodate the SSP on Mondays and they would charge a modest fee for hosting. HGPC do not feel that it is necessary for a Councillor to be present at each session (as recommended by Cllr PC), because it was felt that HDC staff are fully qualified to carry out their roles.

It was suggested by Cllr AM that someone living in the Parish gathers interest from families and compiles a list of names and contact numbers that can be given to HDC for them to contact and gather further information (how many sessions would they like to book?; can the children attend alone?; what are their

	<p>travel and food arrangements? etc.). Would the Clerk at HAPC be able to help in gathering this information? Decision needed by 11th April.</p> <p>Cllr PK said that HAPC were unanimous in our support for the programme but had not made any formal resolution of splitting the cost on a 50/50 basis.</p> <p>(Agenda item 171.2) A member of the public attended the meeting to address any questions the PC had on this agenda item: proposal to replace the mirror on the New Road, High Street junction.</p>
156.	<p>To receive reports from County and District Councillors.</p> <p>Cllr Sarah Conboy introduced Debbie Mickelburgh who is standing for election as Councillor for the District Council covering Godmanchester , Hemingford Abbots and the Offords Ward. There are 3 seats in the forthcoming election. Cllrs Sarah Wilson and Mike Grice are not standing for re-election.</p> <p><i>On behalf of HAPC</i>, Cllr MW thanked all retiring Cllrs (HDC AND HAPC) for their excellent support and hard-work over the years and expressed HAPC's very best wishes for a happy and healthy retirement.</p> <p>Cllr SC advised that the budget had been set for 2022/23 and this is reflected in the recent Council Tax notices being delivered to homes in phases.</p> <p>The Elections are coming up and Cllr SC will be standing again.</p> <p>Cllr MW asked Cllr SC if she would investigate the building work that is happening at the old Shell garage on the A1307. Cllr SC commented that the work did not appear to be conventional building work, but she will raise this with Planning to check on permissions needed, and she would report back.</p>
157.	<p>To receive Apologies for absence</p> <p>Apologies accepted for Cllrs Doug Dew, Sarah Wilson, Phillip Cooke and Bob Penney</p>
158.	<p>Councillors' Declaration of Interests - None</p>
159.	<p>Planning (Appendix 1)</p> <p>To Consider planning applications, decision notices and tree work applications received</p> <p>159.1 21/02882/LBC 3 Barnfield, Hemingford Abbots. Proposal: Windows to be replaced with vertical opening windows (no horizontal fan light). Which would be in keeping with the period property. Front door to be replaced with a centralised version of existing door and windows. Metal patio sliding doors to be replaced with wooden French doors. Respond by 28/3/22. HAPC resolved to recommend approval of this application as it was felt that the wooden frames would be appropriate to the Listed Building, and that the double glazing would allow for greater energy efficiency.</p> <p>159.2 22/00600/TREE Cedar Cottage 1A Abbots Close Hemingford Abbots. Proposal: T1 Atlas Cedar: tree was badly damaged in recent high winds and has lost much of the upper crown. Proposed work is to fell to ground level. Respond by 1/4/22. HAPC resolved to recommend approval of this application when the correct procedures have been applied by HDC. It was noted that HDC had failed to request that a suitable replacement tree be agreed for the property. HAPC noted that both the Atlas Cedars are potentially too large and inappropriate to their current site in front of the house, and that it was therefore reasonable that the damaged tree be felled. However, HAPC recommends that a smaller tree should replace it – most probably to be sited in the rear garden</p>
160.	<p>To approve the minutes of the meeting held on 28th February 2022 (Appendix 2)</p> <p>Resolved to approve an amendment to item 143. To read: 'of wildflower seeds and the production of eleven planters filled with flowers'</p>
161.	<p>Action List & Matters arising from the previous meetings:</p> <p>161.1 Engagement with nearby Parish Councils on the HDC Active Lifestyles Programme Resolved to contribute a minimum of <u>£250.00</u> towards the HDC Active Lifestyles Programme. The calculation proposal is that HAPC pay 50% of the total cost for hiring the Hemingford Pavilion. and also an additional sum of money proportionate to the number of <u>bookings</u> received from children living in Hemingford Abbots.</p> <p>161.2 Noticeboards for the Playing field – No update on the Heritage Board. Since the last PC meeting, arrangements are now in place for the fitting of three noticeboards at each entrance of the PF on 14/4/22.</p> <p>161.3 Environment Agency/Astro Turf Site – Dr. Anna Willetts of Gunner Cooke Solicitors has sent another letter of complaint to the Environment Agency. Cllr MW asked Cllr JP if he would kindly alert Dr. Willetts to the additional waste that is being stored on the site.</p>

161.4	Replacement Village Gate on New Road – Noted: The Hemingford Grey village gates are in storage at Cllr ZR's property. The Clerk is awaiting quotes for the cost and fitting of two new posts and the reclaimed gate. It was suggested that the Clerk contact Paul Larter of Hemingford Grey for another quote.
161.5	U-Bolt replacement on the Standing Swing – Noted: B E Welding Ltd have replaced the U bolt on the standing swing.
161.6	Streetlight Assessment: Cllr PK explained that the streetlights were the largest financial responsibility for HAPC. All the companies that were contacted responded to our quote request but none provided the full information that we need to project ongoing costs. It was Resolved for Cllrs PK and MW to contact the companies and remind them of the action that we require and to ask them to requote on the correct basis.
161.7	Removal of the Bund at the old Shell Garage – Noted: After Cllr MW and the Clerk had made enquiries and contacted several companies about the removal of the bund, the new owner confirmed that he would take ownership and full responsibility for the Bund (transfer now completed).
161.8	Speeding in the village – Cllr MW referred to his report that had been circulated ahead of the meeting and reiterated that the number one issue raised at the Open Evening was to deal with speeding in the village. Resolved to defer this item until the next Parish Council Meeting, where consideration will be given to whether an independent Speedwatch Group or the Parish Council should take the project forward. Since the PC meeting the Clerk made a request [to A Jones] that the MVAS speed limit on Rideaway be reduced to 20 mph.
161.9	Wheelie-Bin Stickers – Noted: HAPC purchased fifty (50) 20 mph stickers for free issue to parishioners on request from the Parish Clerk. Cllr BF is to ask Sue Henderson to notify homeowners that they can have a free sticker.
161.10	Tree and Footpath Warden Vacancies – Noted: Job Descriptions for both roles are displayed on the noticeboards and on the Parish Council Website.
161.11	Meadow Lane Visit (Cllr Doug Dew) – The Clerk was asked to contact Cllr Doug Dew to find out what is possible because HAPC urgently need to have a meeting. If the Highways Officer cannot attend, then HAPC would like to have an on-site meeting with Cllr Doug Dew. Since the meeting, the Clerk has sent an email to Cllr Doug Dew requesting an onsite meeting.
162.	Follow Up from the Open Evening Resolved to defer any decisions/actions until after the Annual Parish Meeting and the formation of the new Parish Council, when the new Councillors can consider the priorities and how they will be delivered.
163.	Resolved to adopt the HDC LGA Model Code of Conduct and Guidance for Councillors from May 2022.
164.	Review and confirmation of Council Administration Resolved that a small project team comprising of Cllrs MW, ZR, PK and the Clerk will meet to review the Council's policies (in stages), make recommendations [amendments] for consideration at the April Parish Council Meeting, and that all policies and procedures will be approved at the May Annual Parish Council Meeting.
165.	Resolved that the date of the Annual Parish Meeting and Annual Parish Council Meeting is moved from Monday 23 rd May to Wednesday 18 th May 2022.
166.	Resolved to approve the planting of a replacement Oak tree in Royal Oak Lane as part of the Queen's Green Canopy. Cllr BF will write to the Parishioner who made the request to confirm HAPC's agreement and to suggest that she contact the Woodland Trust to source the Oak tree and guidance on planting.
167.	Resolved that HAPC will support and pay for the Clerk's training towards the CiLCA qualification (£610.00).
168.	Financial Matters
168.1	Resolved to accept and approve the Local Government Pay Claim 2021/22 -SLCC of 1.75% and to pay back pay to the Clerk, totaling £93.28 for the period April 2021 to February 2022.
168.2	Resolved to approve and accept the March financial report. Cllr JP mentioned that HAPC's insurance policy was due for renewal on 1/4/22 and the premium budgeted for in the current fiscal year (2021/22). Since the PC Meeting the Clerk has contacted Gallagher Insurance Brokers who confirmed that payment of the insurance premium is acceptable anytime before 30 th April 2022 and that HAPC's assets are insured from 1 st April 2022.
168.3	Resolved to approve and accept the monthly bank reconciliation.
168.4	Resolved that Cllr PK is registered as a new signatory with Unity Trust Bank with the authority to view and authorise payments.
168.5	Resolved to approve an application from the Peace Memorial Playing Field for a grant of £625.00 and for this to be paid in the 2022/23 fiscal year.
169.	Jubilee Celebrations
169.1	Noted: HAPC reviewed the plans for the Jubilee Celebrations.
169.2	Resolved that HAPC (as Administrative Trustees of the Playing Field), agree to the Playing Field (PF) being used on Thursday 2 nd June 2022 to hold a Queen's Jubilee celebratory event (including allowing an ice-cream van and a jazz band on the PF) subject to the organisers' providing proof that they have arranged

	public liability insurance for the day and agreeing to the conditions previously laid out by HAPC (as the trustees).
170.	Use of Car Parking at the Village Hall HAPC has always been in favour of the village hall car park being used by users of the Village Hall and confirmed that any conditions of use are the responsibility of the Village Hall Committee.
171.	Village Maintenance and Repairs
171.1	Resolved not to have the village gates painted white.
171.2	Resolved not to replace the broken mirror at the junction of New Road / High Street as CCC had previously advised that mirrors are non-regulated traffic signs.
171.3	It was reported that the path at the back of Chapman's needs clearing (BF to ask Dave Cook to do the work).
172.	Correspondence Received
172.1	HAPC support the Cambridgeshire Search and Rescue clothes collection project for Ukraine. However, after due consideration it was agreed that there are no suitable areas in the village to place the clothes-collection containers. HAPC suggested CSAR's email be forwarded to the HAVH for them to consider whether they can be of help. Since the PC meeting the Clerk has emailed CSAR to let them know their email has been forwarded to HAVH.
172.2	Noted: HAPC received an email from Anglian Water (no action).
172.3	Noted: HAPC received an email from Richard Whelan, Principal Officer – Flood and Water / Flood Risk & Biodiversity Team CCC. (no action)
172.4	Noted: HAPC received an email from CAPALC (no action).
172.5	Noted: HAPC Received an email from Huntingdonshire PPS - Parish & Town Council Survey on playing pitch and outdoor sports areas. HAPC will not complete the survey as there are no outdoor sports areas in the village.
173.	Discuss and agree HAPC's protocol for 'Operation London Bridge'. HAPC do not have a written protocol. The Clerk was asked to send a draft protocol for review and comment before the next PC meeting.
174.	Matters arising / Items for the next Meeting
	i) Cllr MW commented on item 8.1 of the Model Code of Conduct (training for Councillors) and recommended that the Training Policy be updated to reflect this requirement.
	ii) The Insurance Policy is due for renewal on 1 st April and should have been paid in the current financial year. The Clerk is to contact Gallagher, the Insurance Broker to arrange payment as soon as possible.
	iii) Information/Publication/Transparency - The Clerk was asked to report on best practice for the sharing of information (agenda appendices; payments; bank reconciliation etc.).
175.	Closure of the Meeting The meeting closed at 9.30 pm
176.	Date of next Meeting – Monday April 25th, 2022.

PAYMENTS MADE IN MARCH (APPENDIX 6)

		Net	VAT	Total
4000 Clerk's wages	Wages 37 hours @ £14.02 (new paycales in place) includes back pay to April 2021			
4020 HMRC PAYE	PAYE			
4220 Sid Bartlett	Hedge Cutting	£ 100.00	£ 20.00	£ 120.00
4060 Working from home allowance	Working from home allowance	£ 16.00	£	£ 16.00
4300 Reimbursement of expense to Clerk	Fifty 20 mph wheelie bin stickers	£ 50.00		£ 50.00
4065 HAVH	Room Hire	£ 78.00		£ 78.00
4215 B.E. Welding and Fabrication Ltd.	Playing Field repair to the U Bolt on the Standing Swing	£ 250.00	£ 50.00	£ 300.00
		£ 1,106.02	£ 70.00	£ 1,176.02

Signed.....Marcus Whewell (Chair)

Date.....