



# HEMINGFORD ABBOTS PARISH COUNCIL

## Minutes of the Parish Council Meeting

Held on Monday 25 April 2022 at 7.00pm at the  
Hemingford Abbots Village Hall

**Present:**

**Parish Councillors:** Marcus Whewell (Chair), Zoe Ryall (Vice Chair), Peter Keen, Phillip Cooke.

**District Councillors:**

Sarah Wilson

**Clerk:** None - Minutes recorded by Cllr Zoe Ryall

**Members of the Public: 1**

MINUTES	
2022-23 1	<p><b>Public Participation Session</b></p> <p>Iain Muspratt, representing the Hemingfords Action Group stated that the Land Registry is still behind in registering the ownership of the land and property at the Astro Turf Site. It has been noted that the entrance to the existing Astro Turf Site has been extended onto the highway. The Golf Club car park bungalow appears to be being used again for residential purposes. IM also raised the importance of a Neighbourhood Plan and would like to see this considered by HAPC and parishioners. IM thanked Cllr Sarah Wilson for all her work and support.</p> <p>As the River Warden, IM expressed concern over the water quality, with regards to wild water swimmers and any associated risks for them. He is planning to contact the Environment Agency for more information and advice.</p>
2	<p><b>Reports from County Councillor and District Councillors</b></p> <p>Cllr Sarah Wilson introduced Brett Mickelburgh who is standing for election as Councillor for the District Council covering Godmanchester, Hemingford Abbots and the Offords Ward. Cllrs Sarah Wilson and Mike Grice are not standing for re-election. On behalf of HAPC, Cllr MW thanked Cllr Sarah Wilson for her excellent support and hard work over the years and expressed HAPC's very best wishes for her future plans. Cllr SW stated that there was no HDC report to present, as it is the year-end; however, she did advise that Cllr Sarah Conboy is still actively investigating the building work that is happening at the old Shell garage on the A1307. Cllr SW has been supporting HAPC by regularly sending the Clerk a list of tree applications for review and is working towards formalising this arrangement. Cllr SW also advised she will continue to offer support to the parishioners who request assistance in reviewing the Hemingford Park planning application.</p>
3	<p><b>To receive Apologies for absence</b></p> <p>Apologies received from Cllrs Bridget Flanagan, John Peters, Bob Penney and Clerk Maxine Blewett.</p>
4	<p><b>Councillors' Declaration of Interests</b></p> <p>None.</p>
5	<p><b>To Consider planning applications, decision notices and tree work applications received</b></p>
5.1	<p><b>22/00837/TRCA</b> 3 High Street, Hemingford Abbots PE28 9AH. T1 London Plane – Crown lift to 6m over the road and 5m over the parking bays. Received and validated 8/4/22. <b>Pending. For information only. HAPC has not been asked to comment.</b></p> <p>Cllr MW advised that CCC have confirmed the tree is on public land. The Clerk has requested confirmation on how to place a TPO on this tree which is of significant historical importance, and whether private contractors are able to carry out work on a tree that is on public land without the relevant permissions.</p>
5.2	<p><b>22/00727/TRCA</b> 3 Common Lane, Hemingford Abbots PE28 9AN. T1 T2 Conifer – Reduce height by 15ft to 20 ft to allow more light to reach smaller and younger trees. T3 Walnut – Remove (fell) very close to</p>

	another tall Conifer so there are dead branches on the Conifer and close to younger trees. Received 24/3/22 Validated 4/4/22. <b>Pending. For information only. HAPC has not been asked to comment.</b>
5.3	<b>21/80302/COND</b> Adjacent 10 Chapmans, Hemingford Abbots. Conditional Information on C18 and 19 Affordable Housing. <b>For information only.</b>
5.4	<b>22/00600/TREE (PP-11106520)</b> Cedar Cottage 1A Abbots Close Hemingford Abbots Huntingdon PE28 9AP. 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. Cllr MW advised that a neighbour recently informed the clerk that they had suffered damage to their property from this tree and were supportive regarding its removal.
5.5	<b>22/00326/TRCA</b> 74 Common Lane, Hemingford Abbots PE28 9AW. T1 Ash: Fell diseased tree to ground level. <b>Approved.</b>
5.6	<b>22/00308/TRCA</b> 44 Common Lane, Hemingford Abbots PE28 9AN. T1 Hornbeam: reduce 2m laterally over neighbouring garage to clear roof by 1.5 - 2m, G1 Holly: reduce 2m laterally over neighbouring garden T2 Oak: crown lift to 5m over garden, T3 Leylandii: fell to ground level <b>Approved.</b>
<b>6</b>	<b>To approve the minutes of the meeting held on 28<sup>th</sup> March 2022</b> It was <b>RESOLVED</b> to approve and sign the meeting minutes from the Parish Council meeting on the 28 <sup>th</sup> of March.
<b>7</b>	<b><u>Matters arising from the previous meetings:</u></b>
7.1	<b>Update and decision on the HDC Active Lifestyles programme</b> – Cllr PC talked through the costs associated with the programme, confirmed that HGPC have agreed to take on the administrative activities and that the communication campaign was ready to launch. It was <b>RESOLVED</b> to approve the programme and to budget for a cost of £300.
7.2	<b>Noticeboards for the Playing field</b> – To report: The information boards have been fitted at each entrance. HAPC are awaiting an update from Coral Walton/Bridget Flanagan on the Heritage Board.
7.3	<b>Environment Agency/Astro Turf Site</b> – Cllr MW reported that the Environment Agency have written to advise that it does not intend to take any further action. HAPC will pursue the complaint via Dr. A. Willetts of Gunner Cooke Solicitors (GC).
7.4	<b>Replacement Village Gate on New Road</b> – HAPC considered three quotes for the fitting of the replacement gate and posts and have <b>RESOLVED</b> to accept Andy's quote of £280 (excl. VAT) It was also <b>RESOLVED</b> to replace the other gate post on New Road at a cost of £171 (excl. VAT).
7.5	<b>Streetlight Assessment</b> – Cllrs PK and MW advised that following the tender issued to three companies, one company met all HAPC's criteria in terms of assessment. It was <b>RESOLVED</b> to progress with Electrical Testing Limited.
7.6	<b>Speeding in the village</b> – Following a lengthy discussion it was <b>RESOLVED</b> to defer this item until the new council are in place (following the May elections), where consideration will be given as to how best to proceed.
7.7	<b>Tree and Footpath Warden Vacancies</b> – Cllr MW confirmed that Ann-Marie Farmer has agreed to take up the role of Footpath Warden and has been liaising with Iain Muspratt with regarding a handover.
7.8	<b>Meadow Lane Visit (Cllr Doug Dew)</b> – It was <b>RESOLVED</b> to respond to Cllr Doug Dew to advise that HAPC have had representations from parishioners regarding the stones on Meadow Lane and that the Parish Council do not have the authority to take any action. It was <b>RESOLVED</b> for the Clerk to advise CCC of the number of wooden posts that need replacing so this can be actioned. HAPC <b>RESOLVED</b> to review the need for a new streetlight at the end of Meadow Lane, following the planned assessment of the Streetlights (see above) and any related impact on the sinking fund. HAPC <b>RESOLVED</b> to pursue a meeting with Highways to discuss the issue of cars turning at the end of Meadow Lane.
7.9	<b>Consider and approve the Project Team's report &amp; recommendations following a review of the Council's Policies and Procedures</b> – Cllr MW confirmed that all policies have now been reviewed by Cllrs MW, ZR, PK and the Clerk. The Clerk will send out all policies as an entire pack for the Council to review, in time for approval at May's Annual Council meeting.
7.10	<b>Public Liability Insurance</b> – <b>RESOLVED</b> to form a Jubilee Committee empowered to organise the event, to ensure that the Jubilee event is covered under the Council's public liability insurance. The Clerk to advise the members of the newly formed Committee in writing, copying in the Insurance Company.
7.11	<b>Planting of an Oak Tree on Royal Oak Lane</b> – The resident has confirmed that an Oak tree will be planted on June 2 <sup>nd</sup> as part of the Jubilee celebrations
<b>8</b>	<b>Financial Matters</b>
8.1	<b>RESOLVED to renew and pay</b> HAPC's Insurance Policy premium £1116.11.
8.2	<b>RESOLVED to renew and pay</b> HAPC's membership with CAPALC £351.19 (inc. DPO membership).

8.3	<b>RESOLVED to consider the financial position</b> of the council and <b>approve</b> the quarterly Bank Reconciliation as of 31st March 2022.
8.4	<b>RESOLVED to agree and sign</b> the 2021-2022 AGAR Annual Return Section 1 (Annual Governance Statement) <b>AND agree</b> 13/6/22 to 22/7/22 as the dates of the period for the Exercise of Public Rights.
8.5	<b>RESOLVED to agree and sign</b> the 2021-2022 AGAR Annual Return Section 2 (Accounting Statements).
8.6	<b>RESOLVED to approve and sign</b> the Unity Trust Bank papers to add Cllr PK as an authorised signatory.
8.7	<b>RESOLVED to receive and approve</b> payments. (See table below).
8.8	<b>RESOLVED to write-off</b> an outstanding encashment of a cheque to HMRC for £88.90 (from 2019/20) and add as income to 2022/23 fiscal year accounting spreadsheet.
<b>9</b>	<b>Consider</b> adopting the County's recommended protocol for 'Operation London Bridge'. HAPC to review at the next Parish Council meeting.
<b>10</b>	<b>Elections:</b> To report: There were five validly nominated and unopposed candidates, and all will take office on 9 May, the day the current councillors retire. This leaves two vacancies. HAPC can co-opt at any point during the next term without publishing a Notice of Vacancy. The councillors taking office on 9/5/22 are: Marcus Whewell, Zoe Ryall, Peter Keen, Phillip Cooke and Glenda Perrott. <b>Cllr MW</b> took this opportunity to thank Cllrs Bridget Flanagan and John Peters for their tireless contribution over the years. A message of thanks is to be posted on the Council website and in the Parish magazine.
<b>11</b>	<b>Village Maintenance and Repairs</b> None reported.
<b>12</b>	<b>Correspondence Received</b>
12.1	Email received from A. Jones advising HAPC that he intends to pass on the responsibility for monitoring the MVAS to HAPC and he will assist with in the handover. The MVAS on the High Street is not providing correct data. The speed limit on Rideaway has been changed to 20 mph. HAPC to review who might take over the MVAS in May once the new Council are in place.
12.2	Email received from S. Henderson requesting that a poster be displayed on the website and Facebook to help with Crowd Funding the Jubilee Celebrations. Cllr ZR confirmed that this has been posted on the website and the village community Facebook page.
12.3	<b>Matters Arising:</b> None.
<b>13</b>	<b>Matters Arising:</b> None
<b>14</b>	<b>Closure of the Meeting</b> The meeting closed at 8.50 pm
<b>15</b>	<b>Date of next Meeting</b> The Annual Parish Meeting – Wednesday 18th May 2022 at 7pm The Annual Parish Council Meeting – Wednesday 18th May 2022 at 7.30pm

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

