

HEMINGFORD ABBOTS PARISH COUNCIL

Notice of the **Annual Meeting of the Parish Council**

Time: 7.30pm Date: Wednesday 18th May 2022.

Venue: Hemingford Abbots Village Hall, High Street, Hemingford Abbots.



To All Members of the Council

You are hereby summoned to attend the Annual Meeting of Hemingford Abbots Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting.

Members: 7 Vacancy: 2 Quorum: 3

The meeting is open to members of the public (including the press), but it is not a public meeting.

Maxine Blewett Mrs Maxine Blewett – Parish Clerk 13th May 2022.

Agenda

| 2022-2023 | |
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| 16 | To Elect the Chairman & to sign the Declaration of Acceptance of Office. |
| 17 | To Elect the Vice Chairman & to sign the Declaration of Acceptance of Office. |
| 18 | To confirm all other Councillors have signed their Declaration of Acceptance of Office. |
| 19 | To review, consider and approve the setup of Committees and/or Working Groups and Delegations/Representations to committees. -To approve Terms of Reference for new Committees and/or Working Groups -To appoint members to the relevant Committees and/or Working Groups |
| 20 | To accept apologies for absence |
| 21 | Proposal for HAPC to adopt the LGA Model Code of Conduct from May 18th, 2022 (Appendix 1) |
| 22 | To remind Councillors to review their Declarations of Interest & to update their Individual Register of Interest (Councillors have been provided with an update form) |
| 23 | Councillors' Declarations of Interest -To receive declarations of interest from Councillors on items on the agenda - For declarations of interest received, Councillors to inform the Chairman if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion. -To receive written requests for dispensations for disclosable pecuniary interests (if any) -To grant any requests for dispensation as appropriate |
| 24 | Public Participation -Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda. -To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting. -At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. |
| 25 | County/ District Councillors' Reports To receive and accept reports. |
| 26 | Minutes of the previous meeting To agree and approve the draft minutes from the meeting held on the 25th April 2022 (Appendix 2). |

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| <p>27</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> | <p>Planning Applications Approved (Appendix 3)</p> <p>21/02443/FUL Replacement two storey dwelling. 41 Common Lane Hemingford Abbots Huntingdon PE28 9AW. Approved 9/5/22.</p> <p>22/00600/TREE T1 Atlas Cedar: tree was badly damaged in recent winds and lost much of the upper crown. Cedar Cottage, 1A Abbots Close, Hemingford Abbots. Fell to ground. Approved 4/5/22.</p> <p>21/80225/COND Conditional Reply. Adjacent 10 Chapmans, Hemingford Abbots. Reply 25/4/22.</p> <p>Planning Applications in Progress</p> <p>22/00838/TRCA T1 Sycamore – Crown lift to 5.2m above ground level over the road and 3m above ground level over the grass verge. T2 Ash – Crown lift to 4m above ground level over the road.</p> |
| <p>28</p> | <p>Matters Arising from previous Minutes and to Review the Action Plan (Appendix 4)</p> |
| <p>29</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p> <p>j)</p> <p>k)</p> | <p>Finance</p> <p>To receive and approve the payment of bills and standing orders (Appendix 5).</p> <p>Review and approval of Inventory of land, street furniture and assets including buildings and office equipment (Appendix 6).</p> <p>To report that the 2022-23 Precept for £26,000 has been credited to the current account.</p> <p>To report: HAPC's financial audit was carried out Friday 13th May and the AGAR form (Part 3) was signed by M. Williamson (MWi) on 13th May 2022. The Internal Auditors Report will follow and then all forms will be submitted to PK Littlejohn for an external review. MWi advised that PK Littlejohn may not accept the older version of the (amended) AGAR 1 and 2 forms and recommended that information be transferred on to the 2021-22 form and resigned at the AMPC on the 18/5/22.</p> <p>To appoint the Proper Officer</p> <p>To appoint the Responsible Financial Officer..</p> <p>To review and approve Councillors as bank signatories on the UTB Current and Savings account and to approve removing B. Flanagan, J. Peters and C. Nicol as signatories.</p> <p>To review and approve Councillors appointed to authorise BACS payments from Council.</p> <p>To report that a VAT reclaim has been made for the last quarter of the 2021-22 fiscal year for £171.20.</p> <p>To consider using an accountancy/audit software package designed by the Internal Auditor.</p> <p>New Heritage Board for the Playing Field: To accept and approve an increase of £100 on the cost of producing the HB (email from C. Walton sent to Councillors).</p> |
| <p>30</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p> <p>j)</p> <p>k)</p> <p>l)</p> <p>m)</p> <p>n)</p> <p>o)</p> <p>p)</p> <p>q)</p> <p>r)</p> <p>s)</p> <p>t)</p> <p>u)</p> | <p>Review and Adoption of Statutory Documents and Policies (Appendix 6)</p> <p>To review, approve and adopt Standing Orders</p> <p>To review, approve and adopt Financial Regulations</p> <p>To review, approve and adopt Risk Assessment</p> <p>To review, approve and adopt Complaints Procedure</p> <p>To review, approve and adopt Press and Media Policy</p> <p>To review, approve and adopt FOI Schedule</p> <p>To review, approve and adopt FOI Availability Schedule</p> <p>To review, approve and adopt Personnel Committee ToR</p> <p>To review, approve and adopt NEW Capability/Disciplinary and Grievance Procedure</p> <p>To review, approve and adopt Dispensations Procedure</p> <p>To review, approve and adopt Training Statement of Intent</p> <p>To review, approve and adopt Voluntary and Community Sector Grants Policy</p> <p>To review, approve and adopt Retention of Documents and Records</p> <p>To review, approve and adopt Data Protection Policy</p> <p>To review, approve and adopt Information Protection Policy</p> <p>To review, approve and adopt Information Security Incident Policy</p> <p>To review, approve and adopt NEW Equality, Diversity and Inclusion</p> <p>To review, approve and adopt Safeguarding Policy</p> <p>To review, approve and adopt Policy and Procedure Document Control</p> <p>To consider adopting a procedure for Operation London Bridge</p> <p>To consider reviewing a number of Statutory Documents and Policies on a rolling monthly basis.</p> |
| <p>31</p> | <p>Meetings 2022-2023</p> <p>To agree dates of Full Parish Council Meetings for the coming year with all meetings commencing at 7.00pm on a Monday evening, unless otherwise stated and to include 2023 APM AND AMPC:</p> <p>2022: June 27th July 25th September 26th October 24th November 28th</p> <p>2023: January 23rd February 27th March 27th April 19th APM, May 23rd AMPC.</p> |

