

# HEMINGFORD ABBOTS PARISH COUNCIL

## Notice of the Meeting of the Parish Council

Time: 7.00pm Date: Monday 27th June 2022.

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



### To All Members of the Council

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below. Any member not able to attend should send their apologies in before the meeting.

Members: 5 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 22nd May 2022.

## Agenda

2022-2023	
36	<u>Public Participation</u> 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.
37	<u>County/ District Councillors' Reports</u> To receive and accept reports.
38	To receive apologies for absence
39	<u>Councillors' Declarations of Interest</u> -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
40	<u>Planning Applications Approved (Appendix 1)</u>  <b>New/Ongoing</b> a) 21/02619/HHFUL 48 Common Lane, Hemingford Abbots. <u>Further information received</u> regarding residential alterations including roof extension and alterations, and replacement access gates. HDC 8 <sup>th</sup> June 2022. (HAPC's previous response was neither for nor against this application, but the Parish Council wish to refer to the Conservation Officer whether solid gates are appropriate in a Conservation Area). b) 22/000563/HHFUL Up Top High Street, Hemingford Abbots, PE28 9AH. Internal alterations, demolish existing conservatory and replacement single storey rear and part extension. 17/6/22. Responses to HDC BY 8 <sup>th</sup> July 2022. c) 22/01306/TRCA 64 Common Lane, Hemingford Abbots. Proposal: T1 Thuja: fell to ground level. Tree has been managed as a hedge however is in poor form following recent height reduction T2 Silver Birch: fell to ground level. Tree is declining and approx. 50% dead. Rec'd 11 <sup>th</sup> June 2022. HAPC has not been asked to comment.

d)	22/01188/TRCA. Oak Lodge Manor Lane, Hemingford Abbots PE28 9AJ. T1 ash tree to reduce to around 2m stem due to excessive shade and close proximity to building. T2 oak tree to reduce to around 2m stem due to excessive shade and close proximity to building. Received: Thu 26 May 2022   Validated: Thu 26 May 2022   Status: In progress/HAPC has not been asked to comment.
e)	22/80154 Conditional Information for 21/02443/FUL: C3 (Levels), C4 (Prot. Species License) 41 Common Lane Hemingford Abbots Huntingdon PE28 9AW. Received: Wed 25 May 2022   Validated: Wed 25 May 2022   Status: In progress/ HAPC has not been asked to comment. <b>Completed</b>
f)	22/00838/TRCA Street Record Chapmans, Hemingford Abbots. 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. Approved.
g)	22/00727/TRCA 3 Common Lane, Hemingford Abbots PE28 9AN. T3 Walnut - Remove (fell) very close to another tall conifer so there are dead branches on the conifer and close to younger trees. Status: Approved
h)	21/01686/FUL Land Rear Of Royal Oak Corner Royal Oak Lane Hemingford Abbots. Proposed formation of a 4-bed dwelling. Approved.
<b>41</b>	<u>Minutes of the previous meeting</u> To agree and approve the draft minutes from the meeting held on the 18th of May 2022 (Appendix 2).
<b>42</b>	To agree and appoint members to the Personnel Committee
<b>43</b>	<u>Finance</u> a) To receive and approve the payment of bills and standing orders (Appendix 3). b) To review and approve the monthly bank reconciliation for April and May (Appendix 4). c) To report: The limited external audit review papers have been submitted to PK Littlejohn and the Notice of Public Rights (between 13/6/22 to 22/7/22) have been published on the HAPC website and placed on the village noticeboards. d) To sign Unity Trust Bank paperwork to add Cllr Phillip Cooke as a bank signatory able to view transactions and authorise BACS payments. e) Peter Keen to confirm if he has access to the online banking service with UTB. f) Agreement to the removal of B. Flanagan, J. Peters and C. Nicol from UTB online banking. g) To report: HAPC has been registered with the ICO. Two signatories needed to sign the direct debit mandate for the collection of the ICO's annual fee (£35 per annum). h) To report: Peter Dampney wrote to HAPC on behalf of the Trustees of Hemingford Pavilion to thank HAPC for the grant they have received and for HAPC's continued support.
<b>44</b>	<u>Review of the Jubilee celebrations:</u> a) Consider ideas to optimise the use of the Playing Field. b) Discuss costs and benefits to the village of continuing support of the Jubilee Planters and wild-flower areas through the seasons.
<b>45</b>	Review and Update Actions from Previous Meetings.
<b>46</b>	Proposal for all Councillors to have photographic identity badges.
<b>47</b>	Report and discuss the bookings made for the HDC One Leisure Sports Programme and consider options to increase capacity and allocate places to all the children that have been registered.
<b>48</b>	<u>Council Policies and Procedures</u> a) Proposal to establish a Planning Procedure (key criteria to work to when considering planning applications). b) To consider adopting the updated Operation London Bridge procedure (Appendix 5). c) Proposal that seven policies/procedures be reviewed each quarter and presented to the full council for approval either during or at the end of the quarter. Council to agree the policies for review from the Policy and Procedure Control Document (Appendix 6).
<b>49</b>	<u>Meetings 2022-2023</u> To note the following changes (in bold) to the scheduled PC Meetings: 2022: June 27th July 25th September 26th October 24th November 28th 2023: January 23rd February 27th March 27th April 19th (Wednesday, Annual Parish Meeting), <b>April 24th, May 29th (Annual Meeting of the Parish Council).</b>

<b>50</b>	<b>Training Courses and Meetings</b> Attendees to provide a brief summary of training courses or meetings attended, to include the benefit to self and the Parish Council.
<b>51</b>	<b>Matters arising/Agenda items for the next meeting</b> 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.
<b>52</b>	<b>Correspondence Received</b> <u>Email</u> 17/5/22 from Hunts Forum regarding the Hunts Forum Volunteer Awards. <u>Email</u> 18/5/22 from HDC announcing the new Executive Team, made up of the new leader, Councillor Sarah Conboy who will be supported by eight councillors, each responsible for a different portfolio (Appendix 7). <u>Email</u> 24/5/22 from HDC Development Services regarding the new Community Infrastructure Levy round which is opening in the Summer. Information on CIL can be found at ( <a href="https://www.huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/cil-funding/guidance-on-allocation-and-spending/">https://www.huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/cil-funding/guidance-on-allocation-and-spending/</a> ). <u>Email</u> 30/5/22 from Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough. Invitation to a 'Virtual Round Table' meeting on Monday 11th July 2022 Peterborough City & Huntingdon 18:00 – 19:30 (MW attending). <u>Email</u> 31/5/22 from 3cSharedservices inviting HAPC to attend a Drainage and Waste Disposal Awareness meeting with 3C Shared Services Building Control. The event is on Wednesday 22nd June 10.00-11.00am. (MW attending). <u>Email</u> 7/6/22 from Coral Walton advising the Heritage Board had been delayed but hoped this would be ready by the end of July. <u>Email</u> 13/6/22 from CAPALC with a request for HAPC to complete a poll on subjects that will be prioritised and discussed with HDC (completed by Clerk/Chair). <u>Email</u> 13/6/22 from B. Penney regarding repairs he carried out on the Meadow Gate. <u>Email</u> 15/6/22 from HDC inviting the Clerk and Chair or chosen substitute to Huntingdonshire District Council's Parish Forum, which is taking place on Wednesday 20th July 2022 at Burgess Hall, St Ives Leisure Centre, Westwood Road, St Ives, PE27 6WU, starting at 10.00 and closing at 16.30. (Clerk and Chair attending).
<b>53</b>	<b>Closure of the Meeting</b>
<b>54</b>	<b>Date of the next PC Meeting:</b> Monday July 25 <sup>th</sup> , 2022, 7 pm at the Village Hall, High Street, Hemingford Abbots

## Appendix

### Payments for approval

Payments to be approved & paid:			JUNE 2022 PAYMENTS		
			Net	VAT	Total
BACS ✓	4000 Clerk's wages	Wages 40 hours @ £14.02			
BACS ✓	4020 HMRC PAYE	PAYE			
BACS ✓	4060 Working from home allowance	Working from home allowance	£ 16.00	£	£ 16.00
BACS ✓	4220 Bradgate Ground Maintenance Ltd	Grass Cutting 9th, 16th, 23rd, 30th May plus Strimming on 30th May	£ 187.00	£ 37.40	£ 224.40
BACS ✓	4315 AskIT	ESET Internet Security Annual Subscription	£ 28.26	£ 5.65	£ 33.91
BACS ✓	4090 HDC	Uncontested Parish Council Election re.charges (1 unit)	£ 132.58		£ 132.58
BACS ✓	4300 Bob Penney	Refund for gate part purchased on behalf of HAPC	£ 33.48		£ 33.48
BACS ✓	4275 Marcus Whewell	Refund for Jubilee Roses (PB and SH)	£ 70.95		£ 70.95
BACS ✓	4065 HAVH	April, May and June meeting room hire	£ 66.00		£ 66.00
			£ 1,095.07	£ 43.05	£ 1,138.12
S/ORDER	4250 Electricity Supply	SSE Standing Order	£ 48.30	£ 2.42	£ 50.72
			£ 1,143.37	£ 45.47	£ 1,188.84