

HEMINGFORD ABBOTS PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council



Held on Wednesday 18th May 2022 at 7.30pm at the
Hemingford Abbots Village Hall

Present:

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

District Councillors: None

Clerk: Maxine Blewett

Members of the Public: None

2022-23		MINUTES
16	<p>To Elect the Chairman & to sign the Declaration of Acceptance of Office. Cllr MW stood down from his role as Chair. Cllr Zoe Ryall (Vice) invited nominations for the role of Chair. RESOLVED that Cllr Marcus Whewell be re-elected Chair of the Council. The Declaration of Acceptance of Office was signed by Cllr MW and witnessed by the Clerk.</p>	
17	<p>To Elect the Vice Chairman & to sign the Declaration of Acceptance of Office. Cllr MW invited nominations for the role of Vice Chair. RESOLVED that Cllr Zoe Ryall be re-elected Vice Chair. The Declaration of Acceptance of Office was signed by Cllr ZR and witnessed by the Clerk.</p>	
18	<p>To confirm all other Councillors have signed their Declaration of Acceptance of Office. Declarations of Acceptance of Office were signed by Councillors Peter Keen and Phillip Cooke and witnessed by the Clerk. Cllr PC suggested to the Chair that a letter be drafted to thank Bridget Flanagan for her enduring commitment to Hemingford Abbots village and her many years of service on the HAPC.</p>	
19	<p>To review, consider and approve the setup of Committees and/or Working Groups and Delegations/Representations to committees. RESOLVED to appoint Cllrs. MW, PK and ZR on to the Personnel Committee. RESOLVED to approve TOR for and appoint members to the Jubilee Working Group. Approved that Cllr MW and parishioners Sue Henderson and Pam Bartlett be appointed to the JWG.</p>	
20	<p>To accept apologies for absence Apologies received from HAPC Cllr Glenda Perrott, HDC Cllrs Sarah Conboy, Debbie Mickelburgh and Brett Mickelburgh and CCC Councillor Doug Dew.</p>	
21	<p>Proposal for HAPC to adopt the LGA Model Code of Conduct from May 18th, 2022 HAPC RESOLVED to adopt the LGA's new Model Code of Conduct.</p>	
22	<p>To remind Councillors to review their Declarations of Interest & to update their Individual Register of Interest. See 16, 17 and 18 above. Cllr Glenda Perrott will sign and date her Declaration of Acceptance of Office (to be witnessed by the Clerk) on her return from her holiday. <i>MW reminded everyone to complete and return an Election Expenses form to HDC Elections (even if no expenses were claimed). Since the meeting expenses forms have been submitted to HDC for Cllrs MW, ZR, PK and PC.</i></p>	
23	<p>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 None declared.</p>	

24	<p>Public Participation</p> <p>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.</p> <p>No members of the public were present.</p>
25	<p>County/ District Councillors' Reports</p> <p>Reports from HDC and CCC Cllrs were circulated to all Councillors prior to the meeting.</p>
26	<p>Minutes of the previous meeting</p> <p>RESOLVED to approve the minutes of the last meeting held on the 25th of April 2022.</p>
27	<p>APPROVED Planning Applications</p> <p>a) 21/02443/FUL Replacement two storey dwelling. 41 Common Lane Hemingford Abbots Huntingdon PE28 9AW. Approved 9/5/22.</p> <p>b) 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>c) 21/80225/COND Conditional Reply. Adjacent 10 Chapmans, Hemingford Abbots. Reply 25/4/22.</p> <p>IN PROGRESS Planning Applications</p> <p>d) 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. Street Record Chapmans Hemingford Abbots. No comment required from HDC.</p>
28	<p>Matters Arising from previous Minutes and to Review the Action Plan</p> <p>Outstanding items were reviewed and Cllr ZR agreed to update the Action Plan and send a copy to all Cllrs and to the Clerk before the next PC meeting.</p>
29	<p>Finance</p> <p>a) To receive and approve the payment of bills and standing orders. RESOLVED to approve the May payments.</p> <p>b) Review and approval of Inventory of land, street furniture and assets including buildings and office equipment. RESOLVED to approve the Inventory of Land and Assets and that this be reviewed and updated quarterly.</p> <p>c) Noted that the 2022-23 Precept for £26,000 has been credited to the current account.</p> <p>d) Noted that the AGAR financial audit was carried out Friday 13th May and the AGAR form (Part 3) was signed by M. Williamson on 13th May 2022. The Internal Auditors Report has been signed and since the PC meeting all forms have been submitted to PK Littlejohn for a limited external review, following AGAR 1 and 2 forms being resigned on the 2021-22 forms as recommended by the Internal Auditor.</p> <p>e) To appoint the Proper Officer RESOLVED to appoint Maxine Blewett as the Proper Officer.</p> <p>f) To appoint the Responsible Financial Officer RESOLVED to appoint Maxine Blewett as the RFO.</p> <p>g) To review and approve Councillors as bank signatories on the UTB Current and Savings account RESOLVED to approve Cllrs MW, PK and PC as signatories and Cllr ZR and the Clerk as administrators. RESOLVED to remove B. Flanagan, J. Peters and C. Nicol from all bank accounts. The Clerk to arrange paperwork for signing at the next PC meeting.</p> <p>h) To review and approve Councillors appointed to authorise BACS payments from Council. RESOLVED to approve Cllrs MW, PK and PC as authorised to approve BACS payments.</p> <p>i) Noted that the VAT reclaim has been made for the last quarter of the 2021-22 fiscal year for £171.20. Since the last PC meeting this amount has credited to the current account.</p> <p>j) To consider using an accountancy/audit software package designed by the Internal Auditor. Clerk to provide further information to the council on alternative auditor costs (as M. Williamson would be unable to carry on auditing HAPC if his software package is adopted). Clerk is to also provide further information on the software package.</p> <p>k) New Heritage Board for the Playing Field RESOLVED to accept an increase of £100 for the cost of producing the Heritage Board.</p>
30	<p>Review and Adoption of Statutory Documents and Policies</p> <p>RESOLVED to approve the following statutory documents and policies:</p> <p>a) Standing Orders</p> <p>b) Financial Regulations</p> <p>c) Risk Assessment</p> <p>d) Complaints Procedure</p> <p>e) Press and Media Policy</p>

