

HEMINGFORD ABBOTS PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on Monday 27 June 2022 at 7.00pm at the Hemingford
Abbots Village Hall



Present: Parish Councillors: Marcus Whewell (Chair), Zoe Ryall (Vice Chair), Peter Keen, Phillip Cooke, Glenda Perrott. **District Councillors:** Debbie Mickelburgh **Clerk:** Maxine Blewett
Members of the Public: 3

2022-2023	MINUTES
36	<p><u>Public Participation</u></p> <p>Hemingford Action Group (HAG) representative IM presented an overview of the activities of HAG and handed out his written report. IM expressed his thanks to HDC and PC Councillors for the support given in the efforts to prevent the site being developed by MGL. IM took questions from Councillors regarding the Astro Turf site and ownership of the land. IM confirmed that he will keep CCC aware of the continuing concerns raised by HAG and pursue enquiries with the Environment Agency regarding the Astro turf site. Cllr MW thanked IM for attending the meeting and presenting his report.</p> <p>Representatives of the Preserve and Protect our Village Environment Group (PROVE) provided an update on actions carried out in response to the proposed change of use to Hemingford Park (Planning Application 21/01768/FUL). HAPC were informed that a meeting was recently held with concerned residents to bring them up to date with the activities of PROVE. PROVE's Lawyer has issued a report to HDC Planning requesting that the application be withdrawn in its entirety due to serious technical flaws in its submission, such as a required change of boundary to include the new commercial access road to the spa facility. Access to and from Rideaway and Common Lane into Hemingford Park is also a major concern as it would create serious highways issues. Cllr MW said that HAPC would be grateful for a copy of the Lawyer's report submitted to HDC. HAPC has asked for a biodiversity report to be completed by the applicant via HDC, but the applicant has chosen not to undertake this. Cllr MW thanked PROVE for their report and also the 130 plus residents who have written to HDC Planning opposing this application.</p>
37	<p><u>County/ District Councillors' Reports</u></p> <p>To receive and accept reports.</p> <p>HDC Cllr DM presented a short overview of her written report (see website). Cllr PK asked about the shortages of staff in planning and Cllr DM said HDC are currently working to address staff shortages. Cllr MW thanked Cllr DM and all the District and County Councillors for their fabulous support, and HAPC look forward to welcoming all DC and CCC representative at our future PC meetings.</p>
38	<p>To receive apologies for absence</p> <p>Doug Dew CCC sent his apologies.</p>
39	<p><u>Councillors' Declarations of Interest</u></p> <p>None.</p>

<p>40</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p>	<p><u>Planning Applications Approved</u> New/Ongoing</p> <p>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 8th June 2022. (HAPC's previous response was neither for nor against this application. 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 8th July 2022. RESOLVED that HAPC are neither for nor against this application</p> <p>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 11th June 2022. HAPC has not been asked to comment.</p> <p>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.</p> <p>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. Completed</p> <p>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.</p> <p>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</p> <p>21/01686/FUL Land Rear Of Royal Oak Corner Royal Oak Lane Hemingford Abbots. Proposed formation of a 4-bed dwelling. Approved.</p>
<p>41</p>	<p><u>Minutes of the previous meeting</u> To agree and approve the draft minutes from the meeting held on the 18th of May 2022 RESOLVED to approve the minutes of the last meeting held on the 28th of May 2022.</p>
<p>42</p>	<p>To agree and appoint members to the Personnel Committee RESOLVED to approve the members of the Personnel Committee as Cllrs GP and MW.</p>
<p>43</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p>	<p><u>Finance</u></p> <p>RESOLVED to approve the June Payments</p> <p>RESOLVED to approve the monthly bank reconciliations for April and May.</p> <p>Noted: 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. Since the last PC meeting PK Littlejohn emailed confirmation of receipt of the Audit paperwork.</p> <p>Cllr MW signed the Unity Trust Bank paperwork to add Cllr Phillip Cooke as a bank signatory able to view transactions and authorise BACS payments. Clerk to arrange for a second authorised signature to be added before the next meeting.</p> <p>Cllr Peter Keen confirmed he had not gained access to the UTB online system yet and will do so before the next PC meeting. RESOLVED for the Clerk to arrange for the removal of B. Flanagan, J. Peters and C. Nicol from UTB online banking.</p> <p>Noted: HAPC has registered with the ICO and the Direct Debit Mandate (DDM) was signed at the PC meeting. The DDM has been emailed to the ICO for them to organise payment from the current account.</p> <p>Noted: Peter Dampney, on behalf of the Trustees of Hemingford Pavilion, has written a letter of thanks for the grant they have received from HAPC.</p>
<p>44</p> <p>a)</p>	<p><u>Review of the Jubilee celebrations:</u> Consider ideas to optimise the use of the Playing Field. Cllrs commented on the success of the Jubilee celebrations that were organised on the Playing Field and were pleased to see that it had</p>

	<p>been well attended by residents of both Hemingford villages. A discussion took place on if and how the PF might be used for other activities. It was RESOLVED for Cllr PC to speak to the organisers of the Jubilee celebrations for their appraisal of the event and to ask for their thoughts..</p> <p>b) Organisers of the Jubilee Village Planters and Wild-Flower areas emailed the PC after the agenda had been published to confirm that they will self-fund these projects from reserve funds and will not be asking for financial support from HAPC at this time.</p>
45	<p>Review and Update Actions from Previous Meetings.</p> <p>a) Village gate re-fitting – Clerk has been in contact with the Fencing Company and the gate is expected to be re-fitted w/c 11/7/22.</p> <p>b) Name Badges (PC) – See below (item 46).</p> <p>c) Welcome Leaflet (PC) – RESOLVED to have photographs of Cllrs on the Website and on the Welcome Card. PC to take photos of everyone at the next PC meeting and then go to print.</p> <p>d) The Clerk has emailed Les Middleton (acting Highways Officer) to confirm that the broken posts by Beechers House should be replaced like for like (wood) and a timescale requested for the completion of the job.</p> <p>Review of residents' suggestions following the Open Evening (items e) to h) below)</p> <p>e) <u>Safety on roads and footpaths</u>: This matter received the most requests. Some drivers are not adhering to the 20 mph zone. Cllr ZR referred to her work with Highways on the LHI bid when it was asked if the new zone could be extended throughout the whole village but Highways advised this wasn't needed.. PK suggested that HAPC undertake some further communication with residents to inform them that it was a Highways decision not to have a 20 mph limit throughout the village. Parishioners were subsequently invited to come forward with any evidence that would support an extension of the 20 mph zone but no attendees came forward. It is felt that compliance of the 20 mph may be supported by a Community Speed Watch Group. It was RESOLVED that Cllr PC would draft a leaflet to request volunteers to form a CSWG and for the leaflets to be delivered in September.</p> <p>f) <u>No cycling signs</u> on the footpath to Stocker's Field – RESOLVED to carry over to the next meeting.</p> <p>g) <u>Flooding</u> – draining on Royal Oak Lane is poor. Cllr MW attended a course which wasn't practically helpful. The drains were dredged 2021 but HAPC resolved to take this forward and enquire what permanent works can be done to resolve the ongoing issue. RESOLVED for Cllr MW to investigate this on behalf of the Parish.</p> <p>Other</p> <p>h) <u>Neighbourhood Plan</u> – Cllr PC will speak to Great Gransden Parish Council who have developed a NP and whose village is similar in size to Hemingford Abbots.</p> <p>i) <u>Overgrown vegetation at the back of Chapmans</u> – D. Cook is currently working to clear the overgrowth.</p> <p>j) <u>MVAS System Monitoring</u> – Cllr MW agreed to monitor the MVAS until a volunteer could be found. The Clerk was asked to email BF and JP to ask the name of the company the equipment was bought from so that the current issues can be resolved.</p> <p>k) <u>Financial Management Software</u> – since the PC meeting Mijan Ltd has contacted the Clerk to arrange a 3 month trial of the system and they will confirm what the monthly charge is for using the package.</p>
46	<p>Proposal for all Councillors to have photographic identity badges. RESOLVED to approve the creation of PIBS. PC to take this forward once the photographs have been taken.</p>
47	<p>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. RESOLVED for HAPC to pay 25% of the extra cost to enable more children access to the sports sessions. Since the PC meeting HGPC have confirmed they will pay 75% of the extra costs. The Clerk will contact HDC with up-to-date information on the children who are on the reserve lists.</p>
48	<p><u>Council Policies and Procedures</u></p> <p>a) Proposal to establish a Planning Procedure (key criteria to work to when considering planning applications). RESOLVED to carry this over and address this as part of the current work regarding the Strategic direction of the Council</p> <p>b) RESOLVED to approve and adopt the Operation London Bridge procedure.</p>

c)	RESOLVED that the Clerk propose a split of policies to be reviewed each quarter and for her to email Cllrs / add to the relevant agendas
49	<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), April 24th, May 29th (Annual Meeting of the Parish Council).
50	Training Courses and Meetings Attendees to provide a brief summary of training courses or meetings attended, to include the benefit to self and the Parish Council. Cllr MW attended the 3 SHARED SERVICES (FIRE/DRAINS) Legislation/engineering seminars. This was useful but found there was no immediate benefit to the council. Cllr ZR attended the CAPALC Chairman's training which was very helpful. Cllr PK attended CAPALC's training for new Councillors and Planning. Both sessions were interesting and helpful and Cllr PK suggested all Cllrs and the Clerk should attend the Planning session.
51	Matters arising/Agenda items for the next meeting 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 where a decision is required. 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. NONE.
52	Correspondence Noted: <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 (https://www.huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/cil-funding/guidance-on-allocation-and-spending/). <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> 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).
53	Closure of the Meeting The meeting closed at 9.40 pm
54	Date of the next PC Meeting: Monday July 25 th , 2022, 7 pm at the Village Hall, High Street Hemingford Abbots

Payments approved (43a)

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

Minutes of the Meeting signed by the Chair of Hemingford Abbots Parish Council

Cllr Marcus Whewell.....