

HEMINGFORD ABBOTS PARISH COUNCIL

Notice of the Annual Meeting of the Parish Council

Time: 7 pm Date: Monday 29th May 2023.

Venue: Hemingford Abbots Village Hall, High St, Hemingford Abbots, PE28 9AH.

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: 6 Vacancy: 1 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 23rd May 2023.



2023-2024	
Agenda	
21	To elect a Chair and to receive Chair's Declaration of Acceptance of Office.
22	Apologies and Vacancies To receive any apologies for absence and to note resignation(s).
23	To elect a Vice Chair for 2023-2024.
24	To request that all Councillors review and update their Register of Interests for 2023-24 http://applications.huntsdc.gov.uk/moderngov/ecSDDisplay.aspx?NAME=SD4734
25	Appointment of committees, working groups and representatives on any other organisation or authority and also to allocate member responsibilities which the Council deems necessary, including a review of terms of reference, current member roles and responsibilities and review of appointments of residents' responsibilities.
26	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.
27	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.
28	County and District Councillors' Reports To receive and accept reports.
29	Planning Applications <u>NEW</u> a) 23/00716/LBC Hemingford Park, Common Lane, Hemingford Abbots. Listed Building Consent Proposal: Retention of greenhouse for uses solely incidental to the residential use of the main dwelling house. Response by 30/5/23 (ext. agreed by K. Simpson). b) 22/02453/HHFUL Hemingford Park Common Lane Hemingford Abbots. Proposal: Retention of greenhouse for uses solely incidental to the residential use of the main dwellinghouse. Respond by 30/5/23 (ext. agreed by K. Simpson). c) 23/00590/OUT Land North Of New Road Rideaway Hemingford Abbots. Outline Application Proposal: The erection of a detached dwelling with some matters reserved (except Layout and Access) Officer: Lewis Tomlinson d) 23/00725/NMA Kyrenia Royal Oak Lane Hemingford Abbots Huntingdon PE28 9AF. Proposal: Non Material Amendment to add roof lights and light tunnels to 21/02871/HHFUL. Officer Kevin Simpson. e) 23/00627/OUT – Land between Houghton Grange and The How, Houghton Grange, Houghton - Outline planning permission with all matters reserved for the construction of up to 120 homes (Use Class C3) with associated public open space, landscaping, play areas, surface water attenuation, roads, car parking, pedestrian and cycle routes, utility infrastructure and associated works. <u>APPROVED</u> f) 23/00014/HHFUL 3 River Meadow, Hemingford Abbots. Proposal: Garage conversion, change existing windows to anthracite grey aluminium windows, proposed render finish to the house.

g)	23/00550/TRCA High Street, Hemingford Abbots. Proposal: T1 London Plane outside no 2 3 and 4 high street. - Crown reduce to clear BT cables by up to 1m, Crown reduce laterals over properties by up to 2.5m to give approximately 3m clearance- Lower half of crown only.
h)	23/00163/TRCA 5 River Meadow Hemingford Abbots Huntingdon PE28 9AY. Proposal Re- Pollard willow to existing pollard points, leaving a height of 15m. Complete removal of leaning sycamore tree.
30	Minutes of the previous meeting To agree and approve the draft minutes from the PC Meeting held on the 24 th of April 2023 (Appendix 1).
31	To agree the dates and times of full council meetings and Open Evening (APM) 2023: 24th April 29th May (Annual Parish Council Meeting), 26th June, 24th July, 25th September, 23rd October and 27th November. 2024: 22nd January 2024, 26th February 2024, 25th March.
32	Administration Policy and Procedure Review a) Proposal to accept recommendations made by Cllrs MW, ZR and the Clerk following a review of the Financial Regulations, Standing Orders and Retention of Documents Policy. b) Proposal to approve the updated Policy and Procedure Document Control ('v7). Banking c) To review and approve councillors as bank signatories for the council's bank accounts. d) To review and approve Councillors appointed to authorise BACS payments from the Council's online current account. Internal Auditor's Report e) To review and accept the Internal Auditor's report for 2022/23 (Appendix 2). Preferred Supplier List f) Consider and decide on HAPC having a PSL, the aim of which is to secure a reliable and prompt service from local suppliers as well as obtaining value for money..
33	Proposal to consider installing [a warning] signage for swimmers to be sited on the Houghton meadow.
34	Finance a) To approve the Bank Reconciliations as of 30th April 2023 (Appendix 3). b) To receive and approve invoices for May (salaries and standing orders for payment as listed at the end of the agenda). c) To consider and approve an internal transfer of £15,000 from the Unity Current account to Savings Account. d) To review and approve Section 1 'Annual Governance Statement 2022/23' of the Annual Governance and Accountability Return). e) To review and approve Section 2 'Accounting Statements 2022/23' of the Annual Governance and Accountability Return (Appendix 4). f) To review and approve the period for the exercise of public rights from Monday 5 th June until Friday 14 th July 2023. g) To appoint the Responsible Financial Officer. h) To review and agree changes to the general and ear-marked reserves. (Appendix 5).
35	Village Matters a) Chicane Barrier – To report: A. Webb has been asked to repair to the barrier before the end of May. b) Website Reviews – Update from Cllr PC. c) Proposal to consider organising a village litter-pick in 2023.
36	Playing Field Equipment a) To report: D. Cook has been asked to paint the slide, swing and the top of the climbing frame before mid-June.
37	Action Plan Updates
38	Open Evening Update and reports (all).
39	To report: The Chair's report for 2022-2023 has been uploaded to the website under the Annual Parish Meeting tab.
40	Parish Council Stand at the Flower Festival a) Update from Cllr PC.
41	Correspondence Received/Sent Email sent to S. Alexander at CCC asking for clarification on the County Council's position regarding stones on verges. SA responded to confirm that the PC's email will be passed on to the new Highways Manager following his appointment*. Email sent to S. Alexander at CCC requesting if land to the right (east) of the Bailley Bridge on the south side can be used and promoted for launching kayaks*(same response). Email sent to Sally Granshaw at HDC for an update on the unauthorised work on trees at the bottom of Meadow Lane (22/00236/ENTREE Tree Clearance). Emails received from:

