

HEMINGFORD ABBOTS PARISH COUNCIL

MINUTES of the Parish Council Meeting

Held on Monday 29th May 2023 at 7.00pm

at the Hemingford Abbots Village Hall



Present:

Parish Councillors: Marcus Whewell (Chair), Zoe Ryall, Peter Keen and Shaun Reinson.
HDC Councillor: Sarah Conboy.

Parish Clerk: Maxine Blewett.

Members of the Public: 3.

2023-2024	
21	<u>To elect a Chair and Vice Chair to receive Chair's Declaration of Acceptance of Office.</u> RESOLVED to appoint Cllr MW Chair of the PC for 2023-2024. Witnessed by the Clerk, Cllr MW completed and signed his DoA.
22	<u>Apologies and Vacancies</u> Apologies received and accepted from HAPC Cllrs Glenda Perrott and Phillip Cooke and also from Cllrs Doug Dew (CCC) and Debbie and Brett Mickelburgh (HDC).
23	<u>To elect a Vice Chair for 2023-2024.</u> RESOLVED to appoint Cllr ZR Vice Chair of the PC for 2023-24. Agreed to complete the DoA before the next meeting.
24	<u>To request that all Councillors review and update their Register of Interests for 2023-24</u> RESOLVED that Cllrs update their Register of Interests before the next PC meeting, if there has been any changes to their circumstances.
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. RESOLVED no changes to the above groups.
26	<u>Councillors' Declarations of Interest</u> None
27	<u>Public Participation</u> Cllr Paul Boothman from Houghton and Wyton Parish Council explained what actions his PC has taken regarding planning application 23/00627/OUT Outlining Planning Permissions being applied for on the land between Houghton Grange and The How, Houghton Grange, Houghton. The Outline planning application seeks permission on 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. This is the last phase of the development and comprises of a detailed urban design. From the developer's brochure the new houses are being built close to the main road instead of the original location which was to be set back from the main road. Houghton and Wyton PC has appointed a landscape architect to represent them and his full report has been submitted to HDC. Concerns were raised by HAPC over the boundary line, and the sewage system/storm water run-off, leading to the risk of increased surface water and sewage leaking into the river. Susan Painter requested the Clerk send her some dates so that the councillors' photographs can be completed for the website. PROVE updated the Council on its activities with regard to the planning applications for Hemingford Park. Cllr MW confirmed that HAPC wrote to A Twyford at HDC Enforcement in April regarding the potential planning breaches, and has again followed up with an email to ask for a response. Cllr MW asked Cllr SC to follow this up on the PC's and PROVES' behalf. With regard to the planning application for the new greenhouse, Cllr SC asked that HAPC let HDC planning department know about the marketing video which referred to the building as a yoga centre (intended use) and also to make Clara Kerr and Alison Twyford aware, copying Cllr SC. HAPC has also met with Mr Djanogly MP to discuss the parishioners' concerns related to this application. The parcel of land on Rideaway Outline Planning Application should be carefully considered as there are no facilities or drainage, and the land is grade 2 listed agricultural land on the edge of the conservation area.

	<p>A parishioner gave her views on planning application 29 (c). Her family farm around this area and get many expressions of interest to build on their land situated between A1307 and the village. The corner of this plot sits on the corner of a 60 mile an hour road with no amenities. It is grade 2 agricultural land. The scale of the drawings are unsustainable, and if outline planning is granted it will allow the owners to extend upwards. Further concerns were raised that, if approved, the site would be a 'Gateway Property' allowing for more agricultural land to be sold and potentially all the farmland between the flyover to the village could be considered for development.</p>
28	<p>County and District Councillors' Reports To receive and accept reports. Cllr SC: HDC has started working on targets and policy for the new Local Plan and includes evidence gathered from consultation with stakeholders. The call for sites has begun and by law HDC must allow anyone to submit ideas – including for land that they do not own. Cllr SC encouraged HAPC to comment on the process. The area of Godmanchester has already had an application to build a second 'Bearscroft' site towards Hemingford Abbots. Cllr SC is to confirm if all suggestions (call for sites) are registered on-line and visible as they are received at HDC. Cllr SC advised that Grade 2 listed agricultural land should not be considered for development. It was suggested that HAPC send a representative to the Local Plan meetings. There is a Parish Open Day on the 14/6/23 at the Ivo, all Councillors and Clerks are invited. East / West rail has put forward their route, this will run from/to Bedford - Cambourne – Tempsford, and then on to Cambridge. HDC are trying to secure more bus routes as the £2 fare is working and more people are using this method of transport. Upgrade work to the A428 is underway. Regarding late responses from HDC Officers, we were invited to contact Cllr SC and she will speak to those concerned.</p>
29	<p>Planning Applications <u>NEW</u></p> <p>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 and (Case Officer K. Simpson).</p> <p>b) 22/02453/HHFUL Hemingford Park, Common Lane, Hemingford Abbots. Retention of greenhouse for uses solely incidental to the residential use of the main dwellinghouse. Hemingford Park Common Lane Hemingford Abbots. (Case Officer K. Simpson for both applications). RESOLVED to recommend refusal on the above applications on the basis that the description of the building is incorrect and potentially misleading. The definition of a greenhouse is 'a glass building in which plants that need protection from cold weather are grown'. When HAPC reviewed a similar application in January of this year, it raised a query over the materials used: <i>"HAPC was unable from the application and associated documents to find any details as to the potential use(s) of the new greenhouse / building, but we did note from the photographs that the new construction appears to utilise tinted glass which we considered unusual. In conclusion, HAPC felt unable to make a recommendation on the application until we receive clarification as to its intended use."</i> No further information has been provided to us, and we have now located a marketing video of the property from 2021 which clearly states that the structure is a 'yoga room', which we do not believe supports either the intention of the Heritage Statement or its conclusions. In addition, the wording of the latest application suggests to us that the space is to be used for other purposes than plant protection and propagation. Therefore the application should be amended accordingly before an appropriate determination can be made.</p> <p>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. RESOLVED to strongly recommend refusal of this Outline Planning Application for the following reasons: Hemingford Abbots is a historic village whose history can be traced back to Roman times. It is a quiet, rural settlement comprising of approximately 260 residential dwellings sited in a valued Conservation Area with minimal commercial activity, and which has changed very little in 50 years due to negligible development being allowed. The site related to this application is grade 2 listed agricultural land and is surrounded by the same. To our knowledge, no change of use has been applied for, or granted. In addition, development of this site for residential purposes would fail several requirements of the local plan as follows: LP2 – 'Protect the character of existing settlements and recognise the intrinsic character and beauty of the surrounding countryside; Conserve and enhance the historic environment'; LP10 – 'avoiding the irreversible loss of the best and most versatile agricultural land (Grade 1 to 3a) where possible', AND 'recognise the intrinsic character and beauty of the countryside' LP12 – 'contribute positively to the area's character and identity;'</p> <p>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. RESOLVED neither for nor against this application.</p>

e)	<p><u>23/00627/OUT</u> – 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. RESOLVED to recommend refusal of this application as the development is not in accordance with HDC's Local Plan. The Plan acknowledged development on the site but not on the scale and size in the application with a resultant loss of openness between Houghton and Wyton and St Ives, exacerbated by building close to, rather than away from, the A1123. HAPC is also concerned about the potential overflow of polluted surface water from the site into the river, which is stated by CCC on the HDC portal as a reason for refusal. This is especially relevant to Hemingford Abbots as any damage to the health of the river would directly affect the parish. <u>Noted:</u> <u>APPROVED</u></p>
f)	<u>23/00014/HHFUL</u> 3 River Meadow, Hemingford Abbots. Proposal: Garage conversion, change existing windows to anthracite grey aluminium windows, proposed render finish to the house.
g)	<u>23/00550/TRCA</u> 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)	<u>23/00163/TRCA</u> 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	<p><u>Minutes of the previous meeting</u> To agree and approve the draft minutes from the PC Meeting held on the 24th of April 2023 (Appendix 1). RESOLVED to amend and approve the minutes. (Item 16 heading now reads 'Kayak Access').</p>
31	<p><u>To agree the dates and times of full council meetings and Open Evening (APM)</u> 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. RESOLVED to approve the dates of Parish Council Meetings in 2023-24.</p>
32	<p><u>Administration</u> <u>Policy and Procedure Review</u></p> <p>a) RESOLVED to accept the recommendations made by Cllrs MW, ZR and the Clerk. (Standing Orders and Financial Regulations unchanged and an addition to the Retention of Documents Policy to include how documents are to be disposed of.</p> <p>b) RESOLVED to approve the updated Policy and Procedure Document Control (v7). <u>Banking</u></p> <p>c) To review and approve councillors as bank signatories for the council's bank accounts. RESOLVED to keep Cllrs MW, PK and PC as signatories (able to view the bank accounts and to approve payments and internal account transfers).</p> <p>d) RESOLVED to keep Cllr ZR and the Clerk as administrators (able view the bank accounts and input payments for approval.</p> <p>e) RESOLVED that Cllr SR is added as signatory to UTB and given authority to approve BACS payments from the Council's online current account (security requires two signatures to authorise payments).</p> <p>f) <u>Internal Auditor's Report</u> RESOLVED to accept the IA's report.</p> <p>g) <u>Preferred Supplier List</u> 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. Agreed that the Clerk will provide a PSL for approval at the next PC meeting.</p>
33	<p><u>Proposal to consider installing [a warning] signage for swimmers</u> to be sited on the Houghton meadow. RESOLVED to defer this item until the new River Warden has been appointed and further information is available from Houghton and Wyton PC who are working on a similar request.</p>
34	<p><u>Finance</u></p> <p>a) RESOLVED to approve the Bank Reconciliation.</p> <p>b) RESOLVED to approve invoices for May (salaries and standing orders for payment as listed at the end of May AND an additional bill for £346.50 from A. Webb for the repair of the Chicane Barriers.</p> <p>c) RESOLVED to approve the internal transfer of £15,000 from the Unity Current account to Savings Account.</p> <p>d) RESOLVED to approve and sign Section 1 Annual Governance Statement 2022/23.</p> <p>e) RESOLVED to approve and sign Section 2 Accounting Statements 2022/23.</p> <p>f) RESOLVED to approve the period for the exercise of public rights from Monday 5th June until Friday 14th July 2023.</p> <p>g) RESOLVED to appoint the Clerk, Maxine Blewett as the Responsible Financial Officer.</p> <p>h) RESOLVED to amend the total amount in the ear-marked and general reserves fund as at 31st March 2023 to:</p>

	Streetlight Sinking Fund £54,000.00, Playing Field Equipment Sinking Fund £5,000.00 and General Reserves £1,739.00.
35	Village Matters
a)	Chicane Barrier – NOTED: Since the meeting the chicane barrier has been repaired.
b)	Website Reviews – Update from Cllr PC. deferred until the next meeting.
c)	RESOLVED to defer the litter-pick until next February/March due to the length of the foliage making refuse collection very difficult.
36	Playing Field Equipment
a)	NOTED: D. Cook was asked to paint the slide, swing and the top of the climbing frame before mid- June and since the last meeting this work has been completed. <u>It was reported</u> by Cllr SR that the dome on the climbing frame was broken and jagged, and that children may injure themselves if climbing through the tunnel. The Clerk is to arrange for the removal, or repair of the dome as soon as possible and to ensure the area is taped-off until the work is carried out.
37	Action Plan Updates Updates have been received and added, Cllr MW thanked Cllr ZR for continuing to manage the Action Plan
38	Open Evening Update and reports (all). It was agreed that all items are now included on the Action Plan and a separate item for the OE is no longer needed.
39	To report: NOTED: 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. In PC's absence - based on availability and costs it was RESOLVED not progress with this at this year's event.
41	NOTED: 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 Bailey 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: S. Alexander at CCC advising that Steve Nicholson has been appointed as Hemingford's new Highways Manager from 22/5/23. SN will be appointing Highways Officers once in post. An organisation chart will be issued in due course. Steve Alexander is moving to another area on 22/5/23 and Les Middleton is to join him. E. Stannard from HDC on Alternative Land Management, for further details use the link below: https://www.huntingdonshire.gov.uk/environmental-issues/biodiversity-for-all/alternative-land-management Email received from J.Wills regarding preparations for the Flower Festival.
42	Matters for future consideration None
43	Closure of the Meeting 9.55 pm
44	Date of the next Meetings: HAPC Parish Council Meeting, 7 pm Monday 26 th June 2023, in the Village Hall, High Street, Hemingford Abbots.

34b Finance

May Payments presented for approval

BACS ✓	4000 Clerk	Salary			
BACS ✓	4020 HMRC	PAYE			
BACS ✓	4060 Working from home allowance	Working from home allowance	£ 16.00		£ 16.00
BACS ✓	4200 Hemingford Pavilion	Grant approved at April 24th meeting minute ref: 8a	£ 650.00		£ 650.00
BACS ✓	4220 Bradgate Ground Maintenance Ltd.	Grass Cutting on the 3rd and 24th April	£ 66.00	£ 13.20	£ 79.20
BACS ✓	4315 ASK IT Ltd.	Renwal of ESET computer security	£ 29.16	£ 5.83	£ 34.99
			£ 1,301.88	£ 19.03	£ 1,320.91
S/ORDER	4250 Electricity Supply		£ 48.30	£ 2.42	£ 50.72
			£ 1,350.18	£ 21.45	£ 1,371.63

An additional invoice from A. Webb for the repair of the Chicane Barrier was approved: £346.50

Total £1696.68 21.45 £1718.13

Signed.....

Marcus Whewell, HAPC Chair