

# HEMINGFORD ABBOTS PARISH COUNCIL

## MINUTES of the Parish Council Meeting

Held on Monday 24<sup>th</sup> July 2023 at 7.00pm

at the Hemingford Abbots Village Hall



### Present:

Parish Councillors: Marcus Whewell (Chair), Peter Keen, Shaun Reinson.

HDC Councillor: Debbie Mickelburgh.

Parish Clerk: MW in Maxine Blewett's absence      Members of the Public: Nil.

2023-2024	MINUTES	Meeting opened at 7.08 pm
60	<b>Public Participation</b> No members of the public were present.	
61	<b>County/ District Councillors' Reports</b> Cllr. Debbie Mickelburgh (DC) reported as follows: At last week's Council Meeting, Cllr Conboy gave the ' <b>State of the District</b> ' report which highlighted the successes of the last year against HDC's five key objectives: <ol style="list-style-type: none"><li>1. Tackling climate change and caring for the environment</li><li>2. Enhancing employment opportunities and supporting businesses</li><li>3. Supporting the needs of the residents</li><li>4. Improving the housing situation</li><li>5. Strengthening our communities</li></ol> An extended report is available to read on the parish website.  <b>A new CEO for Huntingdonshire District Council Has been appointed:</b> Michelle Sacks has 27 years of experience of working with local government and is recognised for her regeneration and placemaking skills. She will take over from our Corporate Direct of People, Oliver Morley who took the position on in an interim basis.  <b>Local Plan Update:</b> The Call for Sites has generated over 300 applications across the district which will now be assessed against the Land Availability Assessment. An interactive map detailing the location of the call for sites locations will be available in the coming months.  <b>Council Tax Support Scheme Survey</b> This scheme supports working age applicants and currently can provide an 80% reduction in Council Tax, it is proposed that those residents in most need could have up a 100% reduction. It is a legal requirement to consult on any proposed changes to the scheme and HDC is asking parishioners to take part and share their views. A link to the consultation is available on the parish website.  <b>Meet Your Councillor Sessions</b> The next parish session will be held on Saturday 2 <sup>nd</sup> September 14.30 - 15.30 at the Village Hall.  Cllr Doug Dew (CCC) submitted the following report: <ul style="list-style-type: none"><li>• The local highways team has been split. CCC now has an officer looking after highways locally and a separate officer responsible for highway drainage issues. More details to follow.</li><li>• The new 20mph scheme has been launched: the next open date for submissions will be later this year.</li><li>• The Committees have been reorganised and we now have a procurement and contracts committee. Its job will be to review and negotiate all contracts, releasing time for other committees to keep on top of their commitments.</li></ul>	
62	<b>Apologies and Vacancies</b> Apologies received and accepted from Zoe Ryall, Phillip Cooke, Glen Perrott, Maxine Blewett, and also Doug Dew (County Councillor)	
63	<b>Councillors' Declarations of Interest</b> None	

<p><b>64</b></p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>h)</p> <p>i)</p> <p>j)</p> <p>k)</p> <p>l)</p>	<p><b>Planning Applications</b></p> <p><u>NEW</u></p> <p><b>23/01193/FUL</b> 48 Common Lane Hemingford Abbots Huntingdon PE28 9AN. Proposal: Construction of a car port and storage structure. It was noted that a previous application relating to this structure had recently successfully gone to appeal via the Planning Inspectorate (decision dated 19<sup>th</sup> May) after being rejected by HDC. HAPC was not invited to participate in the appeal or notified of the decision despite being an interested party. We would therefore like to understand the protocol regarding parish councils being kept informed of such developments. Also, given this appeal decision, HAPC would like to understand from HDC what the correct interpretation of the building line is for a conservation area, as many of the parish's older buildings sit adjacent to the road. If this is now to be the measurement criteria, then potentially many more structures could be built in similar locations which would fundamentally change the street scene. Regarding this application, the applicant subsequently re-applied for a smaller structure sited approximately 6 metres from the roadside, which is the matter on the agenda for discussion. Given the appeal ruling from the Planning Inspectorate, <b>HAPC RESOLVED to be neither for nor against the application</b> but will urgently seek clarifications with regard to the queries outlined above.</p> <p><b>23/01248/TRCA</b> Park Lodge, Rideaway, Hemingford Abbots Huntingdon PE28 9AG. Proposal: T1 Oak tree - fell. <b>HAPC has not been asked to comment.</b> <u>Cllr MW added</u> that he had spoken with the immediate neighbour, who was aware of the damage to the tree and supported remedial action to protect their property.</p> <p><b>23/01205/TRCA</b> 6 Common Lane, Hemingford Abbots Huntingdon PE28 9AN. 2. Horse Chestnut - remove ivy and suckers to 2m. T3, Lime - crown lift over road and entrance to Rectory to 4m. T5. Elm - dead - fell. T7. Holm Oak - Shorten selective limbs to counter excessive spread by up to 3m. T13. Elm - dead - fell. T14. English Walnut - Prune to clear roof by removing primary branch originating at 2m next to fence. T15. Yew x 2 - Prune to clear building at rear by 1m . T25. Dogwood - Coppice all stems at around 1m (removing dead stems). T26. Yew - reduce tree to 2.4m. T27. Yew - reduce to 2m. <b>HAPC has not been asked to comment.</b></p> <p><b>23/01169/TRCA</b> 46 Common Lane, Hemingford Abbots Huntingdon PE28 9AN. T1 Partially dead Silver Birch: sectional fell close to ground level. T2 Japanese Maple at side of pool: reduce side over pool by 50-60cm. <b>HAPC has not been asked to comment.</b></p> <p><b>23/01314/TRCA</b> 42 Common Lane, Hemingford Abbots. Proposal: T1 Pine. Tree is 80-90% dead. Fell close to ground level. <b>HAPC has not been asked to comment.</b></p> <p><b>NOTED AS APPROVED</b></p> <p><b>23/00630/FUL</b> Melior Spas, Cambridge Road, Hemingford Abbots Huntingdon PE28 9HQ. Proposal: Proposed change of use from (empty) restaurant site (Use Class E) to vehicle repair garage (Use Class B2). Retrospective application for fitting of security shutters. <u>Cllr MW noted</u> that HDC's decision ('approval') did not make any references to the installation of suitable screening, which was requested by HAPC in its previous response. HAPC wanted to record its surprise and disappointment over this.</p> <p><b>23/01210/TRCA</b> 6 Common Lane, Hemingford Abbots Huntingdon PE28 9AN. Day Notice: T11. Sycamore - fell (Entire upper crown is dead. A very few low branches are surviving.) T12. Sycamore - fell (Entire upper crown is dead. A very few low branches are surviving. The dead crown is directly above buildings within property at rear).</p> <p><b>23/00979/TRCA</b> The Ridings, Meadow Lane Hemingford Abbots Huntingdon PE28 9AR. 1 x Conifer - Fell and Remove.</p> <p><b>23/01210/TRCA</b> 6 Common Lane, Hemingford Abbots Huntingdon PE28 9AN. 5 Day Notice: T11. Sycamore - fell (Entire upper crown is dead. A very few low branches are surviving.) T12. Sycamore - fell (Entire upper crown is dead. A very few low branches are surviving. The dead crown is directly above buildings within property at rear).</p> <p><b>23/00992/TRCA</b> Ash Meadow, Meadow Lane Hemingford Abbots Huntingdon PE28 9AR. 1 x Conifer - Remove</p> <p><b>23/00993/TRCA</b> Springfields Watts Lane Hemingford Abbots Huntingdon PE28 9AD. 2 x Yew Trees - Fell.</p> <p><b>23/01021/TRCA</b> 48 Common Lane, Hemingford Abbots Huntingdon PE28 9AN. T1: Partially dead Silver Birch on boundary with No.46: sectional fell close to ground level T2: Ash on side boundary with No.46: reduce side over garden by 2 - 2.5m T4: Partially dead Cedar on side boundary with No.46: fell close to ground level</p>
<p><b>65</b></p>	<p><b>Minutes of the previous meeting</b></p> <p><b>RESOLVED</b> to approve the Minutes of the meeting held on the 26<sup>th</sup> June 2023.</p>

<p><b>66</b></p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b><u>Administration</u></b></p> <p>Noted: HAPC's response to the Local Plan Issues Engagement Paper was sent to HDC on the 4<sup>th</sup> July 2023, copies were sent to our District and County Councillors. District Councillor DB thanked HAPC for copying the DCs on its submission, which will help them better understand and support the parish. Cllr PK commented that if possible, enough time should be allowed to verbally debate the final draft before submission. Cllr MW replied that this was a good suggestion, but in this case the timings prohibited such a review.</p> <p>Noted: Parish Council Team Review Day is to be held on 9/9/23. Venue and time to be agreed.</p> <p>Proposal to agree that the last 5 years PC Minutes are bound and archived. The cost of binding is either £66.00 per book, which would have lettering only on the spine, or £76.00 for the name to be on the front cover and spine. Quote provided by JS Wilson &amp; Son, Cambridge. No more than two bindings would be necessary. <b>RESOLVED</b> to agree to this proposal.</p>
<p><b>67</b></p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>	<p><b><u>Finance</u></b></p> <p><b>RESOLVED</b> to accept the budget review for Q1 and the monthly Bank Reconciliations (Appendix 2). This was accepted. Cllr MW expressed thanks to Cllr PK for his leadership on this initiative. Cllr PK has agreed to present a similar update every 3 months to the Council.</p> <p><b>RESOLVED</b> to accept and approve the payments for July.</p> <p>Noted: The Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return for year ended 31/3/23 ended on the 14/7/23.</p> <p>Noted: There was an unrecognised and unauthorised direct debit payment taken from the current account for the amount of £10.85. Payee was Sun Alliance. Payment taken on 15/6/23. This was queried with UTB and the amount was refunded on 7/7/23. UTB have cancelled the mandate. HAPC repeated its concerns about this serious process error, and thanked parish clerk MB for being so vigilant.</p> <p>Noted: A VAT reclaim of £110.47 was submitted to HMRC on 10/7/23 and payment has been credited to the current account.</p>
<p><b>68</b></p> <p>a)</p> <p>b)</p>	<p><b><u>Village Matters</u></b></p> <p>Consider if HAPC should become a member of Campaign to Protect Rural England (£3 per month). Feedback was received from nine Parish Councils. Eight responded to say they were members of CPRE to call on their expertise in the event of a difficult planning case (but none had need to call on their expertise to date). One PC has opted not to renew their membership as they had not benefitted from being a member. Given the inconclusive evidence to date and clear differences of opinion, it was agreed to discuss this further at the September meeting.</p> <p>Noted: HAPC has provided feedback on the organisation of the Flower Festival to J. Wills.</p>
<p><b>69</b></p> <p>a)</p> <p>b)</p>	<p><b><u>Playing Field Equipment</u></b></p> <p>Noted: Wicksteed Leisure has been booked to conduct the annual Inspection of the Playing Field in September 2023. Cost £132.00 exc. VAT.</p> <p>Noted: The Clerk has emailed Safeplay Ltd. requesting a date for the removal and replacement of the climbing frame' dome. Since the meeting Safeplay Ltd. confirmed that they plan to do the work w/c 31/7/23.</p>
<p><b>70</b></p>	<p><b><u>Meetings &amp; Training Attended</u></b></p> <p>Cllr SR commented on the high standard of the training, which he described as excellent. Cllr MW reported back on the positive meeting with Hilton PC, who are keen to communicate and work together as and when appropriate.</p>
<p><b>71</b></p>	<p><b><u>Noted Correspondence Received/Sent</u></b></p> <p><b>Emails:</b></p> <p><b>From:</b></p> <p>13/7/23 HDC request for residents to complete a quality of life survey.</p> <p>13/7/23 HDC invitation to an all-day interactive climate conversation at Burgess Hall on 17/11/23.</p> <p>12/7/23 Environment Agency advising us of the broken gate at Houghton Lock. HAPC responded to suggest they contact CCC.</p> <p>11/7/23 Cllr Doug Dew in response to HAPCs email regarding the new LHI Process.</p> <p>7/7/23 HDC Cllr SC with an update on the proposed changes to refuse collections.</p> <p>6/7/23 Hemingford Hub asking to present at the next PC meeting on their proposal for a minibus shuttle.</p> <p>6/7/23 ICO confirming membership renewal.</p> <p>3/7/23 Houghton &amp; Wyton PC advising the gate at Houghton Lock was broken.</p> <p><b>To:</b></p> <p>5/7/23 To Anne Willetts with an update on the Astro Turf clearance.</p> <p>5/7/23 HDC and CCC Cllrs Sarah Conboy and Doug Dew regarding repair of gates on PROWS as the Houghton Lock gate is broken. <b>Action:</b> Cllr PK asked for confirmation of when this was circulated.</p> <p>3/7/23 HDC – HAPC's full response to the Local Plan (Local Issues Engagement Paper).</p> <p>2/7/23 Flower Festival – HAPC provided feedback on the event's organisation.</p>

<b>72</b>	<b>Matters for future consideration</b>
a)	To understand the process and timings whereby HAPC can comment / input on the recent Call for Sites submissions
b)	To receive a presentation from the Hemingford Hub on the Hemingford Hopper bus.
c)	To review feedback and consider further improvements to the parish website.
d)	Consider submitting a new LHI bid under the simplified process (if open to applications) to link the 20 mph zones between Hemingford Abbots and Hemingford Grey. Note: we are awaiting information on the appropriate submission dates and process from Cllr D Dew.
e)	To discuss HAPC becoming a member of CPRE.
<b>73</b>	<b>Closure of the Meeting</b> Meeting closed at 8.30 pm.
<b>74</b>	<b>Date of the next Meetings:</b> HAPC Parish Council Meeting, 7 pm Monday 25 <sup>th</sup> September 2023, in the Village Hall, High Street, Hemingford Abbots PE28 9AH.

## 52b Finance

### June Payments presented for approval

Payments to be approved & paid:		JUNE 2023 PAYMENTS			
			Net	VAT	Total
BACS ✓	4000 Clerk's wages	Wages 36 hours			
BACS ✓	4020 HMRC	PAYE			
BACS ✓	4060 Working from home allowance	Working from home allowance			
BACS ✓	4215 Dave Cook	Painting of the Playing Field slide and swing	£ 234.00		£ 234.00
BACS ✓	4065 HAVH	Room Hire	£ 54.00		£ 54.00
BACS ✓	4220 Bradgate Ground Maintenance Ltd.	Grass cutting 13th and 22nd May and Strimming on 22nd May	£ 121.00	£ 24.20	£ 145.20
			£ 965.72	£ 24.20	£ 989.92
S/ORDER	4250 Electricity Supply		£ 48.30	£ 2.42	£ 50.72
			£ 1,014.02	£ 26.62	£ 1,040.64