

HEMINGFORD ABBOTS PARISH COUNCIL

Notice of the Annual Meeting of the Parish Council

Time: 7 pm Date: Wednesday 29th May 2024.

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: 5 Vacancy: 2 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 22nd May 2024.



2024-2025		Agenda
23	Election of Chair	To elect the Chair for 2024/25. The elected Chair will then execute the Declaration of Acceptance of Office.
24	Election of Vice-Chair	To elect the Vice-Chair for 2024/25. The elected Vice-Chair will then execute their Declaration of Acceptance of Office.
25	Apologies for absence	
26	Councillors' Declarations of Interest	<ul style="list-style-type: none">• 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	Proposal	that Rie Hargreaves be co-opted as Councillor of Hemingford Abbots Parish Council.
28	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. (Appendix 1).
29	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.
30	Reports from County and District Councillors	
31	Planning Applications	<p><u>NEW</u></p> <p>a) 24/00829/OUT_5 Common Lane Hemingford Abbots Huntingdon PE28 9AN. Proposal: Erection of two dwellings with garages, to include re-grading the existing access road. <u>HAPC to comment by 7/6/24.</u></p> <p>b) 24/80157/COND Land Rear Of Royal Oak Corner Royal Oak Lane Hemingford Abbots. Discharge of condition 7 (materials) of 21/01686/FUL. HAPC has not been asked to comment.</p> <p><u>APPROVED</u></p> <p>c) 24/00410/TREE_Little Oak 1 Abbots Close Hemingford Abbots Huntingdon PE28 9AP. Proposal: Oak tree, L/TPO/26 1 Proposed works 1.5m - 2.0m crown reduction to allow more light, reduce weight and to enhance the shape of the tree. Leylandii hedge removal to allow more light. Replant with lower maintenance native species.</p> <p>d) 24/00253/HHFUL 3 River Meadow Hemingford Abbots Huntingdon PE28 9AY. Proposal: Proposed entrance gates and piers, carport, porch to front elevation, balcony to rear elevation, render finish and vertical cladding.</p>
32	Minutes of the previous meeting	To agree and approve the draft minutes from the EO PC Meeting held on the 16 th of May 2024 (Appendix 2).

33	<u>To agree the dates and times of full council meetings</u> 2024: 22nd April, 29th May (Annual Parish Council Meeting), 24th June, 22nd July, 23rd September, 21st October and 25th November. 2025: 27th January, 24th February, 24th March.
34 a)	<u>Administration</u> <u>Policy and Procedure Review</u> Proposal to accept the recommendations/amendments made by Cllrs MW and the Clerk following a review and of Statutory Documents, Policies and Procedures (Appendix 3).
35 a) b) c) d) e) f) g)	<u>Finance</u> To approve the Bank Reconciliations for April 2024 (Appendix 4). To receive and approve invoices for May (salaries and standing orders for payment as listed at the end of the agenda). (Appendix 5). To review and approve Section 1 'Annual Governance Statement 2023/24 of the Annual Governance and Accountability Return (Appendix 6). To review and approve Section 2 'Accounting Statements 2023/24 of the Annual Governance and Accountability Return (Appendix 6). To note: the dates set for the period of the Exercise of Public Rights (10 th June – 19 th July). To note: HAPC's Internal Auditor (CAPALC) has been booked to carry out the IA on the 6 th June 2024. To report and action: Two signatories to sign a declaration to remove Z. Ryall from the Unity Trust Bank Accounts.
36	<u>Action Plan Updates</u>
37	<u>Meetings / Training Attended</u>
38	<u>To report:</u> The Chair's report for 2023-2024 will be uploaded to the website under the Annual Parish Meeting tab following the PC meeting. (Appendix 7).
39	<u>Matters for future consideration</u>
40	<u>Closure of the Meeting</u>
41	<u>Date of the next Meetings:</u> Monday 24 th June 2024 at 7 pm in the Village Hall, High Street, Hemingford Abbots PE28 9AH.

Finance 35 (b)

May Payments presented for approval

BACS ✓	4000 Staff Costs				
BACS ✓	4020 HMRC				
BACS ✓	4060 Working from home allowance				
BACS ✓	4220 Bradgate Ground Maintenance	Grass Cutting @ £33.33 per cut 11th	Grass Cutting @ £33.33 per cut 25th	£ 66.00	£ 13.20 £ 79.20
BACS ✓	4220 Bradgate Ground Maintenance	Grass Cutting @ £33.33 per cut 8th	Grass Cutting @ £33.33 per cut 15th	£ 99.00	£ 19.80 £ 118.80
BACS ✓	4220 Bradgate Ground Maintenance	Grass Cutting @ £33.33 per cut 30th			
				£ 808.61	£ 19.80 £ 841.61
DDM	4250 Yu Energy Direct Debit Mandage	April's electricity supply		£ 12.39	£ 0.62 £ 13.29
DDM	4250 Yu Energy Direct Debit Mandage	April's electricity supply		£ 136.64	£ 6.83 £ 143.47
				£ 957.64	£ 19.80 £ 998.37