

# HEMINGFORD ABBOTS PARISH COUNCIL

Minutes of the **Annual Meeting of the Parish Council held on Wednesday 29<sup>th</sup> May 2024 at 7 pm. Venue: Hemingford Abbots Village Hall, High St, Hemingford Abbots, PE28 9AH.**

Present: HAPC Cllrs.: Marcus Whewell, Phillip Cooke, Shaun Reinson, Peter Keen

Clerk: Maxine Blewett



2024-2025		Minutes 7 pm Welcome to our APCM	
23	<b>Election of Chair</b> To elect the Chair for 2024/25. The elected Chair will then execute the Declaration of Acceptance of Office. <b>Resolved</b> that Cllr Marcus Whewell be re-elected as Chair of the Parish Council, proposed by PK, seconded by Cllr PC, all in favour.		
24	<b>Election of Vice-Chair</b> To elect the Vice-Chair for 2024/25. The elected Vice-Chair will then execute their Declaration of Acceptance of Office. <b>Resolved</b> not to elect a Vice Chair (in the absence of nominations). Proposed by Chair MW, seconded by Cllr SR, all in favour.		
25	<b>Apologies for absence</b> Apologies received and accepted from all HDC Councillors and from HAPC Cllr Glenda Perrott.		
26	<b>Councillors' Declarations of Interest</b> None declared.		
27	<b>Resolved that</b> Rie Hargreaves be co-opted as Councillor of Hemingford Abbots Parish Council. Proposed by Chair MW and seconded by Cllr PC, all in favour.		
28	<b>Resolved to assign</b> Councillors with areas of responsibility and representation with other organisations (as recorded in Appendix 1 below). Proposed by Chair MW, seconded by Cllr PC, all in favour.		
29	<b>Public Participation</b> A member of the public shared his knowledge of and gave details why he strongly objects to planning application 31a.		
30	<b>Reports from County and District Councillors</b> The report has been circulated to all Cllrs and added to the website.		
31	<b>Planning Applications</b> <b>Noted - NEW</b> a) <b>24/00829/OUT_5</b> 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>  <b>Resolved that Hemingford Abbots Parish Council recommends refusal of this application for the following reasons:</b> The proposal would consist of in-depth development that would fail to respect and harmonise with the prevailing and distinctive linear pattern of development on Common Lane to the detriment of the character of the area, and it would cause significant harm to the semi-rural character of the Conservation Area. We are similarly concerned about the setting of an important new precedent of building new dwellings to the rear of existing properties were permission to be granted for this proposal.  The proposal would also represent considerable development in an area designated as flood zone 2.  Finally, we wish to state that we are not aware of any existing access road on this site and highlight that a previous application made in 2022 which included the construction of such a road was refused – see (22/02240/OUT   Demolish all existing buildings and erection of 6 new dwellings with garages and constructing a new access road and pedestrian sidewalk.   5 Common Lane Hemingford Abbots Huntingdon PE28 9AN).  b) <b>24/80157/COND</b> Land Rear Of Royal Oak Corner Royal Oak Lane Hemingford Abbots. Discharge of condition 7 (materials) of 21/01686/FUL. <b>HAPC was not asked to comment.</b>  <b>Noted - APPROVED</b> c) <b>24/00410/TREE</b> 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		

d)	the shape of the tree. Leylandii hedge removal to allow more light. Replant with lower maintenance native species. <b>24/00253/HHFUL</b> 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.
32	<b><u>Minutes of the previous meeting</u></b> <b>Resolved</b> to approved minutes of the Extraordinary PC Meeting held on the 16 <sup>th</sup> of May 2024. Proposed by the Chair MW, seconded by Cllr PC, all in favour.
33	<b><u>To agree the dates and times of full council meetings</u></b> <b>Resolved</b> to bring the October meeting forward by one week and to approve all other dates and times of the full council meetings. Proposed by the Chair MW, seconded by Cllr SR, all in favour. <b>2024:</b> 22nd April, 29th May (Annual Parish Council Meeting), 24th June, 22nd July, 23rd September, <b>21st October</b> and 25th November. <b>2025:</b> 27th January, 24th February, 24th March.
34 a)	<b><u>Administration</u></b> <b><u>Policy and Procedure Review</u></b> <b>Resolved</b> to accept the recommendations put forward by the Chair Marcus Whewell and the Clerk following a review and of Statutory Documents. Proposed by Cllr Peter Keen, seconded by Cllr Phillip Cooke, all in favour. a) Standing Orders. b) Financial Regulations (updated to the new model CAPALC document). c) Representation on other bodies and process for reporting back (Appendix 1 below). d) To approve councillors as bank administrators to upload payments (carried forward to the next PC meeting). e) It was approved that Councillors MW, PK, PC and SR continue to be authorised as individuals to pay BACS payments from the Council's online current account. f) Direct Debit payments ( ICO, YU Energy). g) Inventory of Land and other Assets. h) Insurance levels/policy in respect of all insurable risks. i) Risk Management Policy. j) The Council's and/or staff subscriptions to other bodies (Subscriptions agreed for 2024/25: CAPALC, SILCA, ICO, CPRE, Ouse Valley Trust and GeoXsphere Ltd.) k) Complaints Procedure. l) The Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation. m) The Council's policy for dealing with the press/media. n) The Council's employment policies and procedures: Capability, Disciplinary and Grievance/Personnel Committee TOR/Equality, Diversity and Inclusion. o) Voluntary and Community Sector Grants Policy.
35 a)	<b><u>Finance</u></b> <b>Resolved</b> to approve the Bank Reconciliations for April 2024. Proposed by Cllr PK, seconded by the Chair MW, all in favour.
b)	<b>Resolved</b> to approve the May invoices (salaries and standing orders for payment as listed at the end of the agenda). Proposed by Cllr PK and seconded by the Chair MW, all in favour.
c)	<b>Resolved</b> to approve Section 1 of the 'Annual Governance Statement 2023/24. Proposed by Cllr PK, seconded by Cllr PC, all in favour.
d)	<b>Resolved</b> to approve Section 2 of the 'Accounting Statements 2023/24. Proposed by the Chair Cllr MW, seconded by Cllr PK, all in favour.
e)	<b>Resolved</b> that the dates for the Exercise of Public Rights are from the 10 <sup>th</sup> of June to the 19 <sup>th</sup> of July. Proposed by Cllr PK, seconded by Cllr PC, all in favour.
f)	<b>Noted:</b> HAPC's Internal Auditor (CAPALC) has been booked to carry out the Internal Audit on the 6 <sup>th</sup> of June 2024.
g)	<b>Noted:</b> Unity Trust Bank Administration forms were signed by Cllr PK and Cllr MW to authorise the removal of Z. Ryall from the Unity Trust Bank Accounts
36	<b><u>Action Plan Updates</u></b> Carried forward.
37	<b><u>Meetings / Training Attended</u></b> Cllr MW gave the council an update on his recent meeting with 6 other local Parish Council Chairs. The meeting is a welcome opportunity to work more collaboratively with other PCs in our area to the benefit of the parishes we serve. The Chairs have commented that they found the meeting helpful and positive, and have agreed to meet again in September.
38	<b>Resolved</b> that the Chair's report for 2023-2024 be uploaded to the website under the Annual Parish Meeting tab. Proposed by Cllr SR, seconded by Cllr PC, all in favour.

<b>39</b>	<b>Matters for future consideration</b> Issuing a response to Environment Agency's letter regarding the maintenance issues at the St Ives staunch. Appointing another administrator to the UTB current account.
<b>40</b>	<b>Closure of the Meeting</b> Meeting closed at 8.50 pm.
<b>41</b>	<b>Date of the next Meetings:</b> Parish Council Meeting, 7 pm Monday 24 <sup>th</sup> June 2024, 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	
				£ 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	

## Appendix 1

Organisation/Responsibility	1 <sup>st</sup> Representative	2 <sup>nd</sup> Representative (if required)
Hemingford Abbots Village Hall	Rie Hargreaves	
PROVE	Phillip Cooke	
Hemingford Action Group	Phillip Cooke	
Data Protection	Clerk	CAPALC (Our DPA)
Great Ouse Valley Trust	Marcus Whewell	
Police Liaison	Marcus Whewell	
Parish News (Sue Henderson)	Clerk	Phillip Cooke
Planning Lead Councillor	Shaun Reinson	
Finance Lead Councillor	Peter Keen	
Website and Communications Lead Councillor	Clerk	Shaun Reinson
Personnel/HR	Marcus Whewell	
Rivers/Flooding/Environment	Full Council responsibility	
Footpaths/Village gate repairs	Anne-Marie Fowler	Full Council responsibility
Tree Officer	To be advertised	