

HEMINGFORD ABBOTS PARISH COUNCIL

Notice of the Annual Meeting of the Parish Council

Time: 7 pm Date: Thursday 22nd of May 2025.

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 16th of May 2025.



Public Participation

This section is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

2024-2025		Agenda
13	Election of Chair	To elect the Chair for 2025/26. The elected Chair will then sign their Declaration of Acceptance of Office.
14	Election of Vice-Chair	To elect the Vice-Chair for 2025/26. The elected Vice-Chair will then sign their Declaration of Acceptance of Office.
15	To Elect the Personnel Committee, Working Parties and Representatives	• Agree representatives for each area and review Terms of Reference (Form 1)
16	Request that all Councillors update their Register of Interest Form	(if there have been any changes since it was last completed)
17	Apologies for absence	
18	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
19	GDPR	Proposal that all Councillors complete GDPR training (online) within 2 months from today , and following completion of the online certified course, complete and sign the GDPR Compliance Security Checklist (Appendix 1).
20	To receive a report from the County and District Councillors	
21	Planning Applications	
	NEW PROPERTY	
a)	25/00775/LBC Hemingford Park Hall Hemingford Park Common Lane Hemingford Abbots Huntingdon PE28 9AS. Proposed replacement greenhouse (retrospective). HAPC to respond by the 30 th of May 2025.	
b)	25/00767/HHFUL Hemingford Park Hall Hemingford Park Common Lane Hemingford Abbots Huntingdon PE28 9AS. Proposed replacement greenhouse (retrospective). HAPC to respond by the 30 th of May 2025.	
c)	25/00781/REM Land West Of Wychwood Church End, Hilton. Proposal: Reserved Matters Application relating to the approval of appearance, layout, landscape and scale following outline approval 20/00164/OUT in respect of the construction of 16 Dwellings	
	NEW TREES	
d)	25/00779/TRCA Land Rear Of 76 Common Lane Hemingford Abbots. Removal of 4no. trees (Horse Chestnut, Lawson Cypress, Apple and Holly) within the rear garden and grind out their stumps to return the area to lawn. HAPC has not been asked to comment on this application.	

e)	<u>25/00679/TRCA</u> 24 Common Lane Hemingford Abbots Huntingdon PE28 9AN. Lombardi poplar tree has fungus called Ganoderma so tree will have to be taken down to approximately 1.8m from ground. <i>HAPC has not been asked to comment on this application.</i>
f)	<u>25/00725/TRCA</u> September Cottage High Street Hemingford Abbots Huntingdon PE28 9AH. Proposal: T1 Ash - reduce 3m laterally to boundary. <i>HAPC has not been asked to comment on this application.</i>
	<u>APPROVED</u>
g)	<u>25/00748/TRCA</u> 1 Braefield Hemingford Abbots Huntingdon PE28 9EZ. Silver Birch - removal and replacement tree to be planted in garden.
h)	<u>25/00724/TRCA</u> Wheatsheaf Cottage High Street Hemingford Abbots Huntingdon PE28 9AH. T1 Small Cherry Plum - fell close to ground level, T2 Cherry Plum - reduce 2m laterally
22	<u>Minutes of the previous meeting</u> To agree and approve the draft minutes from the PC Meeting held on the 28 th of April 2025 (Appendix 2).
23	<u>To agree the dates and times of full council meetings</u> <u>2025:</u> 22nd May (Annual Parish Council Meeting), 23rd June, 28th July, 22nd September, 27th October and 24th November. <u>2026:</u> 26th January, 23rd February, 23rd March.
24	<u>To Discuss Finance & Risk Management Matters including:</u> a) <u>To report:</u> The Precept for 2025-26 is £34,606.00. This is paid in two instalments. £17,303.00 has been credited to the bank account. b) <u>To report:</u> A copy of the 2025-26 Budget has been posted on the HAPC website in the Finance section. c) <u>To report:</u> The ear-marked reserves at the start of the 2025-26 financial year are: <u>Streetlight Sinking Fund £71,000; Play Equipment £7,000, and a General Reserve of £6,652.</u> d) <u>To approve</u> the Bank Reconciliations for April 2025 (Appendix 3) and agree to an internal transfer of £10,000 from the current account into the savings account. e) <u>To receive and approve invoices for May</u> (salaries and standing orders for payment as listed at the end of the agenda). (Appendix 4 – payment schedule). f) <u>To Accept</u> the Internal Auditors Report and consider what action, if any, the PC wishes to take on suggestions made in areas B, C and L. (emailed to Councillors) g) <u>To Agree</u> the Internal Auditor for 2025-2026 h) <u>To Approve the Annual Return 2024-2025</u> 1) <u>Statement 1</u> 2) <u>Statement 2</u> i) <u>To agree confirmation of the dates of the period for the exercise of public rights:</u> - Tuesday 3rd June 2025-Monday 14th July 2025 j) <u>To Adopt and Review the following policies:</u> - <ul style="list-style-type: none"> ○ Adopt new Standing Orders (last reviewed in 2024 - recently updated in 2025) ○ Review Financial Regulations ○ Review Risk Assessment Policy (re-titled Risk Management Policy) ○ Adopt Data Breach Policy (new) ○ Agree Data Audit Schedule <p>All other policies will be reviewed throughout the year, as applicable.</p>
25	<u>Playing Field</u> a) <u>To report:</u> The Flower Festival Committee have completed a comprehensive risk assessment (recently emailed to all Councillors). b) <u>To report:</u> The Clerk has requested that Bradgates carry out an additional grass-cut on the Thursday before the Flower Festival and has spoken with Dave Cook, who will be tidying up the hedges on the Wednesday. c) <u>Proposal</u> to agree on the replacement bench (details email to Councillors).
26	<u>Correspondence received to consider</u> a) Email from HGPC asking if HAPC would like to participate in the Summer Sports Programme in 2025.
27	<u>To report:</u> The Chair's report for 2024-2025 has been uploaded to the website under the Annual Parish Meeting tab.
28	<u>Matters for future consideration</u>
29	<u>Closure of the Meeting</u>
30	<u>Date of the next Meetings:</u> Monday 23 rd of June 2025 at 7 pm in the Village Hall, High Street, Hemingford Abbots PE28 9AH.

Finance 24(e)

May Payments presented for approval

BACS ✓	4000 Staff Costs					
BACS ✓	4020 HMRC					
BACS ✓	4060 Working from home allowance	4 weeks	£ 16.00		£ 16.00	
BACS ✓	4250 K&M Lighting Ltd.	Repairs to 2 streetlights	£ 490.00	£ 98.00	£ 588.00	
			£ 1,202.96	£ 98.00	£ 1,300.96	
DDM	4250 Yu Energy Direct Debit Mandage	March's supply of electricity	£ 12.34	£ 0.62	£ 12.96	
DDM	4250 Yu Energy Direct Debit Mandage	March's supply of electricity	£ 131.24	£ 6.56	£ 137.80	
			£ 1,346.54	£ 98.00	£ 1,451.72	