

HEMINGFORD ABBOTS PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

Held on Thursday 22nd of May 2025 at 7 pm.

Venue: Hemingford Abbots Village Hall, High St, Hemingford Abbots, PE28 9AH.

Present: HAPC Councillors: Marcus Whewell, Rie Hargreaves, Richard Chamberlain, Eddie Halls, Shaun Reinson.

CCC Councillor: David Keene

HDC Councillor: Brett Mickelburgh

Clerk: M. Blewett

Members of the Public: 3



Public Participation

The Chair invited public comment and took the opportunity to thank all members of the public and councillors who attended the Annual Parish Meeting on the 30th April.

A Member of the Public (MOP) reported suspicious activity at the old Shell Garage on the A1307, having seen people being dropped off, with luggage, at the entrance to the garage, late last Wednesday night. Cllr MW said that HAPC will raise this with HDC again, and we will also inform our local police officer. There is uncertainty about what business is being conducted at the site, as the Companies House register shows the business as inactive.

Concern was raised by another MOP over agenda item 21(d), and with HDC's Tree Policy, as the planning department do not consult with neighbours or HAPC on tree applications. The removal of these healthy trees will impact negatively on the local wildlife, as mature trees provide them with valuable shelter from adverse weather conditions.

| 2024-2025 | MINUTES | Meeting opened at 7 pm |
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| 13 | Election of Chair Resolved that Cllr Marcus Whewell be appointed to Chair of HAPC. Proposed by Cllr RC, seconded by Cllr SR, all in favour. Cllr MW signed his Declaration of Acceptance of Officer as witnessed by the Clerk/RFO. | |
| 14 | Election of Vice-Chair No nominations were received for the role of Vice-Chair. | |
| 15 | To Elect the Personnel Committee, Working Parties and Representatives Resolved to agree the representatives for each area as recorded on Form 1. Proposed by Cllr RH, seconded by Cllr SR, all in favour. | |
| 16 | Request that all Councillors update their Register of Interest Form (if there have been any changes since it was last completed). The Clerk asked all Cllrs to update their Register of Interests Form (if necessary). | |
| 17 | Apologies for absence None | |
| 18 | Councillors' Declarations of Interest None | |
| 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). Resolved that this training will be completed by all Councillors within the next 2 months. Proposed by Cllr MW, seconded by Cllr SR, all in favour. | |
| 20 | To receive a report from the County and District Councillors Cllr <u>David Keen</u> (representing the Hemingford's & Fenstanton) gave an update on the recent elections confirming Peter McDonald as the elected Chair and Tom Sanderson as the Vice Chair. Liberal Democrats are now in full control with Lucy Metzinger leading the council. All meetings and Councillors are in place for the coming year.. HDC Cllr <u>Brett Mickelburgh</u> reported on the ongoing Local Plan, mentioning additional sites had been added, and encouraged HAPC to look at the additional sites. A Grants Appreciation event took place recently, where people shared outcomes and their experience of obtaining grant funding from HDC. | |

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| | <p>The Flood and Water newsletter is soon to be available and Cllr BW will forward this to HAPC, Cllr MW asked if funding for the repair to the St. Ives Staunch had now been confirmed (Cllr BW did not know the answer to this).</p> <p>HDC are now offering small electrical item recycling in Godmanchester.</p> <p>HDC will soon be announcing that there will be weekly food waste collections (from home), starting April 2026. This decision was made by central government.</p> <p>Local Government reform is still ongoing, lots of meetings happening.</p> <p>Cllr Debbie Mickelburgh is now the Mayor of Godmanchester. HAPC and residents of Hemingford Abbots offered their congratulations and best wishes to DM on her appointment.</p> |
| 21 | <p><u>Planning Applications</u></p> <p><u>NEW PROPERTY</u></p> <p>a&b) <u>25/00775/LBC & 25/00767/HHFUL</u> Hemingford Park Hall Hemingford Park Common Lane Hemingford Abbots Huntingdon PE28</p> <p>9AS. Proposed replacement greenhouse (retrospective). HAPC to respond by the 30th of May 2025. 2023 APP went in for the g/house that had been constructed. We responded neither for nor against as we didn't have sufficient information about the construction (also had 2 air-conditioning units outside). HDC refused the retrospective planning due to its scale and design. Hasn't changed in size. The air-conditioning units still appear on the plans and the film on the glass now looks to have been removed - looks like a greenhouse. Is the size of the original building.</p> <p>looked at the app. Not a lot of difference. Size and structure still the same, very little change.</p> <p>HAPC resolved neither for nor against this application, though we would like to raise the point that the air-conditioning units are still clearly showing on some photographs in the application pack; therefore we would like confirmation that these have been removed as stated elsewhere in writing in the application.</p> <p>Proposed by RH, seconded by EH, all in favour.</p> <p>c) <u>25/00781/REM</u> 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.</p> <p>HAPC resolved to refer to our previous response that we submitted on the 25/2/2021 (below).</p> <p><i>'HAPC resolved to make comment only on the part of this application which referred to the provision of affordable housing. The application considered that some of the affordable housing proposed in this development could meet the needs for such housing as identified for Hemingford Abbots in its Housing Needs Survey carried out by ACRE in 2018. At that time 4 units were identified as needed. Subsequently there has been planning approval for 2 units to be built on the site of the Chapmans garages. HAPC considered that any affordable housing for this parish would be best sited here or preferably in Hemingford Grey, where there is better access to school, shop and other facilities etc. Hilton may be geographically adjacent to the parish boundary, but the settlements do not relate to each other and in particular are separated by 2 dual carriageways.'</i> Proposed by MW, seconded by EH, all in favour.</p> <p><u>NOTED: NEW TREES</u></p> <p>d) <u>25/00779/TRCA</u> 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. <i>HAPC has not been asked to comment on this application.</i></p> <p><u>HAPC has not been asked to comment</u> on the removal of these trees but is disappointed to hear about the loss of this number of trees, which are being removed to primarily enhance personal amenity, and without any plans for replacement.</p> <p>We would again like to encourage the District Council to consult with us on all tree applications: they are an important part of village life in a conservation area, providing habitat for a variety of wildlife, and helping with flood protection and mitigation.</p> <p>To better understand HDC's Tree Policy, HAPC would like to invite our designated Tree Officer to attend one of our Parish Council meetings.</p> <p>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></p> <p>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></p> |

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| <p>g)</p> <p>h)</p> | <p><u>NOTED AS APPROVED</u></p> <p>25/00748/TRCA 1 Braefield Hemingford Abbots Huntingdon PE28 9EZ. Silver Birch - removal and replacement tree to be planted in garden.</p> <p>25/00724/TRCA Wheatsheaf Cottage High Street Hemingford Abbots Huntingdon PE28 9AH. T1 Small Cherry Plum - fell close to ground level, T2 Cherry Plum - reduce 2m laterally</p> |
| <p>22</p> | <p><u>Minutes of the previous meeting</u></p> <p>Resolved to approve the minutes from the PC Meeting held on the 28th of April 2025. Proposed by Cllr RC, seconded by Cllr EH, all in favour.</p> |
| <p>23</p> | <p><u>Resolved to agree the dates and times of full council meetings as:</u></p> <p>2025: 22nd May (Annual Parish Council Meeting), 23rd June, 28th July, 22nd September, 27th October and 24th November.</p> <p>2026: 26th January, 23rd February, 23rd March.</p> <p>Proposed by Cllr MW, seconded by Cllr SR, all in favour.</p> |
| <p>24</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>1)</p> <p>2)</p> <p>i)</p> <p>j)</p> | <p><u>To Discuss Finance & Risk Management Matters including:</u></p> <p>NOTED: 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.</p> <p>NOTED: A copy of the 2025-26 Budget has been posted on the HAPC website in the Finance section.</p> <p>NOTED: 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></p> <p>Resolved to approve the Bank Reconciliations for April 2025 and agree to an internal transfer of £10,000 from the current account into the savings account. Proposed by Cllr SR, seconded by Cllr RC, all in favour.</p> <p>Resolved to approve the invoices for May. Proposed by Cllr SR, seconded by Cllr RC, all in favour.</p> <p>To accept the Internal Auditors Report and consider what action, if any, the PC wishes to take on suggestions made in areas B, C and L.</p> <p>B) Resolved not to take any action on this suggestion (to obtain a credit/debit card). Proposed by Cllr RC, seconded by Cllr RH, all in favour).</p> <p>C) Resolved for HAPC to acquire a mobile phone for the Clerk's use (Clerk to gather 3 for the next meeting). Proposed by Cllr MW, seconded by Cllr SR, all in favour.</p> <p>L) Resolved for HAPC to acquire a .gov.uk domain as recommended in the JPAG 2024-25. Clerk to obtain 3 quotes for the next meeting. Proposed by Cllr MW, seconded by Cllr RH, all in favour.</p> <p>Resolved to CAPALC as HAPC's Internal Auditor for 2025-26. Proposed by Cllr EH, seconded by Cllr SR, all in favour.</p> <p><u>To Approve the Annual Return 2024-2025</u></p> <p>Resolved to agree and approve Statement 1 of the AGAR. Proposed by Cllr SR, seconded by Cllr RC, all in favour.</p> <p>Resolved to agree and approve Statement 2 of the AGAR. Proposed by Cllr RH, seconded by Cllr EH, all in favour.</p> <p>Resolved to agree confirmation of the dates of the period for the exercise of public rights from Tuesday 3rd June 2025-Monday 14th July 2025. Proposed by Cllr MW, seconded by Cllr RC, all in favour.</p> <p>Resolved to:</p> <ul style="list-style-type: none"> o Adopt the new Standing Orders (last reviewed in 2024 - recently updated in 2025) o Accept no changes to the Financial Regulations o Adopt minor changes to the Risk Management Policy (formerly called Risk Management Policy) o <i>Adopt Data Breach Policy (new) - carried forward to the next meeting.</i> o <i>Agree Data Audit Schedule (new) – carried forward to the next meeting.</i> <p>Proposed by Cllr RC, seconded by Cllr EH all in favour.</p> <p>All other policies will be reviewed throughout the year, as applicable.</p> |
| <p>25</p> <p>a)</p> <p>b)</p> <p>c)</p> | <p><u>Playing Field</u></p> <p>Noted: The Flower Festival Committee have completed a comprehensive risk assessment: however, HAPC agreed to contact the organisers to let them know that we cannot give our final assent to their use of the Playing Field until the risk assessment reflects the conditions we asked to be put in place. HAPC will request to have the amended RA back at least 3 days before the event.</p> <p>Noted: The Clerk has requested that Bradgates carry out an additional grass-cut on the Thursday 26th June and for Dave Cook to tidy-up the hedges on Wednesday 25th June.</p> <p>Resolved to purchase a new teak 4 - seater (1.8 m) bench for the PF. Proposed by Cllr RH, seconded by Cllr EH, all in favour. The Clerk was requested to ask Dave Cook to remove the old bench as soon as possible.</p> |

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| 26 a) | <u>Correspondence received to consider</u> Email from HGPC asking if HAPC would like to participate in the Summer Sports Programme in 2025. Resolved that HAPC will pay for Hemingford Abbots Children who attend the SSP in 2025 (on a pro-rata basis). Proposed by Cllr RH, seconded by Cllr SR, all in favour. |
| 27 | <u>Noted:</u> The Chair's report for 2024-2025 has been uploaded to the website under the Annual Parish Meeting tab. |
| 28 | Matters for future consideration GDPR Data Breach Policy & GDPR Data Schedule. Bench replacement. Flower Festival Risk Assessment. |
| 29 | Closure of the Meeting 8.40 |
| 30 | Date of the next Meetings: Monday 23 rd of June 2025 at 7 pm in the Village Hall, High Street, Hemingford Abbots PE28 9AH. |

Finance 24(e)

May Payments approved

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| 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 | |
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| | | | £ 1,202.96 | £ 98.00 | £ 1,300.96 | |
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| 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 | |