

HEMINGFORD ABBOTS PARISH COUNCIL
Meeting of the Parish Council
to be held on Monday 28 September 2020 at 7.30 p.m.
On-Line Meeting Only

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.

Members of the public and press are welcome to attend the meeting.

Maxine Blewett

Clerk to the Council
22 September 2020

MEMBERS: 7 QUORUM: 3

If any member of the public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to parishclerk@hemingford-abbots.org.uk 24 hours before the meeting.

AGENDA

1. **To Receive and Approve Apologies for Absence**
2. **County/District Councillors' Update**
To receive and accept written reports
3. **Councillors' Declaration of Disclosable Pecuniary and Other Interests**
To receive Declarations of Disclosable Pecuniary and Other Interests from members, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating at any Agenda item
4. **Public Participation Session**
A maximum of 15 minutes is permitted for members of the public to address the Council on any matter on this Agenda. Members of the public may have up to three minutes each.
5. **Planning**

To consider responses to the following Planning Applications:
 - 5.1 **20/00364/FUL 52 Common Lane.** Demolition of existing detached bungalow to be replaced with two storey detached house. Superseded plans. Updated documents recorded on HDC Planning records on 27 August 2020. **HDC extended Parish Council response from 27 September to 1 October 2020.**
 - 5.2 **20/01779/TREE 37 Common Lane.** T1 Oak – remove major deadwood. T2 Sycamore – reduce by 2/3m and shape laterals accordingly. T3 Oak in hedge row – fell to ground level. At least one of the trees is subject to a TPO and supporting documentation has not been recorded on the HDC Public Planning site (reasons for work/tree replacement planting). On the application for tree surgery it does not recognise the trees as being in a conservation area. Application received 15 September 2020. Consultation 16 September to 7 October.
 - 5.3 **20/01659/HHFUL 1 Braefield.** Renovation works to existing comprising new full height windows and erection of single storey rear extension to dwelling. HDC received application 31 August 2020.
 - 5.4 **20/01278/HHFUL 21 Common Lane.** Front extension, first floor side extension, rear balcony, garage roof alterations, replacement windows, internal alterations, and changes to external finishes. HDC received application 14 July 2020.
 - 5.5 **20/01751/TRCA 19 Common Lane.** T1 Cherry: Largely dead tree: fell close to ground level T2 Cypress: Unattractive tree blocking view down garden: fell close to ground level. HDC received application 10 September 2020.
 - 5.6 **20/01753/TRCA Burr House, New Road.** T1 Multi-stemmed Cypress: fell close to ground level and remove from site. HDC received application 10 September 2020.

- 5.7 **20/01703/TRCA Land rear of Royal Oak Corner, Royal Oak Lane.** T1, T2 Oak fell. T3 Elm – Reduce crown by 4m, remove overhanging branches. T4 Sycamore – fell self-set Sycamores. Thin and/or remove poor quality trees. HDC received application 4 September 2020.
- 5.8 **20/01563/LBC Springfields Watts Lane Hemingford Abbots.** Proposal: Remove 1 no. internal later C20th partition. Raise the lintel in the C20th chimney stack in the kitchen. Remove modern infill in the dining room chimney and reinstate former inglenook proportions. Replace the C20th asbestos and concrete floor in current kitchen / breakfast room and dining room that will form the new enlarged kitchen / breakfast room. with a breather perimeter solid floor. HDC received application 18 August 2020. Location Plan uploaded 22 September 2020. Consultation period to 13 October 2020.
- 5.9 **7/01906/FUL Barn Royal Oak Corner, High Street.** To amend the internal layout and external appearance and and a new double garage with loft storage above. **To report** HAPC Chair's letter to HDC on 11 September 2020 confirmed HAPC was satisfied with the further proposals and plans regarding the wall to the High Street and arrangements for trees, as detailed in Thomas Hams email of 10th September 2020.
- 6. Minutes of the previous meetings**
To approve as a correct record the Minutes of the meetings held 14 August 2020 and 27th July 2020.
- 7. Matters Arising from the previous meetings and reports from Clerk & Cllrs**
- 8. Review of Council Administration Policy & Procedures**
- 8.1 GDPR policy (JP)
- 8.2 Accessibility policy (ZR)
- 9. To consider Co-option to fill 2 Vacancies on the Parish Council**
- 10. Financial Matters**
- 10.1 To approve 28 September 2020 Payments below:

Payment Method	Expense Code	Description	Date	Net	VAT	Total	Comments
BACS	4000	Clerk's Salary	Including payments to HMRC September 20	£ 426.35	£ -	£ 426.35	Salary £341.15 ((4000) Income Tax £85.20
	4020						
BACS	4060	Clerk's expenses	September 20	£ 21.40	£ -	£ 21.40	Expenses £16.00 (4060) Travel £5.40 (4125)
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance 31.8.2020	£ 118.29	£ 23.66	£ 141.95	
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance 27.7.2020	£ 118.29	£ 23.66	£ 141.95	
BACS	4250	CCC	Final Invoice for 2 months' supply of Street Lighting 1.10-30.11.20	£ 78.24	£ -	£ 78.24	
BACS	4095	MiJan Limited	Internal Audit 2019-2020	£ 70.00	£ -	£ 70.00	
BACS	4125	Ramune Mimiene	induction training and handover to new clerk	£ 79.30	£ -	£ 79.30	
Total Payments				£ 911.87	£ 47.32	£ 959.19	

- 10.2 To review Internal Auditor's report and discuss if and how HAPC should improve its processes and procedures on areas marked 2.s and 3 s.
- 10.3 Publish the Internal Auditor's report on the website and village noticeboards.
- 10.4 External audit

A4

10.5 Set date for Extraordinary Meeting to discuss financial management/monthly reconciliations and preparation of the budget for the 2021– 2022 Precept.

11. Village Maintenance and Repairs

11.1 To review and consider areas of maintenance and repairs that are needed to be carried out in the village – trimming of trees in Royal Oak Lane and at the southern end of Rideaway opposite the old Bottle Bank site.

11.2 Refurbishment of the village sign – ongoing.

11.3 Play equipment – report from Clerk of arrangements for annual safety inspection.

11.4 Splash pond area. HAPC received a quote from Lattenbury Services for £1150.00 plus VAT in February 2020. Clerk to advise of current price and time scale.

11.5 Street Lighting Public Liability Insurance – Clerk to report and advise

12. Correspondence for Information and Response

Correspondence received

Government White Paper on Planning. Cllrs to read and prepare for a response to meet the deadline of 29th October

13. Agenda items for the next meeting

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

14. Date of Next Meetings: Meetings agreed to be held on the 4th Monday of the Month:

26 October

23 November

Mrs Maxine Blewett, Clerk to the Council

22 September 2020

Due to the Coronavirus the Government has issued the regulations that give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.