

**HEMINGFORD ABBOTS PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held on Monday 24 February 2020 at 7:30pm**  
**at the Hemingford Abbots Village Hall**

**Present**

**Parish Councillors:** Bridget Flanagan (Chairman)  
John Peters  
Marcus Whewell  
Zoe Ryall

**Clerk:** Ms Ramune Mimiene

**County and District Councillors:** CC Cllr Ian Bates

**Members of the Public:** 1

**MINUTES**

- 131. To Receive and Approve Apologies for Absence**  
PC Cllr Christine Nicol sent apologies for absence.  
HDC Cllrs Sarah Conboy, Sarah Wilson and Mike Grice sent apologies for absence.
- 132. County/District Councillors' Update**  
*To receive and accept reports*  
HDC Cllr SC report attached.  
CC Cllr Ian Bates presented a verbal report. LHI scheme results will be published early in March. CC Budget presented. It was noted that a new part of A14 was opened today.
- 133. 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.*  
None received.
- 134. Public Participation Session**  
*Open Forum. A maximum of 15 minutes is permitted for members of the public to address the Council on the item on the Agenda. Members of the public may have up to three minutes each. Items to be addressed should be notified to the Clerk three working days in advance of the meeting.*  
The update on Astro Turf Site – Planning Application Reference FMW/072/19 by Iain Muspratt, The Hemingfords Action Group presented, hard copy attached to the Minutes.  
*1 member of the public and CC Cllr I Bates left the meeting*
- 135. Planning**
- a) Former Golf Course resubmission with former Golf Range for Registration as an Asset of Community Value  
A draft version of this application has been submitted to HDC for comment, and HAPC waits to hear if any amendments are proposed.
- b) 20/00233/TRCA Hummingbird 52 Common Lane Hemingford Abbots Huntingdon PE28 9AW - schedule on HDC Planning portal  
It was noted that this application refers to 19 trees to be cut down in the Conservation Area.  
Several of the trees are reportedly not in good condition, and so in their case HAPC propose to defer to the HDC Tree Officer's expertise. HAPC ask that plans be implemented for replanting in their place.

It was agreed that the 2 Magnolia trees and other attractive trees in the front garden contribute positively to the street scene in the Conservation Area and should be retained. Access to the site did not appear to be impeded by these trees. Similarly, the trees in the back garden contribute positively to the scene from the river and meadows. It was felt that healthy trees in the Conservation Area should not be felled solely to give the householder views to the river. The mature Tulip tree on the front boundary is a significant tree that deserves its own TPO and HAPC requests that this be considered by HDC.

In addition, HAPC asks that the Clerk be notified if a tree with a TPO has been given permission by HDC for felling.

**Proposal** **Proposed by Cllr MW, seconded by Cllr ZR, All in favour, and it was RESOLVED to recommend refusal to the above planning application.** **Carried**  
*PC comments submitted HDC 29 Mar 20.*

**136. Minutes of the previous meetings**  
**Proposal** To approve as a correct record the Minutes of the meeting held on 28 January 2020  
**Proposed by Cllr ZR, seconded by Cllr MW, All in favour, and it was RESOLVED that Minutes are approved.** **Carried**

**137. Matters Arising from the previous meetings and reports from Clerk & Cllrs**  
 List circulated and now reviewed.

**138. To consider C-option to fill the 2 vacancies on parish Council**  
*Notification from HDC on 29 Jan 20:*  
*The statutory period for electors to request an election to fill the vacancy on your Council, due to the resignation of Cllr Josephine Wills, has now passed without such a request having been made. Therefore, PC can make the necessary arrangements to co-opt to fill the vacancy*  
 In progress.

**139. Suggestions for Parish Council Objectives, Cllr M Whewell, report attached.**  
*Note: There will be a short informal meeting immediately after the PC meeting amongst councillors to discuss this.*  
 Councillors considered how parishioners might be encouraged to engage more with the Parish Council. (A perennial problem, it was noted ). HAPC projects and initiatives could encourage community involvement – and potential PC recruitment. Initial suggestions were of climate change declarations, sustainability/environmental efforts, village maintenance and improvement. It was agreed to continue this matter at the next meeting.

**140. Update on Review of Council Administration Policy & Procedures**  
 a) Data Protection and Compliance Failure Policy – *Clerk to seek a suitable policy* **Clerk**  
 Propose to adopt it subject to revision at the next meeting  
**Proposal** **Proposed by Cllr ZR, seconded by Cllr JP, All in favour, and it was RESOLVED that the Policy is approved subject to the revision at the next meeting.** **Carried**  
 b) Removable Media Policy – Medial Policy and Procedure - *Check Code of Conduct, Cllr JP will amend the document for final circulation* **JP**  
 c) Social Media and Electronic Communication Policy – *PC agreed to adopt this document.*

**141. Financial Matters**  
 a) To note HDC confirmation re: Council Tax – Precept 2020/21

Notified Precept of:	£21748
Tax Base for Area (Equated number of Band D Properties)	332
Band D Charge (to cover Local Council Precept)	£65.51

b) Parish Council Insurance expires 1 Apr 2020, notification received.

Next Steps: In the next few weeks the current insurer will issue PC with the renewal terms, at which time PC will review the policy requirements and then the Insurer will issue a renewal quotation approximately 4 weeks prior to our renewal date.

- c) To Approve February 2020 payments:  
Amend the spelling for the Trust, Clerk to check why paid twice this year – yearly grant Clerk but paid only 6 months ago.

Payments to be approved & paid:		24/02/2020		
		Net	VAT	Total
BACS Wages	Wages including payments to HMRC Feb 20	£ 488.49	£ -	£ 488.49
BACS Expenses	Expenses Feb 20	£ 30.32	£ -	£ 30.32
BACS Ask It	On site visit re printing issues on the lap top 2 Feb 20	£ 33.33	£ 6.67	£ 40.00
BACS Hemingford Peace Memorial Field	Yearly Grant	£ 580.00	£ -	£ 580.00
		£ 1,132.14	£ 6.67	£ 1,138.81

**Proposal**      **Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED that the above payments are approved.**      **Carried**

- d) Financial Reports – To receive financial reports to 31<sup>st</sup> January 2020, Cllr JP and The Clerk  
Financial Reports for the period to 31 Jan 20 prepared: JP Clerk
- Cashbook
  - Bank Reconciliation: Cashbook and Bank Balance as at 31/01/2020 is £47,675.84 (Current acc £15,467.86 and Deposit acc £33,642.899).
  - Council Detailed Report
- Cllr JP issued a detailed report on the excel spreadsheet.

- e) Street lighting energy contract update  
PC signed the DD with SSE. Cllr JP found a discrepancy in the Invoicing by £3.00. JP, Clerk  
Check the next DD and compare then. Clerk  
PC are paying for the Fixed Unit – Find out where it is. Could it be the telephone box?  
PC maintenance contract is with K & M Lighting: To agree the contract and sign it. It was noted that the bill is lower now PC have upgraded to LED lights.

**Proposal**      **Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED that the maintenance contract for the next three years is approved.**      **Carried**

- f) Resolution. That HAPC, appointed by the Charity Commission as the Administrative Trustee of the Hemingford Abbots Playing Field, will continue to request HAPC, in fulfilling their duty, to maintain the Playing Field.  
Dates of Trustee meetings for 2020  
**Proposed by Cllr JP, seconded by Cllr ZR, All in favour, and it was RESOLVED to have Trustees meeting every 6 months, scheduled for Jun and Nov every year depending if there is any business to be discussed.**      **Carried**

**142. Village Maintenance and Repairs**

- a) To review and consider areas of maintenance and repairs that are needed to be carried out in the village.  
No update.
- b) Village Sign refurbishment:  
A quote for the renovation of one of the Hemingford Abbots Village signs was accepted last year: Materials: £135 and Labour £485.  
PC have two village signs, both of which need renovation. The signs were taken down and delivered to the workshop for renovation.

**143. Highway Faults, Repairs and Issues**

Potholes can be reported directly to CCC via this link  
<https://highwaysreporting.cambridgeshire.gov.uk/>

Blocked drains in High Street – Cllrs and the Clerk reported via CCC website. PC are encouraging the parishioners to do so as well.

- a) Rumble strips in High Street. Councillors to view and consider preferences for repair/replacement/removal –  
Getting worse, suggestion to be surfaced over. Traffic volumes now appear to be significantly reduced. Check the situation after 20mp/hr goes in. Suggested to ask CCC to put smooth tarmac withing the areas of 2 rumble strips in the High Street.
- b) LHI update  
Cllrs ZR and MW presented the PC scheme to the LHI panel re: proposed speed reduction in the village. It was felt that it went well. Now need to await the results in the next few weeks. Many thanks again for everyone's support with the application.

c) **IMPORTANT INFORMATION IN RELATION TO 2021/22 LOCAL HIGHWAY IMPROVEMENT (LHI) APPLICATIONS**

In relation to the delivery timescales experienced for Local Highway Improvement (LHI) schemes and concerns raised regarding the number of schemes not completed within the financial year for which the funding is allocated it is proposed that the application window for schemes to be delivered in the 2021/22 financial year is brought forward by two months, opening on 1<sup>st</sup> April 2020 and closing on Sunday 31<sup>st</sup> May 2020. Changing the application period will then see the feasibility studies undertaken between May and September 2020, panel meetings in October and committee approval in December 2020. This will mean the winter period, January to March 2021, can be used to begin designing schemes for delivery from 1<sup>st</sup> April 2021, making use of the better, summer weather for delivery, rather than design.

**EXCLUSION OF THE PUBLIC AND PRESS**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to meetings) Act 1960**

144. **Staffing update: Clerk's contract discussed. Amendments to be made. To be signed at the next meeting.**

PC discussed the purchase of the new lap top as the current one (even after being cleared and updated) is still being very slow. Specification on the new lap top will be obtained by Cllr MW.

MW

145. **Correspondence for Information and Response**

All dealt with.

146. **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.*

None raised.

147. **Date of Next Meetings**

*Meetings agreed to be held on the 4<sup>th</sup> Monday of the Month:*

23 Mar

27 Apr

18 May (Due to 25 May 20 being a bank Holiday) – three meetings

22 June

27 July

28 Sep

26 Oct

23 Nov No meetings planned for Aug and Dec

Meeting finished at 9.06. pm

These minutes are considered draft until ratified at the next Hemingford Abbots Parish Council meeting