

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 28 January at 7:45pm
at the Hemingford Abbots Village Hall

Present

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

Clerk: Ms Ramune Mimiene

County and District Councillors: HDC Cllr Sarah Conboy

Members of the Public: 1

MINUTES

- 114. To Receive and Approve Apologies for Absence**
 CC Cllr Ian Bates and HDC Cllrs Sarah Wilson and Mike Grice sent apologies for absence.
- 115. County/District Councillors' Update**
To receive and accept reports
 HDC Cllr SC presented a verbal report.
- 116. 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.
- 117. Planning**
 Former Golf Course resubmission with former Golf Range for Registration as an Asset of Community Value
 Design document presented to PC. Cllrs agreed to study the document and then submit to HDC. PC
 HDC Cllr SC offered to write a supportive statement. Deadline for submission is by 12 Feb 20.
Note since meeting: As agreed by full PC at their extraordinary PC meeting on 21 Jan 20, PC comments were submitted CCC on 31 Jan 20 re:
Land At New Farm Rideaway Hemingford Abbots Huntingdon Cambridgeshire PE28 9HQ
Section 73 planning application to develop land without complying with conditions 2, 6, 8, 10, 11, 13 & 20 of planning permission H/1424/98
Hemingford Abbots Parish Council recommended that the application to vary the conditions of planning permission H/1424/98 be refused.
- 1) New single storey outbuilding at the end of the garden Site Address: Olde Bakers Cottage
 High Street Hemingford Abbots Reference: 20/00057/HHFUL
 Proposal Recommend Refusal because of the over development of the site adjacent to the listed building. PC also noted that it is in the flood zone 3.
- Proposal Proposed by Cllr JP, Seconded by Cllr ZR, All in favour, and it was RESOLVED to recommend Refusal to the above planning application. Carried**
- 2) New entrance porch Site Address: 65 Common Lane Hemingford Abbots Huntingdon
 Reference: 19/02569/HHFUL
 Recommend Approval.
- Proposal Proposed by Cllr JP, Seconded by Cllr ZR, All in favour, and it was RESOLVED to recommend Approval to the above planning application. Carried**

118. Public Participation Session

Open Forum. A maximum of 15 minutes is permitted for members of the public to address the Council. 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.
None.

119. Minutes of the previous meetings

To approve as a correct record the Minutes of the meetings held on 26th November 2019 and Extraordinary meeting on 21st January 2020

Proposal Proposed by Cllr ZR, Seconded by Cllr MW, All in favour, and it was RESOLVED that Minutes of 26 Nov 2019 Meeting are approved. Carried

Proposal Proposed by Cllr ZR, Seconded by Cllr MW, All in favour, and it was RESOLVED that Minutes of the Extraordinary PC meeting on 21 Jan 2020 are approved. Carried

120. Matters Arising from the previous meetings and reports from Clerk & Cllrs

List circulated and now reviewed. Many items to be crossed out as complete.

121. To note Vacancies on the Parish Council: A resignation from the Parish Council

New vacancy occurred. HDC informed. Awaiting feedback.

122. To consider Co-option of New Councillors: 1 Application received

One application from Christine Nicol received.

Proposal Proposed by Cllr ZR, Seconded by Cllr MW, All in favour, and it was RESOLVED that Christine Nicol is co-opted to the Parish Council. Carried

Cllr CN signed all the relevant documentation (Declaration of Acceptance of Office and Register of Members' Interest Form). New PC email address is to be set for Cllr CN.

There are 2 vacancies on the Parish Council. Cllrs to find candidates for co-option.

Note since meeting: Register of Members' Interests form submitted HDC.

All
Clerk

123. Update on Review of Council Administration Policy & Procedures

- a) Data Protection and Compliance Failure Policy – *Clerk to seek a suitable policy* Clerk
- b) Removable Media Policy – *Clerk to seek a suitable policy* Clerk
- c) Social Media and Electronic Communication Policy - *PC might consider not to have this policy.*

124. Financial Matters

a) To note payments agreed in principle and already paid in Dec 19:

Payments to be approved & paid		27/12/2019			
			Net	VAT	Total
BACS G West	Salary				
BACS G West	Travel expenses				
BACS G West	Home office allowance				
BACS Bradgate	Grass maintenance November 2019		£118.29	£23.66	£141.95
BACS Parish Online	Annual subscription		£36.00	£0.00	£36.00
			£542.12	£23.66	£565.78

Note since meeting: The payment to Parish Online has VAT of £6.00. Clerk sought Rialtas Accounting system to correct this.

Clerk

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

b) To Approve January 2020 Payments
Due to the shortage of online banking signatories, it was agreed to raise the chq payments for the below.

Unity Trust: When the Clerk has been authorised to input and be a contact, arrange Cllr CN to become a signatory. Action to Clerk and Cllr BF. Agreed.

Clerk
BF

Payments to be approved & paid			28/01/2020		
			Net	VAT	Total
BACS G West	Salary				
BACS G West	Travel expenses				
BACS G West	Home office allowance				
BACS R Mimiene	Wages Jan 20				
BACS HMRC	Tax deductions from Clerk's wages Jan 20				
BACS R Mimiene	Expenses Jan 20 including IT support				
BACS John Brown	Reimbursement for hosting of the Parish Council website and renewal of one of the domain names				
			£68.38	£0.00	£68.38
BACS CCC	Streetlighting Energy and Administration for 1.10.18 - 30.9.19		£458.04	£0.00	£ 458.04
BACS Bradgate	Grass maintenance January 2020		£118.29	£23.66	£141.95
BACS Bradgate	Grass maintenance December 2019		£118.29	£23.66	£141.95
			£1,387.59	£47.32	£1,434.91

Proposal Proposed by Cllr MW, Seconded by Cllr ZR, All in favour, and it was RESOLVED that the above payments are approved. **Carried**

To note 3 x DD payments to SSE (Southern Electric).

c) Financial Reports – To receive financial reports to 31st December 2019, Cllr JP and The Clerk Financial Reports for the period from 1 Nov to 31 Dec 19 prepared:

- Cashbook
- Bank Reconciliation: Cashbook and Bank Balance as at 31/12/19 is £49,164.87 (Current acc £15,521.98 and Deposit acc £33,642.89).
- Council Detailed Report

Cllr JP issued a detailed report on the excel spreadsheet. Two concerns were raised re: the VAT payments recording. Clerk to raise the matter with Rialtas and liaise with Cllr JP.

Clerk
JP

d) To consider Grant application received

Grant application from Hemingford Peace Memorial Field received for £580.00

Proposal Proposed by Cllr BF, Seconded by Cllr ZR, All in favour, and it was RESOLVED that the Grant of £580.00 is approved. **Carried**

e) To note that Precept Request for 2020/21 submitted HDC - Noted.

f) Street lighting energy contract update

DD is set up with SSE

g) Arrangements for administering the Trusteeship of the Playing Field – ongoing. To Note the Completion of the Charity Commission Annual Return 2018/19 – noted.

125. Village Maintenance and Repairs

a) To review and consider areas of maintenance and repairs that are needed to be carried out in the village

Village Sign refurbishment: Cllr BF to check whether a contractor will accept both signs for refurbishment. Then to arrange with the other contractor for them to be taken down (as per quote received Dec 2019) and delivered for repairs.

BF

The Splash (pond) cutting back of overhanging branches etc. Item for agenda September 2020 meeting.

Kissing gate and Playing Field small gate repair – overall, several latches and possibly one hinge Need repairing. Cllrs to check what needs doing and seek quotes.

Playing Field. Cllr BF to speak to resident ref his email about tree on his boundary with Playing Field needing trimming. BF to discuss Playing Field grass cutting, start date for 2020 season, frequency and height of cuts. Clerk to look at details of the current contract with Bradgates.

BF
Clerk

126. 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 – All Cllrs and the Clerk to report via CCC website. Encourage the parishioners to do so as well.

Clerk
All

LHI update

2020/21 Hemingford Abbots LHI Application for Village wide 20mph Speed Limit:

– 3 min slot to present the application is booked with CCC. Plan presented to PC. New cost is £7,328.00, of which PC contribution of 20% is £1,466.00.

To approve the revised plan/proposal:

- The feasibility report, revised map and cost estimate has now been agreed by the Parish Council
- Proposal Proposed by Cllr BF, Seconded by Cllr CN, All in favour, and it was RESOLVED that the LHI application and new revised plan are approved. Carried**
- 127. Personnel Committee**
a) Staffing update
Chris Nichols appointed to Personnel Committee who will arrange the Clerk's contract.
Clerk's contract to be added to Feb Agenda. Personnel
- 128. Correspondence for Information and Response**
Operation London Bridge:
Cllr BF agreed to circulate the email received from CCC to the Churchwarden and the Chairman of the Village Hall and for the PC to continue to liaise on this matter. BF
Any bell ringing for a national event would be organised by the Church and Flag flying by the Village Hall.
Cllr BF is asking a question of the CPCA Mayor at the January Board meeting re: CPCA Local Transport Plan consultation and the Huntingdon Third River Crossing.
- 129. 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.
- 130. Date of Next Meetings**
Meetings agreed to be held on the 4th Monday of the Month:
24 Feb
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 9.18pm

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