

Hemingford Abbots Parish Council
Minutes of the Meeting of the Parish Council
held on 25th June 2019 at 7:00pm
at Hemingford Abbots Village Hall

Present

Parish Councillors:

Chris Nicol
Brian Parsons (acting Chairman)
John Peters
Zoe Ryall
Marcus Whewell
Josephine Wills

Minute taker:

Georgina West (Clerk)

County and District Councillors:

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Members of the Public:

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20. To receive and approve apologies for absence

Apologies were accepted and approved from Cllr Mrs Flanagan and accepted from County Cllr Bates, District Cllrs Mrs Conboy and Underwood.

21. Councillors' Declaration of Disclosable Pecuniary and Other Interests

None

22. Public participation session

None

23. County/District Councillors' Update

District Cllr Grice – confirmed there will be a by election in the wake of District Cllr Underwood's resignation.

Cllr Grice was asked where the recycling data can be found on the HDC website: notably the amount and reason for rejection. District Cllr Grice will forward recycling data to the Clerk for dissemination to all HAPC Cllrs.

24. Minutes of the previous meetings

Resolved that the minutes of the meeting held on 29th May 2019 should be approved and signed by the (acting) Chairman once the following amendments had been made:

Item 2. Apologies were accepted and approved from: Cllr Peters and accepted from District Cllr Mrs Conboy, District Cllr C Grice and County Cllr Bates

Item 10. **Resolved** that Cllr Mrs Ryall will work as Council representative with Johnny Brown on the village website.

Item 11. (w) **Resolved** that Cllr Ms Wills will produce a draft newsletter based on the Chairman's annual report.

1206/2019-2020

Chairman..... Date.....

25. Matters arising from the previous meetings and reports from Clerk & Cllrs

Date of 2020 APM & AMPC: main hall at HAVH not available on Tuesday 26th May.

Resolved that the date of the APM & AMPC will be Wednesday 27th May 2020.

Payment of £474.42 received from HMRC in respect of refund of PAYE credit.

CCC has finally agreed that all HAPC street lighting energy charges are fully paid to date.

26. Review and confirmation of Council administration

- a) Data Protection and Compliance Failure Policy – Cllr Whewell presented his revised draft policy document which covered all the current Data Protection Policies and associated matters in one document. After discussion, it was agreed that councillors send comments to Cllr Whewell and that he proceed with a view to setting up a working group.
- b) Information Protection Policy – See Minute 26. a above.
- c) Information Security Incident Policy - See Minute 26. a above.
- d) Removable Media Policy - See Minute 26. a above.
- e) Social Media and Electronic Communication Policy – Cllr Mrs Ryall presented her revised version on the Social Media & Electronic Communication Policy. After discussion it was agreed a few points needed some further work which Cllr Mrs Ryall will bring the updated document to the July HAPC meeting. Cllr Mrs Ryall was thanked for all her efforts.
- f) Personnel Committee ToRs – Cllr Nicol will report on progress with the Personnel Committee ToRs to the July HAPC meeting.

27. Financial Matters

- a) **Resolved** that the following payments are made:

| | | | Net | VAT | Total |
|------|-----------|--|---------------|--------------|---------------------|
| BACS | G West | Salary | | | |
| BACS | G West | Travel expenses & office allowance | | | Confidential |
| BACS | Wicksteed | Pay equipment inspection | £45.00 | £9.00 | £54.00 |
| BACS | Bradgate | Grass maintenance 10th & 24th May 2019 | £118.29 | £23.66 | £141.95 |
| BACS | Viking | Office supplies | £68.33 | £13.67 | £82.00 |
| | | | <hr/> £952.17 | <hr/> £46.33 | <hr/> £998.50 <hr/> |

- b) Financial Reports to 31st May 2019 were received.
Resolved to continue to use RIALTAS for this financial year.
- c) Quote from Wicksteed for repairs to the children’s play equipment.
Resolved to defer this quotation to July meeting. Cllrs Mrs Flanagan, Peters and Parsons will look into the matter further
- d) Grant Aid application from Hemingford Peace Memorial Field for maintenance of the field (£560).
Resolved that the application in the full sum of £560 be approved. Payment to be made on the July payment schedule.

1207/2019-2020

Chairman..... Date.....

- e) Banking mandate amendments; still in progress.
- f) **Resolved** that Michael Williamson be retained as the internal auditor for 2019/20
- g) **Resolved** that the 2018/19 internal audit be approved
- h) **Resolved** to certify and sign the 2018/19 Certificate of Exemption (AGAR 2018/19).
- i) **Resolved** to certify and sign the 2018/19 Annual Return Section 1 (Annual Governance Statement).
- j) **Resolved** to certify and sign the 2018/19 Annual Return Section 2 (Accounting Statements) and approve the 2018/19 Financial Statements.
- k) Follow up actions from the Internal Audit
 1. Cllr Mrs Flanagan to look into VAT implications and dispensation from HDC in regard to HAPF Trust.
 2. As HAPF Trust has no funds of its own it should be regarded as an exception and therefore does not need to have a separate bank account.
 3. It is noted that when required separate HAPF Trustee meetings will be held and minutes kept.
 4. **Resolved** that, in future, quarterly financial reports as at the end of June, September, December and March will be signed off by the Chairman.
Cllr Peters will investigate adapting previously used Excel spreadsheets to assist in this.
 5. **Resolved** that bank reconciliations will be verified and signed off on the bank statements as at the end of June, September, December and March.
Resolved that Cllr Parsons be appointed to carry out the verifications.
 6. Bank statements need to be prepared to 3rd of the month rather than the 22nd of the month. The Clerk to arrange.
 7. The merits of a finance working group to be discussed at the July meeting.

28. Planning

APPLICATION REF: 19/01073/TREE

78 Common Lane Hemingford Abbots Huntingdon

Proposal: Group of 4 x Elm: fell to ground level. These 4 semi-mature trees at the rear of the garden have Dutch Elm disease and are in decline, with approx. 25% - 75% dead crowns.

HAPC recommendation: **Approval** with the caveat that, as these trees are subject to TPO, HAPC expect 4 replacement trees of suitable species and size be planted.

29. Village Maintenance and Repairs

None

30. Highway Faults, Repairs and Issues

- a) 1. **Resolved** that an LHI bid be submitted for a 20mph speed restriction within Hemingford Abbots. Cllr Whewell volunteered to work on the bid.

2. **Resolved** to offer to pay 10% of the cost, subject to review when the final cost estimate is known.

It is noted that the deadline for submission of the bid is 4th August and that the Clerk will be on annual leave after 31st July.

b) Directional signpost at New Road/ High Street: to await information if this is a permitted development.

31. Correspondence for Information and Response

Luminus Homes, part of the People Group, has rebranded and become Chorus Homes.

District Cllr Underwood has resigned. On behalf of HAPC the Clerk has thanked the District Cllr for his work & support within the parish.

32. Agenda items for the next meeting

None.

33. Date of Next Meeting

Tuesday 30th July 2019 at 7.00pm

Meeting closed at 9.05pm