

**Hemingford Abbots Parish Council**  
**Minutes of the Meeting of the Parish Council**  
**held on 30<sup>th</sup> July 2019 at 7:00pm**  
**at Hemingford Abbots Village Hall**

**Present**

**Parish Councillors:** Bridget Flanagan (Chairman)  
Chris Nicol  
Brian Parsons  
Zoe Ryall  
Marcus Whewell  
Josephine Wills

**Minute taker:** Georgina West (Clerk)

**County and District Councillors:** 2

**Members of the Public:** 4

**34. To receive and approve apologies for absence**

Apologies were accepted & approved from Cllr Peters & accepted from District Cllr Grice.

**35. Councillors' Declaration of Disclosable Pecuniary and Other Interests**

None

**36. Public participation session**

One member of the public expressed their concern about litter near Houghton lock, and also a continuing deposit of garden waste near the eastern Parish Boundary. Other areas of concern were; playing field – the grass pathway not being cut sufficiently.

Common Lane – the area by the bench seat is overgrown and has a pile of hedge cuttings.

The member of the public also asked about the Mick George signage which, having been up some considerable time, would like to know when they will be removed permanently?

A second member of the public asked that the PC be applauded for progressing the issue of speeding in the village & asked that the PC continues to follow this through. The member of the public offered support.

A third member of the public spoke of the speeding campaign which had initially been started some 10 years ago. The member of the public is pleased to see that progress is being made.

The fourth member of the public introduced herself as Sarah Wilson, a candidate in the forthcoming local by-election.

**37. County/District Councillors' Update**

District Cllr Mrs Conboy – St Neots drop in office closure; information can be accessed on the HDC website. SC would be interested to know of any members of the public who cannot access the internet. Combined Authority; SC now sits on the scrutiny committee. The scrutiny committee will be looking at local bus services. SC would like any feedback about this issue. Combined Authority; third river crossing. An area is now being identified which had not been previously on the plans. A feasibility study has been commissioned. Marshalls Aerospace Ltd; Wyton is being considered as one of the potential relocation sites.

County Cllr Bates – recent full County meeting; Marshalls site – to be relocated. No decision made to date. Areas being considered; Wyton, Duxford & Cranfield.

**38. Minutes of the previous meetings**

**Resolved** that the minutes of the meeting held on 25th June 2019 should be approved and signed by the Chairman

**1210 |2019-20**

**Chairman..... Date.....**

**39. Matters arising from the previous meetings and reports from Clerk & Cllrs**  
 Cllr Ms Wills asked that it be noted that a newsletter was published and delivered to all homes in the village. **Resolved** to forward a copy to J Brown for inclusion on the Parish website. Cllr Ms Wills was thanked for her work on the newsletter.

**40. Review and confirmation of Council administration**

- a) Data Protection and Compliance Failure Policy – **Resolved** that Cllrs Mrs Flanagan, Peters and Whewell form a Data Protection Working Group and produce a draft policy/procedure for the Council. Cllr Whewell was thanked for all his efforts to date.
- b) Information Protection Policy – See Minute 40. a above
- c) Information Security Incident Policy – See Minute 40. a above.
- d) Removable Media Policy – See Minute 40. a above.
- e) Social Media and Electronic Communication Policy – Cllr Mrs Ryall had distributed the revised version on the Social Media & Electronic Communication Policy out before the meeting. After discussion it was agreed that councillors send comments to Cllr Mrs Ryall and that she bring the revised draft document to the September HAPC meeting.
- f) Personnel Committee ToRs – Cllr Nicol will report on progress with the Personnel Committee ToRs to the September HAPC meeting.

**41. Financial Matters**

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

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			Net	VAT	Total
BACS	G West	Salary			
BACS	G West	Travel expenses & office allowance			Confidential
BACS	JGS Contractors Ltd	Removal of gate & panel at Chapmans Grounds maintenance around London	£85.00	£17.00	£102.00
BACS	Bradgate	Plane Tree	£362.00	£72.40	£434.40
BACS	Bradgate	Grass maintenance June 2019	£118.29	£23.66	£141.95
BACS	HPMF	Grant Aid	£560.00	£0.00	£560.00
BACS	St Ives Quick Print Ltd	Printing of HAPC Newsletter for whole village distribution	£175.00	£0.00	£175.00
			<u>£2,017.56</u>	<u>£113.06</u>	<u>£2,130.62</u>

- b) Financial Reports to 30<sup>th</sup> June 2019 were received and accepted.  
**Resolved** that the Chairman sign the payment schedule & detailed Council report.
- c) Banking signatories.  
**Resolved** that relevant documentation be forwarded to Unity Trust Bank.
- d) Finance working group.  
**Resolved** that Cllrs Parsons & Peters form the Finance Working group.
- e) Follow up actions from the Internal Audit  
**Resolved** that Cllrs Parsons and Peters carry out a review of the Council’s Internal Audit.  
**Resolved** that the Clerk will contact SLCC to seek guidance on HAPC being Trustees for the Playing Field and the financial implications of this.
- f) Playing Field Grass maintenance - grass length (too long). The Clerk to contact Bradgate and arrange a meeting with Cllr Mrs Flanagan & Cllr Peters soonest.

**42. Village Maintenance and Repairs**

Overgrown trees on the eastern verge on Royal Oak Lane are reducing the carriageway width. The Clerk and local residents are in contact with CCC Highways to have clearance work undertaken.

**Resolved** to forward information to County Cllr Bates who offered to help with contact at CCC.

Cllr Ms Wills reported that the hedge next to the footpath along the High Street from New Road towards Hemingford Grey is very overgrown. Cllr Mrs Flanagan to contact owner of nearby field.

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

- a) 1. **Resolved** that an LHI bid be submitted for a 20mph speed restriction within Hemingford Abbots.  
2. **Resolved** to offer to pay 20% of the cost, after review of the costings.
- b) Directional signpost at New Road/ High Street.  
**Resolved** to await information if this is a permitted development. Cllrs Ms Wills gave a brief summary of meeting with E Cichy of CCC and recent contact with D Owen of HDC. Cllr Ms Wills to investigate cost and dimensions of signage and to bring findings back to Council.

**44. Correspondence for Information and Response**

Existing polling station schedule.

**Resolved** to reaffirm with HDC the value and need for a polling station in Hemingford Abbots & recommend that the Village Hall remains an ideal venue.

Astroturf site adjacent to former Golf Course. In earlier correspondence the EA said that they would ensure clearance of the site by the end of July 2019.

**Resolved** to write to the EA asking when clearance of the site will take place, or if not, whether an Exemption certificate has been issued for the storage of waste.

Houghton Lock antisocial behaviour.

**Resolved** to work with Houghton & Wyton PC. Cllr Mrs Flanagan to liaise with Ray Baxendale, Chairman of H&WPC

**45. Agenda items for the next meeting**

CCC grass cutting on Rideaway and New Road verges

Annual Safety Inspection report by Wicksteed: repair work to children's play equipment in the Playing Field

**46. Date of Next Meeting**

Tuesday 24<sup>th</sup> September 2019 at 7.00pm

Meeting closed at 8.40pm