

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Monday 22 February 2021 at 7:30pm

On-Line Meeting Only

Present

Parish Councillors:

Bridget Flanagan (Chairman)
John Peters (Vice Chairman)
Marcus Whewell
Zoe Ryall
Christine Nicol

Clerk:

Mrs Maxine Blewett

County and District Councillors:

HDC Cllr Mike Grice

Members of the Public:

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MINUTES

126. To Receive and Approve Apologies for Absence

CCC Cllr Ian Bates sent apologies for absence.

127. County/District Councillors' Update

To receive and accept reports

HDC Cllr Mike Grice provided HAPC with a summary of his written report that had been circulated to Councillors. The main points of the report covered the HDC budget for 2021-22, no increases in Council Tax in the coming financial year, business grants for business that have had to close due to COVID, and the 2021 Census which is live and online from 21 March. The full report is attached to the minutes.

Cllr JP reported a HDC website issue to Cllr MG and his difficulty in contacting HDC to find out what the problem was. Cllr MG will investigate and let HAPC know the reason this happened. Cllr Grice left the meeting at 8.00 pm.

128. 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 declared.

129. 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.

Iain Muspratt, representing the Hemingfords Action Group presented a summary of the Group's activities up to 8 February 2021. A hard copy of the report has been uploaded to the Village Website.

130. Planning

130.1

Houghton Grange, Houghton Road: Homes England Phase 2, approximately 120 homes, as well as open space and ancillary infrastructure.

The Houghton and Wyton Parish Council (H&WPC) outline has fewer dwellings, is more sympathetic in design and layout to the approved plans for development at neighbouring Houghton Grange. The plans also provide a definite 'gap' between the settlements of Houghton and St Ives. Importantly for the Hemingfords the H&WPC plans made provision for the green space below the development to be held in a community Land Trust. This open green space on the hill side is visible from the Hemingfords and makes a significant contribution to the setting of the Conservation Area.

HAPC resolved to support Houghton and Wyton Parish Council's (H&WPC) proposals for this site, in preference to the application by Aecom for Homes England.

130.2

20/00164/OUT Outline Planning Application for up to 18 Dwellings with All Matters Reserved, Except for Access. Land West Of Wychwood Church End Hilton. HDC had not sent planning consultation details to HAPC. **HAPC resolved to make comment only on the part of this application which referred to the provision of affordable housing.**

The application considered that some of the affordable housing proposed in this development could meet the needs for such housing as identified for Hemingford Abbots in its Housing Needs Survey carried out by ACRE in 2018. The ACRE report identified the need for 4 affordable housing units and subsequently there has been planning approval for 2 units to be built on the site of the Chapmans garages. HAPC considers that any affordable housing for this parish would be best sited here, or preferably in Hemingford Grey where there is better access to school, shop, and other facilities etc. Hilton may be geographically adjacent to the parish boundary, but the settlements do not relate to each other and are separated by 2 dual carriageways.

131. Minutes of the previous meetings

To approve as a correct record the Minutes of the meeting held on 25 January 2021.

HAPC resolved that the Minutes be approved as a correct record of the meeting.

132. Matters arising from previous meetings and reports from Clerk and Councillors.

132.1 **Website** – Cllr ZR reported she had received a zero response to the website article inviting residents to get involved with the proposed new HAPC website. Posters have been placed on the Village Noticeboards to encourage villagers with the appropriate skills to come forward and offer their expertise.

132.2 **LHI Scheme** – Cllr MW reported two changes. The first being HDC transport want to carry out remedial work on all 3 rumble strips at the same time. The second is that Common Lane must have a series of 20 MPH speed signs to meet legislative requirements. Cllr JP asked for confirmation that the speed signs would not increase HAPC’s financial contribution. Cllr MW reminded the Council that the red road markings were not part of the original LHI plan and would incur additional cost, but he did believe the speed signs were included in the original plan. Confirmation of extra cost and work schedule is needed - Clerk/Cllr MW to action.

132.3 **Virtual Parish Council Meetings** – Clerk advised that a return to face-to-face Parish Council meetings will resume in May unless the legislation allowing for virtual meetings is extended by legislation.

133. To consider Co-option to fill the 2 Vacancies on Parish Council

No names were forthcoming.

134. Financial Matters

134.1 To approve 22 February 2021 Payments below:

Payment Method	Expense Code	Description / Payee	Date / Period	Net	VAT	Total	Comments
BACS	4000 4020	Clerk’s Salary	Including payments to HMRC	£ 417.99	£ -	£ 417.99	Salary £334.39 (4000) Income Tax £83.60 (4020)
BACS	4060 4065	Clerk’s expenses	February 2021	£ 16.00	£ -	£ 16.00	Expenses £16.00 (4060)
BACS	4250	K&M Lighting Ltd.	Maintenance Contract for Streetlights	£ 345.00	£ 69.00	£ 414.00	
BACS	4300	K&M Lighting Limited	Replacement of damaged streetlight	£1,338.05	£267.61	£1,605.66	
BACS	4215	Guy Winter Hemingford Arboriculture	Tree Maintenance (6 trees and overgrown hedgerow	£ 575.00	£ -	£ 575.00	
BACS	4220	Bradgate Fencing Specialists Ltd.	Grass Cutting	£ 118.29	£ 23.66	£ 141.95	
Total Payments				£2,810.33	£360.27	£3,170.60	

Proposed by Cllr BF, seconded by Cllr JP and it was RESOLVED that the above payments are approved subject to the Clerk being satisfied the accuracy of dates for K&M Maintenance Contract and Bradgate Fencing are correct. Since the meeting Clerk confirmed K&M invoice is for the next financial year and the Bradgate Fencing invoice an average figure based over the grass-cutting period.

- 134.2 **Proposed by Cllr BF, seconded by Cllr ZR and It was RESOLVED that the bank reconciliation detailed on Appendix 2 is approved.** Cllr JP recommended a review of HAPC's reserves at the next Parish Council Meeting. Agreement to move £1,100.00 to the Light Sinking Fund was agreed at the start of the financial year, but due to disruptions of COVID and staff changes this was not transferred. The Light Sinking Fund has a balance of £20,442.00 and needs significantly more funds to cover the replacement / upgrading of the streetlights in the future. Cllr JP also suggested HAPC create a Special Reserve Fund to ringfence budgeted funds in the current year, for the LHI Scheme and for the repair of the Village Signs, as it is unlikely these will be completed before the end of the financial year due to the impact COVID on private and public services.
- 134.3 The VAT reclaim for £551.80 covering November and December 2020 has been banked and the Clerk advised a further claim would be made in the coming week for £576.58 covering the period 1 January to 28 February 2021.
- 134.4 HAPC BACS transferred £403.01 into the account of AXA Insurance. This sum was an overpayment on AXA's part as they had settled the insurance claim including VAT and this was an error on their part.
- 134.5 SSE complaint over contract terms – nothing to report. Clerk to call SSE.

135. Village Maintenance and Repairs

- 135.1 The damaged streetlight on Common Lane is now in full working order. Streetlights 124 and 406 are awaiting new drivers to power the LEDs.
- 135.2 Tree maintenance in the Playing Field and on Royal Oak Lane has been completed by Hemingford Arboriculture.
- 135.3 Councillors agreed that Tender Option 1 – weekly cuts would be the best option for keeping excess grass cuttings from building, as would happen with fewer cuts. Bradgate Fencing and Fergusons submitted proposals for the contract and after discussion, **Proposed by Cllr BF, seconded by Cllr MW and it was resolved to appoint Bradgates the contract on value for money and on their agreement to inform the Parish Council when they come out to cut the grass and they invoice monthly for actual grass-cuttings.**
- 135.4 On the request to have White Lines at the junction of Meadow Lane and Common Lane, Cllr MW suggested HAPC have an obligation to consider asking CCC to assess the safety risk as we have been informed of potential incidents/injury to the public. Cllr JP proposed that HAPC request a visit from the Safety Officer at CCC so the risks and be assessed. Cllr CN asked that the visit by CCC also includes risk assessing the large hedge on Common Lane which appears to be narrowing the carriageway and blocking visibility from the junction. **Proposed by Cllr BF, seconded by Cllr JP and it was resolved to request a risk assessment visit by CCC. Clerk to arrange.**
- 135.5 Cllr ZR reported problems with a ditch that runs along New Road. Cllr BF to speak to the landowner and ask if they would investigate the potential blockage and clear the ditch if necessary.
- 135.6 Cllr MW reported that Rideaway was looking messy near the Splash, with chunks of rumble strips dislodged and a signpost knocked down.

136. Correspondence for Information and Response

An email has been received from Cambridgeshire Search and Rescue enclosing a Grant Application for £300 for them to purchase equipment. Clerk to include on next month's agenda.

137. 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.

- Light Sinking Fund and Special Reserves
- Grant Application from Cambridge Search and Rescue
- Tender for the Village Website.
- Consider types of reinforcement suitable to place on the grass verge to protect the new streetlight.

138, Date of Next Meeting

22 March 2021 at 7.30 p.m.

Meetings agreed to be held on the 4th Monday of the Month by ZOOM

Meeting finished at 9.00pm

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