

HEMINGFORD ABBOTS PARISH COUNCIL
Meeting of the Parish Council
to be held on Monday 23 November 2020 at 7.30 p.m.
On-Line Meeting Only

To join the Parish Council Meeting via Zoom please type in the following address in your browser and complete the Meeting ID and Passcode fields with the details below:

<https://us02web.zoom.us/j/85883706325?pwd=aVBwRHpXdXZtVStGRHFnZnpMNkk0dz09>

Meeting ID: 858 8370 6325 and Passcode: 363808

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Maxine Blewett

Clerk to the Council
17 November 2020

MEMBERS: 7 QUORUM: 3

If any member of the public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to parishclerk@hemingford-abbots.org.uk 24 hours before the meeting.

AGENDA

1. **To Receive and Approve Apologies for Absence**
2. **County/District Councillors' Update**
To receive and accept written reports
3. **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
4. **Public Participation Session**
A maximum of 15 minutes is permitted for members of the public to address the Council on any matter on this Agenda. Members of the public may have up to three minutes each.
5. **Planning**
To consider responses to the following Planning Applications:
 - 5.1 **20/02129/HHFUL 57 Common Lane.** Rear extension and roof alterations. HDC received application 28.10.20. Consultation ends 30.11.20.
 - 5.2 **20/02228/TREE 6A Common Lane, Hemingford Abbots.** HDC received application 11.11.20. Consultation ends 2.12.20.
 - 5.3 **20/02144/TREE Land Rear of Royal Oak Corner, Oak Lane, Hemingford Abbots.** T1 Oak – Fell, T2 Oak – Fell, T3 Elm – Reduce crown by 4m, remove overhanging branches, T4 Sycamore - fell. Self-Set Sycamores – Thin and/or remove poor quality trees. HDC received application 11.11.20. Consultation ends 3.12.20.
 - 5.4 **20/02238/TREE 1 Abbots Close, Hemingford Abbots.** T1 Oak: crown lift to 5m; reduce laterally 2m from driveway and building; work required to improve access beneath. T2 Spruce: Fell to ground level; Partially dead tree blocking light into the garden. HDC received application 12.11.20. Consultation ends 3.12.20.
6. **Minutes of the previous meetings**
To approve as a correct record the Minutes of the meeting held 26 October 2020.

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

8. Review of Council Administration Policy & Procedures

8.1 Accessibility policy (ZR)

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

10. Financial Matters

10.1 To approve 26 October 2020 Payments below:

Payment Method	Expense Code	Description / Payee	Date / Period	Net	VAT	Total	Comments
BACS	4000 4020	Clerk's Salary	Including payments to HMRC November 2020	£ 660.61	£ -	£ 660.61	Salary £528.61 (4000) Income Tax £132.00 (4020)
BACS	4060	Clerk's expenses	October 2020	£ 16.00	£ -	£ 16.00	Expenses £16.00 (4060)
BACS	4315	Rialtas Software	Alpha Software Licence 2021-22	£ 124.00	£ 24.80	£ 148.80	
BACS		Wicksteed Lesure Ltd	Playground Inspection October 2020	£ 60.00	£ 12.00	£ 72.00	
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance 31.10.2020	£ 118.29	£ 23.66	£ 141.95	
BACS	4220	Lattenbury Svcs.	Cleared The Splash/area in November.	£ 1375.00	£ 275.00	£ 1650.00	
BACS	4105	CAPALC	Clerk's training on VAT and Budgeting	£ 250.00	£ -	£ 250.00	
BACS	4300	Dave Cook	Village Repairs	£ 55.00		£ 55.00	
Total Payments				£ 2,658.90	£ 335.46	£ 2994.36	

10.2 Bank reconciliation up to 3 November 2020.

10.3 To report – The Precept application for 2021-2022 has been submitted to HDC Revenue and Benefits Department. The Precept amount requested for the coming financial year (2021-2022) is £24,500.

10.4 To report – A VAT reclaim has been submitted to HMRC for the sum of £424.32 covering the period 1.4.20 to 31.10.20.

10.5 To report - Rialtas software contract is for 3 years. Whether the software is used or not HAPC will be billed £124 exc. VAT in Year 2 and Year 3.

10.6 VAT in Year 2 and Year 3.

10.7 Request for funding for the Village Website and Spam filtering service for PC emails (ZR). Should we review updating/reviewing the website?

10.8 To report – Cllr Zoe Ryall's application to become an Inputter for HAPC's current account has been submitted to Unity Trust Bank online.

10.9 To report – Emailed Utility Aid again re. SSE variable direct debits for electricity supply for streetlights as no response since 4.11.20. Requested contact details of the person with whom they have been dealing with so Clerk can deal direct.

10.10 The Asset Register – to update and carry out a stock take?

10.11 Corporate Zoom account – cost £119.00 plus VAT. Zoom will not invoice HAPC for purchases of less than £250. A 'Cash-Card' would allow HAPC to make purchases and claim back VAT. However, if the Clerk bought the licence on her credit card no VAT reclaim is possible. Which option for HAPC?

11. Village Maintenance and Repairs

11.1 To report – Anglian Water have confirmed work on the 5 sunken manhole covers on the High Street (towards Hemingford Grey) is scheduled for 18 January 2020.

11.2 To report - Refurbishment of the village signs has been further delayed due to lockdown.

11.3 To report – Wicksteed Leisure Ltd.'s annual safety inspection of the Playing Field and equipment took place the last week in October. The report has been circulated to all Cllrs. Discuss recommendations for remedial work and whether to appoint Wicksteed

11.4 To report - Splash pond area has been cleared by Lattenbury Services. Additional work was undertaken, as agreed with Cllr Bridget Flanagan and Parish Clerk, bringing the total cost for the work to £1375.00 exc.VAT (an increase of £150 from the original quote).

- 11.5 High Street and Rideaway Rumble Strips. CCC should, by now, have had a quote from Rhino for repair (patching-up areas that are missing/broken) on the Rumble Strips. The Clerk is awaiting confirmation of start date for the repairs. A site meeting was requested following the last Parish Council Meeting but CCC determined it inappropriate until the current lockdown ends.
- 11.6 The contract with Bradgate Fencing Limited ends in March 2021. The tender specification is being updated by Cllr Bridget Flanagan and following completion of this HAPC will invite businesses to tender for the work.
- 11.7 Village walk by Cllr Bridget Flanagan and Clerk identified various areas in need of repair/maintenance and opportunity to enhance - detail of areas identified has been circulated to all Cllrs – discuss and agree work and timeframe.
- 11.8 A Streetlight on High Street, Hemingford Abbots was damaged beyond repair on Sunday 15 November. HAPC's contracted maintenance/repair supplier K&M Lighting were called out and made the streetlight safe. K&M advised that a replacement streetlight was needed due to the severity of damage. This will involve UK Power Networks quoting and carrying out work to disconnect and reconnect electricity supply and K&M requesting a quote for a replacement streetlight from the supplier. The estimated timeframe circa 8 weeks.
- 11.9 Should the Parish Council insure the streetlights for accidental damage in light of potential high costs relating to 11.8?
- 11.10 CCC have raised Pothole repairs for: 1.Royal Oak Lane, 2.High St junction Manor Lane and 3.Rideaway near Rideaway cottage. Also CCC have requested 2 drains in Rideaway, by Rideaway Cottage and The Limes are to be cleaned – this request has to be authorised by CCC Management and is on a 12 week order.

12. Correspondence for Information and Response

Correspondence received

13. 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.

14. Date of Next Meetings: Meetings agreed to be held on the 4th Monday of the Month:

25 January

Mrs Maxine Blewett, Clerk to the Council

17 November 2020

Due to the Coronavirus the Government has issued the regulations that give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.