

**HEMINGFORD ABBOTS PARISH COUNCIL**  
**Meeting of the Parish Council**  
**to be held on Monday 26 October 2020 at 7.30 p.m.**  
**On-Line Meeting Only**

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  
20 October 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](mailto: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 **20/01607/OUT 5 Common Lane.** Demolish all existing buildings and the foundations and to construct eight new dwellings with a garage on the existing site, including repositioning the existing access road and constructing a new access and pedestrian sidewalk. HDC received application 24.8.20. Consultation ends 27.10.20.
  - 5.2 **20/01971/HHFUL Brompton House Meadow Lane Hemingford Abbots Huntingdon PE28 9AR.** Front extension and loft conversion along with a single storey side extension. HDC received application 15.10.20. Consultation ends 5.11.20.
  - 5.3 **20/01934/TRCA 33 Common Lane Hemingford Abbots Huntingdon PE28 9AW.** 2 x Eucalyptus Tree – Fell. HDC received 03.10.20 Validated: Wed 14 Oct 2020. In progress.
  - 5.4 **20/01333/TRCA Beechers House High Street Hemingford Abbots Huntingdon PE28 9AH.** Chesnut Tree (1) - Reduce by 25%. **Approved 21.9.20. HAPC were not consulted.**
6. **Minutes of the previous meetings**  
To approve as a correct record the Minutes of the meetings held 28 September 2020.
7. **Matters Arising from the previous meetings and reports from Clerk & Cllrs**
8. **Review of Council Administration Policy & Procedures**
  - 8.1 GDPR policy (JP)
  - 8.2 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	Date	Net	VAT	Total	Comments
<b>BACS</b>	4000 4020	Clerk's Salary	Including payments to HMRC October 2020	£ 646.83	£ -	£ 646.83	Salary £517.43 (4000) Income Tax £129.40 (4020)
<b>BACS</b>	4060	Clerk's expenses	October 2020	£ 20.50	£ -	£ 20.50	Expenses £16.00 (4060) Travel £4.50 (4125)
<b>BACS</b>	4055	Stationery & Equipment	October 2020	£ 27.12	£ -	£ 27.12	
<b>BACS</b>	4220	Bradgate Fencing Specialists Ltd	Grass maintenance 30.9.2020	£ 118.29	£ 23.66	£ 141.95	
<b>BACS</b>	4315	AskIT	iCloud back up for Clerk's laptop	£ 16.67	£ 3.33	£ 20.00	
<b>BACS</b>	4105	CAPALC	Clerk's training on VAT and Budgeting	£ 60.00	£ -	£ 60.00	
<b>Total Payments</b>				<b>£ 889.41</b>	<b>£ 26.99</b>	<b>£ 916.40</b>	

10.2 Bank reconciliation up to 3 October 2020.

10.3 Internal Auditor's updated report and areas for improvement (see 10.4). Posted on village noticeboards and website (ZR and BF).

10.4 Prepare for Precept 2021-2022. Discuss and record the justification for the Precept, reserves, and budget allocation to each cost centre.

10.5 VAT reclaim made for £428.07, covering the period 1.10.19-31.3.20 submitted to HMRC 9.10.20.

10.6 Reporting HDC have BACS transferred CIL Monies totalling £1432.23 to HAPC for Planning Applications 19/02137/FUL and 19/02137/FUL period 1st April 2020 - 30th September 2020.

10.7 Review Rialtas software fees and charges for 2021-22 and discuss alternative method of managing HAPC's finances.

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

10.9 Update on changes made to Unity Trust Bank signatories and inputters (BF).

10.10 Update on SSE variable direct debits for electricity supply for streetlights brokered through Utility Aid.

10.11 Reporting HAPC has submitted an Auto-Enrolment Declaration of Compliance to the Pensions Regulator.

**11. Village Maintenance and Repairs**

11.1 Sunken manhole covers along High Street near to Rumble Strips. Anglian Water are inspecting the covers 19.10.20.

11.2 Refurbishment of the village sign – Cllr BF to provide an update.

11.3 Play equipment – annual safety inspection booked with Wicksteed Leisure. Unaccompanied inspection taking place on Thursday 29.10.20. Cost £60.00 plus VAT. Repair to playground equipment. Quote and timescale requested 19.10.20 for repair to step.

11.4 Splash pond area. HAPC received a revised quote from Lattenbury Services for £1225.00 plus VAT. Work is expected to be carried out during the last week in October 2020.

11.5 Sunken manhole covers on High Street close to the Rumble Strips. Anglian Water were notified on 17.10.20, via their website. The manhole covers are causing dangerous driving as cars are crossing over the road to avoid damage to their wheels/tyres.

11.6 High Street and Rideaway Rumble Strips. Clerk has spoken with CCC and the contractor (Rhino) are issuing a quote for the repair to CCC w/c 26 October. An order will then be raised and programmed into the schedule of work. Clerk to meet CCC Officer 26.10.20.

11.7 Bradgate Fencing Limited confirm there will be 3 to 4 more grass cuttings until the end of 2020

11.9 Trimming of trees in Royal Oak Lane and at the southern end of Rideaway opposite the old Bottle Bank site. No scheduling of tree work to be carried out until the meeting with HDC Officer has taken place.

**12. Correspondence for Information and Response**

Correspondence received

Government White Paper on Planning. All Cllrs to have read and responded to the proposals or will be doing so before the deadline of 29th October.

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

A4

*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 4<sup>th</sup> Monday of the Month:*

*23 November*

Mrs Maxine Blewett, Clerk to the Council

20 October 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.