

# DRAFT

## HEMINGFORD ABBOTS PARISH COUNCIL

### Minutes of the Annual Meeting of the Parish Council held on 9<sup>th</sup> May 2018 at 7:45pm at the Hemingford Abbots Village Hall

<b>Present:</b>	Bridget Flanagan
<b>Councillors:</b>	Alun Jones Christine Nicol John Peters Marcus Whewell
<b>Clerk:</b>	Carole Pollock
<b>County and District Councillors:</b>	None present
<b>Members of the Public:</b>	2 members of the public

Chairman Erika Brown chaired the meeting for item 1

#### 1 Election of Chairman

Cllr Alun Jones proposed Cllr Bridget Flanagan to be Chairman; Cllr Christine Nicol seconded this proposal. There being no other nominations it was **RESOLVED** Cllr Bridget Flanagan to be Chairman for next 12 months.

One resident left the meeting

Cllr Bridget Flanagan took the chair for the rest of the meeting.

#### 2 Election of Vice-Chairman

Cllr Alun Jones proposed Cllrs Marcus Whewell, John Peters, Christine Nicol to be Vice-Chairmen, seconded by Cllr Bridget Flanagan. There being no other nominations it was **RESOLVED** Cllrs Marcus Whewell, John Peters, Christine Nicol to be Vice Chairmen for next 12 months

#### 3 Declaration of acceptance of office of Chairman

The Chairman signed a declaration of acceptance of office which was witnessed by the Parish Clerk.

#### 4 Minutes of the previous meeting

The Minutes of the meetings held on the 25<sup>th</sup> April 2018 were agreed as a correct record and signed.

#### 5 Review of the ToR of the Personnel Committee

The ToR of the Personnel Committee were reviewed and confirmed.

#### 6 Nominations to the Personnel Committee

Cllr Bridget Flanagan proposed Cllrs Christine Nicol, John Peters and Marcus Whewell as nominees for the Personnel Committee, seconded by Cllr Alun Jones. **RESOLVED** Cllrs Christine Nicol, John Peters and Marcus Whewell to be appointed to the Personnel Committee for next 12 months.

#### 7 Appointment of Data Protection Officer

**RESOLVED** to appoint CAPALC as Data Protection Officer for the Parish Council.

#### 8 Review and confirmation of the Council's

- a **Standing Orders** – Adopted and confirmed
- b **Financial Regulations** - Reviewed and confirmed.
- c **Representation on external bodies and arrangements for reporting back** - Reviewed and confirmed. All representatives content to continue in post.
- d **Inventory of assets** – Adopted, reviewed and confirmed

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- e **Risk Assessment and arrangements for insurance cover in respect of all insured risks -**  
Adopted and confirmed.
  - f **Complaints Procedure -** Reviewed and confirmed
  - g **Procedures for handling requests made under the Freedom of Information Act 2000 -**  
Reviewed and confirmed.
  - h **Press and Media Policy -** Reviewed and confirmed
  - i **Grievance Procedure -** Reviewed and confirmed
  - j **Code of Conduct -** Reviewed and confirmed
  - k **Dispensations Procedure -** Reviewed and confirmed
  - l **Training Statement of Intent -** Reviewed and confirmed
  - m **Voluntary and Community Sector Grants Policy -** Reviewed and confirmed
  - n **Retention of Documents and Records –** Adopted and confirmed
  - o **Data Protection and Compliance Failure Policy –** Adopted and confirmed
  - p **Information Protection Policy –** Adopted and confirmed
  - q **Information Security Incident Policy –** Adopted and confirmed
  - r **Social Media and Electronic Communication Policy –** Adopted and confirmed
  - s **Removable Media Policy –** Adopted and confirmed
  - t **Membership of other Bodies -** Membership to CAPALC, CPRE and SLCC were reviewed and confirmed.
- 9 **Setting of the dates, times and places of Ordinary Meetings of the Council for the year 2018/9**  
Conflict with Parish Council Meeting and Huntingdonshire District Council Meeting dates were discussed. The setting of the dates, times and places of Ordinary Meetings of the Council for the year 2018/9 to be discussed at the next Parish Council Meeting.
- 10 **To receive and approve Apologies for Absence**  
None received
- 11 **Councillors' Declaration of Disclosable Pecuniary and Other Interests**  
None declared
- 12 **Public Participation Session**  
No comments made.
- 13 **Matters Arising from the previous meeting**  
The Minutes Action Plan was reviewed, and Councillor Bridget Flanagan gave an update on the recent meeting with Anglian Water.
- 14 **Planning**
- a **Outstanding Matters**  
No matters to report
  - b **Application determined by HDC**
  - c **Application awaiting determination by HDC**
    - i **Land Between Houghton Grange and The How, Houghton Road, Houghton 1301056OUT -** Hybrid application. Outline permission for 224 dwellings and retail unit (details of access and layout included) and full permission for roads, pathways, Public Open Space, associated landscaping, lighting and drainage.  
**HAPC:** Refusal .
    - ii **The Old Pavilion, Common Lane – 17/00254/FUL –** Partial demolition of the Old Pavilion and provision of a new extension and the construction of a new single family house with associated access and soft and hard landscaping.  
**HAPC:** Approval

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- iii **The Old Pavilion, Common Lane – 17/00255/LBC** – Partial demolition of the Old Pavilion and provision of a new extension and the construction of a new single family house with associated access and soft and hard landscaping.  
**HAPC:** Approval
- iv **Land West of Royal Oak Corner, Royal Oak Lane – 17/00917/FUL** – Erection of a 5-bed one and a half storey dwelling.  
**HAPC:** Approval
- v **The Meads, Royal Oak Lane – 16/01674/HHFUL** – Retrospective application for the erection of a garden fence.  
**HAPC:** Refusal
- vi **Barn Royal Oak Corner, High Street - 17/01906/FUL** – Proposed formation of a 4-bed dwelling (involving conversion and extension of two existing buildings)  
**HAPC:** Approval
- vii **66 Common Lane – 17/02563/HHFUL** – Extension to existing single storey detached garden room.  
**HAPC:** No observations for or against.
- viii **Littlebury Farm, Moats Way – 17/02535/HHFUL** –Outbuilding for storage and workshop.  
**HAPC:** Refusal
- ix **Rosemary Cottage, High Street - 18/00040/HHFUL** – Removal of existing fence and replace fence to the side of back garden with 1.95mt high close board and 1mt high to side of front garden.  
**HAPC:** Approval
- x **30 Common Lane - 18/00215/TREE** – Lime adjacent to front of house – Top and fell to as near ground level as is practicable.  
**HAPC:** No observations for or against.
- xi **10 Common Lane – 18/00252/TREE** – Elm – Fell tree as it is leaning and overgrown.  
**HAPC:** No observations for or against.

**d New Applications**

No applications to consider.

**15 Village Maintenance and Repairs**

No further areas of maintenance and repairs needed to be carried out in the village.

**16 Highway Faults, Repairs and Issues**

It was noted that New Road has been marked up with yellow paint, but no work had yet commenced.

**18 Financial Matters**

- a The 2017/18 Internal Report was reviewed and considered. It was noted that the Parish Council website domain name should be changed to Hemingford Abbots Parish Council.
- b **RESOLVED** that the 2017/18 Certificate of Exemption was agreed, certified and signed.
- c **RESOLVED** that the 2017/18 Annual Governance and Accountability Return Section 1 (Annual Governance Statement) be agreed and signed
- d **RESOLVED** that the 2017/18 Annual Governance and Accountability Return Section 2 (Accounting Statements) was agreed and signed. **RESOLVED** that the 2017/18 Financial Statements were reviewed and approved.
- e **RESOLVED** that the following accounts be approved and paid on the 30<sup>th</sup> May 2018
  - i Clerk's salary For May 2018 and add  
April 2018 hours £ 503.93
  - ii Clerk's expenses May 2018 Office Exps £ 26.00
- f The following receipts were noted
  - i HDC Precept 2018-19 £18,250.00

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**19 Correspondence**

The following correspondence was noted as received

- a Email: HPMF Agenda and Minutes
- b Email: CCC Bulletins, News Releases & Briefings
- c Email: CCC – Hunts Forum Newsletters, Bulletins
- d Email: CAPALC/NALC Newsletters/Bulletins/Corrections
- e Email: CPRE Newsletters
- f Email: A14 Cambridge-Huntingdon Updates

**20 Publications Received**

None received

**21 Matters for Future Consideration**

- a Village Sign
- b Co-option of two Parish Councillors
- c Review of meeting dates
- d Bank mandate review

Meeting closed at 20:58 pm