

HEMINGFORD ABBOTS PARISH COUNCIL
DRAFT Minutes of the Meeting of the Parish Council
held on Monday 23 November 2020 at 7:30pm
On-Line Meeting Only

Present**Parish Councillors:**

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

Clerk:

Mrs Maxine Blewett

County and District Councillors:

HDC Cllr Sarah Wilson
 CCC Cllr Ian Bates

Members of the Public:

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MINUTES

85. 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 Hemingford Action Group (HAG), thanked Cllr Zoe Ryall for placing his last report on the Village Website and Cllr Ian Bates for his advice and support. Presenting his update of the Group's activities Iain mentioned that the HAG had attended a meeting with Cambridgeshire County Council (CCC) on 28/10/20 and that he will be writing again to CCC on 25/11/20.

86. To Receive and Approve Apologies for Absence

No Parish Councillor apologies for absence received.

87. County/District Councillors' Update

To receive and accept reports

CCC Cllr Ian Bates reported it was business as usual at CCC. County Council are continuing work on the Comprehensive Spending Review and are also working with District Councils to finalise budgets for 2021-2022. In 2020 the Local Highways Improvement Scheme approved 24 bids, including the Hemingford Abbots scheme which will see the introduction of 20 MPH speed limits in parts of the village.

Cllr Ian Bates left the meeting.

HDC Cllr Sarah Wilson reported that HDC were working with the NHS on selecting venues to be used for the COVID vaccination programme. During the HDC Health Committee Meeting (HCM) it was reported that the levels of COVID transmission in Cambridge are high, which could result in Cambridgeshire being placed into a higher tier. During the HCM Liz Robin urged the public to avoid socialising and to not relax our behaviours post lockdown.

Huntingdonshire District Council's financial situation is not good (due to loss of income during COVID measures) and HDC's budget will not be made public until January 2020.

The Tree Strategy went to scrutiny week commencing 16 November 2020. Cllr Wilson advised she had requested amendments to two tables in the strategy before this is presented to the Executive Team at the beginning of December. Cllr Bridget Flanagan asked when the strategy would be adopted and was advised by Cllr Wilson that this would be sometime in the New Year as it will be put to Cabinet first. Cllr Marcus Whewell asked if there would be any consultation with the Parish Council and was advised by Cllr Wilson that the strategy was being dealt with internally.

88. 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 received.

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89. Planning – to consider responses to the following applications

89.1 **20/02129/HHFUL 57 Common Lane, Hemingford Abbots.** Rear extension and roof alterations.
Proposal Proposed by Cllr ZR, seconded by Cllr CN, All in favour, and it was RESOLVED to make no comment for or against this planning application. **Carried**

89.2 **20/02228/TREE 6A Common Lane, Hemingford Abbots.** Dismantle large, damaged Willow located at the front left corner of garden. Prune Lime located at the front left corner of garden. Specification: Pollard crown down to main stem to reduce spread and overhang. Remove upper canopy due to large stem failure, leaving a 10m stem. Dismantle to ground level the large Sycamore with several stem cavities at 3m located at the side of river.

HAPC Resolved to approve this application, however Councillors would like to see replanting of new trees to replace those removed.

Proposal Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend Approval of this planning application. **Carried**

89.3 **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.

HAPC feel HDC are at odds with the Forestry Commission by not adhering to the standards relating to benefit to biodiversity of dead trees and HAPC see no reason to remove the dead trees as this area is classified as woodland.

Proposal Proposed by Cllr JW, seconded by Cllr ZR, All in favour, and it was RESOLVED to recommend Refusal of this planning application due to significant impact on woodland. **Carried**

89.4 **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 garden.

HAPC note there is a TPO in place and that the application was validated by HDC despite this information being omitted, and whilst the Council is not against proper tree maintenance, replanting of the felled Spruce should be a condition of this planning request.

Proposal Proposed by Cllr JP, seconded by Cllr CN, All in favour, and it was RESOLVED to recommend Refusal of this planning application. **Carried**

Cllr Sarah Wilson left the meeting.

90. Minutes of the previous meeting

To approve as a correct record the Minutes of the meeting held on 26 October 2020

Proposal Proposed by Cllr BF, seconded by Cllr MW, All in favour, and it was RESOLVED that Minutes are approved as a correct record of the meeting. **Carried**

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

Along with neighbouring councils of Hemingford Grey, Houghton & Wyton and St. Ives, Cllrs BF and JP attended a meeting organised by Homes England on the development to the east of Houghton Grange. Development here may affect the Hemingfords Conservation Area. Cllr BF will circulate the PowerPoint presentation to all Councillors.

Clerk advised receipt of VAT reclaim for £424.32 into the Current Account, covering VAT paid during the period 1/4/20 to 31/10/20.

92. Review of Council Administration Policy & Procedures

Accessibility Policy (Cllr ZR)

Cllr ZR referred the Council back to the decision taken at the September Parish Council Meeting when she advised the Village Website is exempt from the requirement to have an Accessibility Policy. It was requested this item be removed from further discussion.

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

Please let Cllr BF or Clerk know of anyone who is interested in the role of Councillor with HAPC.

94. Financial Matters

94.1 To approve 23 November 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	

Proposal Proposed by Cllr BF, seconded by Cllr MW, All in favour, and it was RESOLVED that the above payments are approved. Carried

94.2 To receive financial reports and Bank Balances to 3 November 2020

Bank Reconciliation was carried out for the period 3 October to 3 November 2020.

Account balances on 3 November 2020:

- Current account £28,036.01 (Cashbook £28,036.02, a 1p rounding difference on SSE direct debits)
- Deposit account £33,710.02

Proposal Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED that the bank reconciliation is approved. Carried

94.3 To report: A Precept request has been submitted to HDC for the sum of £24,500.00, for financial year 2021-22.

94.4 To report: (see 91 above), the VAT reclaim of £424.32 has been credited to the HAPC Current account.

94.5 To note: Rialtas software contract continues for another 2 years. The cost each year will be £124.00 exc. VAT.

94.6 A decision on funding for maintenance of the Village Website and spam filtering service is deferred pending research and review of websites which will lead to a decision on whether to replace or upgrade the existing (15 year old) website in 2021. Cllr ZR and Webmaster JB will be carrying out the review.

94.7 To report: Cllr ZR is now registered as an Inputter with Unity Trust Bank, enabling her to add payments for approval.

94.8 To note: A formal complaint has been registered with SSE regarding the varying Direct Debit deductions. The complaint has been acknowledged and Clerk will follow up until this is resolved.

94.9 To Note: The Asset Register will be updated before the end of the current financial year.

94.10 HAPC will continue Parish Council Meetings via Zoom until COVID measures allow group gatherings. The purchase of a Corporate Zoom account was discussed to ensure HAPC meets the requirements of GDPR. As Zoom does not invoice for purchases of less than £250 and the cost of the Corporate Zoom account is £119.00 exc. VAT, the Clerk was asked to arrange the purchase on a Cash Card (if simple

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to arrange) and to transfer funds of £150 from the Current Account to the Cash Card to make the purchase.

Proposal Proposed by Cllr JP, Seconded by Cllr ZR, All in favour, and it was RESOLVED that a Corporate Zoom Account be purchased. Carried

95. Village Maintenance and Repairs

95.1 Anglian Water (AW) have confirmed work on the 5 sunken manhole covers on the High Street (towards Hemingford Grey) is scheduled for 18 January 2020. Clerk has contacted AW and CCC and residents will be notified of the road closure and access arrangements.

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

95.3 Wicksteed Leisure Ltd.'s annual safety inspection of the Playing Field and equipment took place the last week in October. The Inspection Report, showing a breakdown of remedial work and a quote to carry out the repairs was circulated to all Cllrs. During the meeting recommendations for all the repairs to surfaces and equipment was discussed which will cost £1051.71 exc. VAT. Clerk to arrange. **Carried**

Proposal Proposed by Cllr JP, Seconded by Cllr CN, All in favour, and it was RESOLVED that all repairs to Playing Field equipment and safety surfaces be carried out.

95.4 To report: The Splash Pond area has been cleared by Lattenbury Services. HAPC would like to express their thanks to Erika and Johnny Brown for their help in kindly painting all the boundary posts along The Splash, and for also replacing one of the posts that had been uprooted.

95.5 High Street and Rideaway Rumble Strips. CCC have contracted with Rhino to carry out the repairs to the Rumble Strips. HAPC have not received any detail from CCC as to the nature of the repairs, despite several attempts to gather this information. HAPC have previously requested and would prefer to see the Rumble Strips fully covered with a smooth surface. Cllr BF to email the Highways Officer.

95.6 Cllr BF met Peter Dampney (PD), Trustee of the Pavilion, Hemingford Grey, at the Playing Field to look at the state of the grass. PD suggested cutting the grass on a weekly basis to keep the grass in good condition. Tenders for weekly and bi-weekly grass cutting will be sought before the contract with Bradgate Fencing Limited ends in March 2021. The tender specification is being updated by Cllr BF. When the tender is ready the Clerk will invite businesses to tender for the work.

95.7 To report: A village walk by Cllr Bridget Flanagan and Clerk identified various areas in need of repair/maintenance. Several areas that were identified have been completed (repair to village bench/base of the Village Cross/The Splash/New Road and Playing Field hedge cutting). Pothole hole repairs have been recorded by CCC and scheduled for repair (see 95.10 for detail).

95.8 A Streetlight on High Street, Hemingford Abbots was damaged beyond repair on Sunday 15 November. HAPC's contracted supplier, K&M Lighting was called out to make the streetlight safe. K&M advised that a replacement streetlight was needed due to the severity of damage. The Clerk was asked to request a quote for the replacement streetlight.

95.9 Cllrs discussed whether it would be prudent to insure the streetlights for accidental damage and requested the Clerk to obtain quotes and details of any excess charges. Since the Parish Council Meeting the Clerk received the quote. Up to the end of March 2021 the cost to insure against accidental damage with a £250 excess is £70.84 inc. IPT. The quote covers electrical de- and re-connection work.

95.10 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 must be authorised by CCC Management and is on a 12-week order. The slip-road off the A1307 is also to be re-surfaced where damaged.

96. Correspondence for Information and Response

Correspondence received.

Cllr CN advised the Christmas tree lights on the Mezzanine Floor of the Village Hall are to be switched on at the end of November. All households in the village are being notified about the Advent Calendar Christmas Carol Windows route and the Christmas tree lights.

Cllr BF to circulate correspondence from The Great Ouse Valley Trust to the Mayor of CPCA regarding the bid for AONB status in the area.

97. Agenda items for the next meeting

Please note that no decisions can 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.

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**98. Date of Next Meetings: Meetings agreed to be held on the 4th Monday of the Month
The next Parish Council Meeting will be on the:**

25 January

Meeting finished at 9.19 pm

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

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