

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Monday 26 October 2020 at 7:30pm
On-Line Meeting Only

Present

Parish Councillors: Bridget Flanagan (Chairman)
John Peters (Vice Chairman)
Marcus Whewell
Christine Nicol

Clerk: Mrs Maxine Blewett

County and District Councillors: HDC Cllr Sarah Conboy
CCC Cllr Ian Bates

Members of the Public: 1

MINUTES

71. **To Receive and Approve Apologies for Absence**
HAPC Cllr Zoe Ryall sent apologies for absence.
HDC Cllrs Sarah Conboy and Mike Grice sent apologies for absence.
72. **County/District Councillors' Update**
To receive and accept reports
HDC Cllr Sarah Conboy presented key points from her written report. HDC are facing challenges ahead which may impact on accessing services resulting from the measures HDC have put in place to manage the risk of COVID transmissions. There is a heavy caseload of Planning Applications and it was suggested that emailing the Planning Officer would be the best form of communication. Work is progressing on the A1307 (old A14) link road into Huntingdon.
- CCC Cllr Ian Bates reported CCC were facing financially uncertain times due to COVID measures that has seen income levels falling from car parking fees and fewer planning applications. Work on CCCs budget has started and the final figures agreed later in the year will feed into Council Tax rates for 2021-2022. County and District Councils have received four tranches of money totalling £34,894,000.00 from central Government to support their communities.
73. **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.
74. **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.
- The Parish Council welcomed Erica Brown (EB) to the meeting and invited her to address the Council. EB declined and instead she requested to listen to the discussion and decision on Planning Application 20/01607/OUT 5 Common Lane.
- Cllr Ian Bates left the meeting.**
Cllr Bridget Flanagan lost Zoom connection and Cllr John Peters chaired the meeting in her absence.

75. Planning – to consider responses to the following applications

75.1 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.

Planning application 20/01607 mirrors a previous application (19/01977/OUT) that was submitted to HDC on the 3 October 2019 and **refused** by HDC on the 21 February 2020. The Parish Council recommended refusal of the application in 2019 and supported HDC's reasons for refusal. This new application does not appear materially different from the previous application and all concerns raised in 2019 still apply.

Proposal **Proposed by Cllr JP, seconded by Cllr MW, All in favour, and it was RESOLVED to recommend refusal to the above planning application.** **Carried**

Cllr Bridget Flanagan re-joined and resumed as chair of the meeting

75.2 20/01971/HHFUL Brompton House, Meadow Lane. Front extension and loft conversion along with a single storey side extension.

HAPC query the suitability of the design of the gable end front extension that will be 25m long with the loft conversion, and whether it is in keeping with other property designs in the Conservation Area.

Proposal **Proposed by Cllr BF, seconded by Cllr MW, All in favour, and it was RESOLVED to make no comment for or against this planning application.** **Carried**

75.3 20/01934/TRCA 33 Common Lane. 2 x Eucalyptus Trees – Fell. HAPC will not respond to Tree work Planning Applications until after a meeting with HDC on 3 November 2020.

76. Minutes of the previous meeting

To approve as a correct record the Minutes of the meeting held on 28 September 2020

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

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

Cllr Marcus Whewell raised a query with reference to the September Parish Council minutes concerning why accidental damage insurance cover had not been noted in the minutes but had been discussed during the meeting. Minute references 67.5 (HAPC street light Public Liability cover) and 66.1 (Audit Report concerning the insurance of the streetlights) explains how maintenance and repairs are covered from the Light Sinking Fund and injury to the public was covered through Came & Company Public Liability Insurance. To insure the streetlights, valued at £52,000 for loss or damage currently the annual additional premium would be £205.20 including IPT. If added mid-term, the premium charged will be on a pro rata basis which, with effect from 1st October is £102.60 including IPT. Councillors requested the Clerk obtain a quote at renewal in 2021 to include loss or damage insurance

Clerk

Cllr Sarah Conboy left the meeting.

78. Review of Council Administration Policy & Procedures

78.1 GDPR policy (Cllr JP)

Proposed by Cllr BF, seconded by Cllr CN, All in favour, and it was RESOLVED that the GDPR policy is approved.

78.2 Accessibility policy (Cllr ZR)

Deferred until the November Parish Council Meeting when Cllr Zoe Ryall is in attendance.

79. 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.

Joe Convey has informed the Parish Council that due to workload he will not be taking on the role of Councillor. He will reconsider the role when his commitments have lessened.

80. Financial Matters

80.1 To approve 26 October 2020 Payments below:

All

Payment Method	Expense Code	Description	Date	Net	VAT	Total	Comments
BACS	4000 4020	Clerk's Salary	Including payments to HMRC October 2020	£ 646.83	£ -	£ 646.83	Salary £517.43 (4000) Income Tax £129.40 (4020)
BACS	4060	Clerk's expenses	September 20	£ 20.50	£ -	£ 20.50	Expenses £16.00 (4060) Travel £4.50 (4125)
BACS	4105	CAPALC	Clerk's training on VAT and Budgeting	£ 60.00	£ -	£ 60.00	
BACS	4055	Clerk's stationery supplies	Stationery bought by Clerk	£ 18.80	£ 3.76	£ 22.56	
BACS	4055	Clerk's stamps	Bought by Clerk	£ 4.56	£ -	£ 4.56	
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance to 30.9.2020 3 rd , 15 th and 29 th	£ 118.29	£ 23.66	£ 141.95	
BACS	4315	AskIT	iCloud back-up for lap-top documents	£ 16.67	£ 3.33	£ 20.00	
Total Payments				£ 885.65	£ 30.75	£ 916.40	

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

80.2 Bank reconciliation: Cashbook and Bank Balance as at 3/10/2020 is **£60,863.24** (Current account £28,112.41 minus uncleared cheques totalling £959.19 = **£27,153.22**) and 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

80.3 It is noted that the Auditor has amended his report in favour of HAPC and it has been published on the website and village noticeboards.

80.4 The Precept and budget for 2021-2022 was discussed in depth and a request for £24,500.00 is to be submitted to HDC before the next Parish Council Meeting in November. Justification for the 13% increase on the current year's Precept is to ensure HAPC are able to respond to increasing levels of responsibility for the maintenance and improvement of amenities for the benefit of Hemingford Abbots electorate at a time when District and County Councils are facing financial challenges resulting from COVID measures. HDC and CCC Councillors reported at this evening's Parish Council Meeting that income levels have fallen this year which may affect services.

A number of projects have been identified to ensure the up-keep and improvement to village facilities, these include: Playing Field Signage; Notice Boards, Village Signs, Website and The Splash.

A full breakdown of the Precept allocation to budget can be requested via email from the Parish Clerk parishclerk@hemingford-abbots.org.uk. Clerk

1250 Chairman..... Date.....

- 80.5 It is noted that the VAT reclaim for the period 1.10.19 to 31.3.20 totalling £428.07 has been credited to the Current Account
- 80.6 Financial Accounting using Rialtas Software was discussed and it was agreed that the Parish Clerk could discontinue using Rialtas software and instead use an Excel Spreadsheet to manage the finances of the Council.
- 80.7 Funding requests for the Village Website and Spam filtering service for PC emails was deferred until the next Parish Council Meeting when Cllr Zoe Ryall returns.
- 80.8 Unity Trust Bank signatories have been updated and Cllr Christine Nicol is now an additional Authorised Signatory and the Parish Clerk is a Registered Inputter. Cllr Bridget Flanagan requested the Parish Clerk arrange for Cllr Zoe Ryall to be a Registered Inputter. Clerk
- 80.9 To report SSE variable DDMS are being dealt with by Business Analysts at Utility Aid and the Parish Clerk is to continue monitoring progress. Clerk

81 Village Maintenance and Repairs

- 81.1 To report Anglian Water have inspected the sunken manhole covers on High Street and they are in the process of requesting permits from CCC for roadwork closure/part closure to make the repairs. Estimated timescales for completing the work is 3 months.
- 81.2 Cllr Bridget Flanagan reported that the Village Sign will hopefully be finished and in place by the year end. Clerk
- 81.3 Wicksteed Leisure are due to inspect the playground equipment on 29 October 2020. Following receipt of the report the Parish Clerk will enquire about the repairs to the step. Clerk
- 81.4 Awaiting confirmation from Lattenbury Services when they will be carrying out work on The Splash.
- 81.5 Parish Clerk reported that Emyr Price (CCC) has emailed the department dealing with work scheduling for repairs to the Rumble Strips. Cllrs Bridget Flanagan and John Peters asked the Clerk to arrange an on-site meeting with Emyr Price as soon as possible to discuss the extent of repair needed and a timeframe. Clerk emailed Emyr Price for dates 27.10.20.
- 81.6 The contract with Bradgate Fencing ends March 2021. Council confirmed we will be requesting tenders for the new contract and Cllr Bridget Flanagan will be reviewing the grass/hedge cutting areas in readiness for the tender process. BF
- 81.7 The trimming of trees in Royal Oak Lane is to be discussed at the meeting with HDC on 3 November as a query raised by Cllr John Peters suggests the trees may not fall within HDC's control, and if so CCC should be contacted.

82. Correspondence for Information and Response

Correspondence received.
Cllr Marcus Whewell commented that the Government White Paper on Planning. He reports the proposals to be process driven and in favour of developers. The paper also mentioned faster environmental decisions and using brown-field sites for development.

83. 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.

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

23 November

Meeting finished at 9.15 pm

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