

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Monday 26 April 2021 at 7:30pm

On-Line Meeting Only

Present

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

Clerk: Mrs Maxine Blewett

County and District Councillors: Sarah Conboy HDC
Ian Bates CCC

Members of the Public: 2

MINUTES

1. To Receive and Approve Apologies for Absence

HDC Cllrs Sarah Wilson and Mike Grice sent apologies for absence.

2. County/District Councillors' Update

To receive and accept reports

Cllr Sarah Conboy (SC) explained that HDC were spending a lot of time on delegated responsibilities from Central Government dealing with Covid grants and she reported that many routine services were beginning to struggle. Cllr John Peters (JP) asked SC if any action had been taken from the last meeting when he had asked Cllr Mike Grice to look in to why the telephones were not being answered. JP reported to SC that he had received complaints from 2 residents who had been unable to have their issues dealt due to being unable to speak to HDC. SC said this was unsatisfactory and said she would be happy to receive specific issues if the problem continued. Cllr Bridget Flanagan (BF) commented that Planning Applications were taking a lot of time and tree work that had passed their deadlines were still showing on the Planning Portal. SC commented that Planning was behind on their work due to the 16 months' additional Covid work, and the loss of two senior members of the team in the last couple of weeks.

Cllr Ian Bates (IB) reported that the Minerals and Waste Plan was covered by Peterborough City Council and Cambridgeshire County Council and plans will be considered at full council meeting at the end of May 2021. A new Director of Health has been appointed, replacing Liz Robin who is retiring. Head of Finance, Chris Malyon is retiring and his replacement is Tom Kelly. Many people are retiring before the elections and only 3 councillors are seeking re-election and this will result in quite a different council after the elections.

Ian thanked everyone for their help over the many years he has been a Councillor both for HDC and CCC and announced that he was retiring after 25 plus years.

BF thanked IB for being a great help to HAPC over the last 25 years and wished him a happy retirement.

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 to any Agenda item.
None declared.

4. 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 (IM) representing the Hemingfords Action Group presented a summary of the Group's activities from his written report on 20 April 2021. A hard copy of the report has been uploaded to the news section of the website. In 4 weeks, the Hemingford Action Group's (HAG) Consultant will review downloaded additional information that CCC has received and he will then respond to CCC. CCC have been notified of timescale for HAG's response.

CCC were not aware of the proposed Dyno-Golf application, which will abut the existing Astro Turf Site. Now that CCC have now been made aware of the planning application, they are to contact HDC for more information. Senior management at American Golf and the contracted Catering Manager were not aware of the plans for the Astro Turf Site, which came as a surprise - under sub-lease arrangements usually all parties receive notification under planning rules.

On behalf of the community IM thanked IB for the way in which he had carried out his role - for his modesty, integrity and selfless dedication and support IM wished IB a happy retirement.

Ian Bates left the meeting at 7.50 pm.

- 5. To Consider Planning Applications, decision notices and tree work applications received**
 5.1 **21/00750/HHFUL 21 Common Lane, Hemingford Abbots. Single storey side extension and alteration to front window.**
HAPC RESOLVED neither for nor against this application.

- 6. Minutes of the previous meetings**
 To approve as a correct record the Minutes of the meeting held on 22 March 2021.
RESOLVED that the Minutes be approved as a correct record of the **meeting**.

- 7. Matters arising from previous meetings and reports from Clerk and Councillors.**
 7.1 **RESOLVED to approve the purchase of a new Parish Council Website** through Town and Parish Council Websites. Estimated costs to include a data transfer from the old to the new website are: £360.00 for the data transfer, £660.00 for the initial build and an ongoing annual support fee of £360.00.

- 7.2 **RESOLVED to approve and pay towards the cost of LHI Scheme Option 2** as detailed below:
 Roundels to be installed on the road **and** dragons' teeth **and** a red asphalt surface on the rumble strips. 20 mph signs will be placed on some posts along Common Lane. **HAPC's contribution will be £2072.00.**

SC left the meeting at 8.15 pm.

Clerk's Report

- Barriers at the old Shell Garage – no response from the owner to HAPC's second letter.
- Damaged safety barriers have been reported to Highways England and CCC and HAPC are awaiting a decision from them about who is responsible for the repairs.
- PFHI application has been submitted to obtain a quote for the cost put white lines at the Meadow Lane Junction (**note: since the PC meeting CCC has confirmed they will repaint and pay for the white lines**).
- Clerk wrote to Andrea Dollard (AD) at HDC (Planning) to enquire if a Planning Application had been received from Hemingford Park. AD wrote back advising that only a request from HP had been received asking for a pre-planning application meeting, but as HDC are not currently offering this service AD will be arranging a site visit with the owners.
- The SSE variable direct debit has been cancelled and a standing order has set up for £52.70. HAPC should have been paying £48.30 + VAT at 5% = £50.72 per month since inception. The overcharge that SSE should refund now is £154.47. The balance due for the remainder of the contract from 20 March 2021 is £2333.27 - £915.32 = £1417.95. If SSE fail to refund the overpayment and we pay the due contracted sum of £50.72 per month from March 2021, **we should stop making any more payments in June 2023 and pay the balance at that time of £48.51 in July 2023 (for the month of June 2023). and then no more standing order paid until contract termination on 30 September 2023.**

- 8. To consider the best options available to fill 1 Vacancy on the Parish Council.**
 BF asked that we keep trying to find a new Parish Councillor.

- 9. Financial Matters**
 9.1 **RESOLVED** to approve the financial report and approve the payment of bills:

Payment Method	Expense Code	Description / Payee	Date / Period	Net	VAT	Total	Comments
BACS	4000 4020	Clerk's Salary	Including payments to HMRC	£ 417.99	£	£ 417.99	Salary £334.59 (4000) Income Tax £ 83.40 (4020)
BACS	4060 4315	Clerk's expenses	February 2021	£ 67.99	£	£ 67.99	Expenses £8.00 (4060)

BACS	4275	John Brown.	Renewal of email domain	£ 15.99	£ 3.20	£ 19.19	
BACS	4070	CAPALC	Membership renewal	£ 347.70		£ 347.70	
BACS	4100	Came & Co	Insurance renewal	£1069.80	£	£1069.80	
Total Payments				£1919.47	£ 3.20	£1922.67	

- 9.2 **RESOLVED** to agree and sign off the Accounts and bank reconciliation for Q4..
- 9.3 **RESOLVED** to accept the updated Asset Register (Inventory of Land and Assets).
- 9.4 **RESOLVED** to accept confirmation of payment of the 2021-22 Insurance renewal £1069.80 as agreed at the last PC meeting. The cover now reflects the updated Inventory of Land and Assets. The premium is fixed for 3 years and includes insurance of all streetlights.
- 9.5 **RESOLVED** that 5 streetlights with concrete posts be replaced with powder coated steel columns. Clerk to contact our appointed contractor for the maintenance and upkeep of streetlights for an estimate of costs.
- 9.6 **To note** - a Microsoft Office package has been renewed and paid for personally by the Clerk. An expense claim for £59.99) has been made.
- 9.7 **RESOLVED** to accept the Internal Auditor's increase in fees from £70 to £75.

10. Village Maintenance

- 10.1 Due to a vacancy for a new Highways Officer and until one is appointed HAPC can expect delays on requests for site visits. Clerk to continue to contact CCC to ask for a visit to look at protective measures around the new streetlight on Common Lane.
- 10.2 Clerk reported repairs to streetlights 124 and 406 have been reported to K&M. Temporary lights will be fitted until the replacement parts are in stock.
- 10.3 BF reported that work on the Village Signs has resumed (*update: since this PC meeting the signs are now back in place*).
- 10.4 Playing field - Bradgate Fencing have resumed grass-cutting and BF and PK report the playing field grass is looking good. BF also mentioned she had been in contact with Coral Designs to enquire about creating a noticeboard for the playing field.
- 10.5 It was agreed to arrange a **Litter Pick on Sunday 6 June 2021**. Clerk to check on equipment hire and notices available from HDC.
- 10.6 One of the VAS signs on the High Street is not working. HAPC are looking for a volunteer to download VAS data every 2 months and BF is to ask AJ if he would take on the work as he has the technical knowledge to do a good job.
- 10.7 BF reported that Sue Henderson has taken over the running of the Community News from Erika Brown. Sue has requested that if people would like to receive information to please contact her.
- 10.8 MW reported some fly-tipping on the east side of Rideaway. Clerk to report this to the Environment Agency.
- 10.9 BF reported the Mick George sign on Common Lane has been removed and that she will check if it is being put back.
- 10.10 JP reported a gate on the village boundary is getting wobbly. BF will speak to Dave Cook to check if he can carry out the repairs.
- 10.11 PK reported that a bolt on the gate at Houghton Meadow (on the Bailey Bridge) has broken off. Clerk to report to CCC.
- 10.12 ZR reported vehicle had smashed into and broken the rhs village gate on New Road (travelling into the village). Clerk to report to CCC,

11. Correspondence Received

- 11.1 To discuss proposals from CCC Highways and Transport committee regarding proposals re verges. CCC are not cutting verges in certain areas because they want to encourage biodiversity. CCC's plans do not include Hemingford Abbots. BF suggested it may be important not to cut verges in the village on Rideaway and New Road and that she will speak to Les at CCC and ask him not to cut verges in these two areas.

12. Closure of the Meeting

The meeting closed at 9.12 pm.

13. Date of Next Meetings:

Annual Parish Council Meeting 4 May 2021 via Zoom
Annual Parish Meeting 26 May 2021 Village Hall
May Parish Council Meeting 26 May 2021 Village Hall

Signed.....Chairman on Date.....