

# HEMINGFORD ABBOTS PARISH COUNCIL

## Minutes of the Parish Council Meeting

held on Wednesday 20 September at 7:30pm at the Hemingford Abbots Village Hall

### Present

**Parish Councillors:** Marcus Whewell (Chair)  
Bridget Flanagan  
John Peters  
Peter Keen  
Zoe Ryall (Vice Chair)

**Clerk:** Mrs Maxine Blewett

**Members of the Public:** Seven

### MINUTES

65. **To receive Apologies for absence**  
Apologies received from HDC Cllrs. Mike Grice, Sarah Wilson, and Sarah Conboy, and CCC Councillor Doug Dew.
66. **Reports from County Councillors and District Councillors**  
Cllr Sarah Conboy emailed HAPC – nothing to report but to contact her if there were any issues.  
Cllr Doug Dew reported that CCC were still awaiting an update on the A1307 slip roads and the Woodhurst crossroads are still in the works program despite efforts to remove it. Some parishes have set up flooding groups and HAPC are welcome to work together with these parishes.
67. **Councillors' Declaration of Disclosable Pecuniary and Other Interests**  
None
68. **Public Participation Session**  
Two members of the public's representative updated HAPC on planning application 21/01926/FUL (agenda item 69.5). Two members of the public provided an update on 21/01686/FUL (agenda item 69.6) and answered questions from Councillors relating to the replacement materials of the old barn and on the height of outside wall.  
Iain Muspratt, reported that Ian Bates has become a board member of the Hemingford Action Group. IM presented an update on HAG'S ongoing activities and covered the main developments in the last 10 days. IM ended his report by stressing the importance of maintaining pressure on CCC.  
  
**MW requested that agenda item 74 be brought forward to** introduce Mr. Robert Penney (RP), who has put himself forward as Councillor with HAPC under co-option rules. RP has lived in the village with his wife for the last 9 years. Having worked in life and technology industries in strategic, operational and IT management RP now works as a Management Consultant and Mentor. Bob also provides IT support to the Hemingford Abbots Village Hall and to the St. Ives Rotary Club. Proposed by MW that RP be voted in as Councillor to HAPC, all in favour **and it was RESOLVED to co-opt RP as Councillor.**
69. **To Consider planning applications, decision notices and tree work applications**
- 69.1 **21/01617/LBC** 3 Barnfield, Hemingford Abbots, Huntingdon. Proposal: Authorisation for UPVC window and door installation to replace 1970's single glazing. HAPC **RESOLVED to defer to the Conservation Officer.**
- 69.2 **21/01453/FUL** Lattenbury Farm, Lattenbury Lane, Godmanchester. Proposal: Manure Store and concrete yard. HAPC **RESOLVED to recommend approval of this application on the basis that it is environmentally beneficial.**
- 69.3 **21/80302/COND** Conditional information for 18/01485/FUL: C18 and C19 Affordable Housing Adjacent to Chapmans. HAPC note and are pleased that the affordable housing project is progressing.
- 69.4 Duplicated agenda item (see 69.1).
- 69.5 **21/01926/FUL** Hummingbird, 52 Common Lane, Hemingford Abbots. Demolition of existing detached bungalow to be replaced with three storey detached dwelling house. HAPC **RESOLVED to make no comment for or against the application relating to the basement, however,** HAPC would wish it to be noted that the Parish Council previously recommended refusal of the original planning application.

- 69.6 **21/01686/FUL** Land Rear of Royal Oak Corner, Royal Oak Lane, Hemingford Abbots. HAPC **RESOLVED to make no comment for or against this application.**
- 69.7 **21/01935/TRCA** Blackbirds, Royal Oak Lane, Hemingford Abbots. Monterey Cypress group – remove. HAPC were not asked to comment but wish it to be noted that HAPC **have no comments for or against this application.**
- 69.8 **21/01889/TRCA** The Old Pavillion, Common Lane, Hemingford Abbots. T1 & T2 Cherry Trees, T3 Elm Tree. In all 3 cases these trees have overhanging branches creating excessive shade to our garden. HAPC were not asked to comment **but wish it to be noted that HAPC have no comments for or against this application.**
- 69.9 **21/020002/TRCA** Wildwood, Rideaway, Hemingford Abbots. T1 & T2 Cypress – Reduce height by 1m to prevent encroachment into neighbouring trees T3 Cypress – Reduce individual tree to 4m high in line with adjacent hedge. HAPC were not asked to comment **but wish it to be noted that HAPC have no comments for or against this application.**
70. **To approve the minutes of the meetings held on 26<sup>th</sup> July 2021**  
The Minutes of the meeting held on the 26<sup>th</sup> of July 2021 were agreed as a correct record and signed.
71. **Matters arising from the previous meetings and Action Points**
- 71.1 **Website** – Cllr ZR reported that Town and Parish Councils are in the process of transferring the content of the old website to the new website. The transfer of date should take around 3 weeks. Cllr BF is to send photographs to ZR for these to be included on the new website. Biographies of Councillors are to be included and the Clerk will follow this up with Councillors. Actions: All Councillors to draft their biographies and update their personal data. Clerk to send a form to Councillors to capture the information.
- 71.2 **LHI** – Cllr MW reported that one remaining outstanding issue is the terminal signs on the eastern section of High Street close to New Road. These are the wrong size and CCC Highways have accepted their error, and the smaller signs will be replaced as soon as they are received from Skanska.
- 71.3 **One Heritage Board and three half size Information Boards for the Playing Field** – Cllrs BF, MW and the Clerk met with C. Walton (CW) on 20/9/21. BF explained HAPC wanted 3 signs, one at each entrance. CW gave her professional opinion, suggesting HAPC consider having more attractive boards with broader information, not just to cover important information, but to also include details and a map of the sites of interest around the field. CW is to prepare and send her recommendations to Cllr BF.
- 71.4 **Parish Council Open Evening** – All Councillors confirmed they will be attending the Open Meeting on 29/9/21. Cllr MW is to forward further information and paperwork before the event.
- 71.5 **Astro-Turf Site** – Cllr MW confirmed that Dr. A.Willets acting on behalf of HAPC had issued a second letter to the Environment Agency and that their response was unsatisfactory. HAPC **RESOLVED** to agree that the matter needed to be escalated and Cllr JP agreed to speak to Dr. Willets to escalate the complaint.
72. **Clerk's Report:**
- 72.1 **Insurance Claim** – noted that the Clerk received one quote in writing and the second via text message. A request has been made for the second quote to be put in writing. Cllr ZR mentioned that Hemingford Grey Parish Council (HGPC) were replacing their Village Gates and it was suggested that the Clerk contact HGPC to ask if they would be willing to let HAPC have one of their gates. Since the meeting, the Clerk emailed the Chair and Clerk of HGPC on 22.9.21.
- 72.2 **Bailey Bridge gate repair** Reference 00369628 – Following the PC meeting, James Stringer of CCC has emailed to say he is looking into who is responsible for the gate repair and noted that there had been some repairs made. Noted that Bob Penney kindly took responsibility and repaired the gate.  
**Barrier Repairs** – After several email follow-ups to CCC Highways there has been no repairs scheduled. HAPC will contact CCC Councillor Doug Dew (DD) to escalate the urgency of the work. Since the meeting the Clerk has emailed Cllr DD.
- 72.3 Noted that streetlight 124 has been repaired. Clerk to follow up on repairs to streetlight 406 with K&M Lighting Ltd.
- 72.4 **Picnic Table for the Playing Field** – noted that Paul Whitton has removed the old table and assembled the new table.
- 72.5 **Electoral Register Updates** – Clerk to issue welcome letters to new residents.
- 72.6 **AGAR Audit** – Since the PC Meeting PKF Littlejohn, the external auditor of HAPC's accounts for 2020-2021 has signed off Section 3 of the AGAR. The completed audit information and Section 1,2 and 3 of the AGAR was published on HAPC's website on 26/9/21. Since the upload on 26/9/21 (to the old website), Town & Parish Council advised that they had transferred the content from the old website on 24/9/21, therefore the audit information will need to be manually upload again when the new site is up and running.
- 72.7 **Playground Inspection** – noted that the date of the inspection will be confirmed before the end of October.
- 72.8 **CIL Application** – HAPC agreed it would make an application for CIL funding and requested that the Clerk research this further due to the short timeframe for applications (submissions by 27/9/21). Since the meeting the Clerk confirmed that a successful application would require thorough preparation and that there will be another round of CIL Applications later in the year which HAPC could apply for.
73. **Appointment** of a new Chair for the Personnel Committee and a Representative for the HAVH Committee – **RESOLVED** to defer this item to the next PC Meeting.

74. **To consider the best options available to fill 2 Vacancies on the Parish Council**  
This agenda item was brought forward under item agenda item 68. Mr. R. Penney has been elected as Councillor to replace Chris Nicol. **One vacancy remains.**

75. **Financial Matters**

- 75.1 **RESOLVED** to approve the financial report and retrospectively approve the payment of bills in August:

Pay-ment Method	Expense Code	Description / Payee	Date / Period	Net	VAT	Total	Comments
<b>BACS</b>	4000	Clerk's Salary	August	£ 308.64	£	£ 308.64	
<b>BACS</b>	4020	HMRC	August	£ 77.20		£ 77.20	
<b>BACS</b>	4060	Clerk's expenses	August	£ 8.00	£	£ 8.00	
<b>BACS</b>	4220	Bradgate Fencing	Grass cutting 5,12,26 July	£ 99.00	£ 19.80	£ 118.80	
<b>BACS</b>	4065	HAVH Room Hire	M/J/July	£ 54.00		£ 54.00	
<b>Total Payments</b>				<b>£ 611.84</b>	<b>£ 19.80</b>	<b>£ 631.64</b>	

- 75.2 **RESOLVED** to approve the financial report and approve the payment of bills in September:

<b>BACS</b>	4000	Clerk's Salary	September	£308.64		£308.64	
<b>BACS</b>	4020	HMRC	Setpember	£ 77.20		£ 77.20	
<b>BACS</b>	4060	Clerk's Expenses	September	£ 8.00		£ 8.00	
<b>BACS</b>	4065	HAVH	Sept/Oct/Nov	£ 84.00		£ 84.00	
<b>BACS</b>	4220	Bradgate Fencing Ltd.	Grass cutting 2 & 16 Aug	£ 66.00	£ 13.20	£ 79.20	
<b>BACS</b>	4300	JGS Ltd.	Picnic Table remove and assembling	£ 185.00	£ 37.00	£ 222.00	
<b>BACS</b>	4275	SIQP Ltd.	Leaflet design and print for Open Meeting 29/9	£ 82.00	£	£ 82.00	
<b>Total Payments</b>				<b>£ 810.84</b>	<b>£ 50.20</b>	<b>£ 861.04</b>	

- 75.3 **RESOLVED** to approve of the quarterly bank reconciliation.

76. **Village Maintenance and Repairs**

- 76.1 Cllr BF mentioned there were potholes on Rideaway Bridge and that the slip roads were still in poor condition. Cllr BF also reported that heavy rain had flooded Royal Oak Lane for the second time. Since the meeting the Clerk has been in touch with CCC Highways and has now received confirmation that CCC are organising jetting in the area to combat flooding in the future.

- 76.2 HAPC **RESOLVED** to amend the grass cutting contract in 2022-23 to: **For the month of March – Fortnightly cuts; From the beginning of April to the end of September - Weekly cuts. For the month of October – Fortnightly cuts.**

- 76.3 **LHI Bid 2021 / 22 – HAPC RESOLVED** not to pursue an LHI Bid.

- 77. Correspondence received**
- 77.1 HAPC **RESOLVED** not to offer financial support for the Hemingford Firework Display on 6/11/21 as this is an open event for all the surrounding villages. HAPC agreed that if asked, it would publicise the firework display on its noticeboards and website.
- 77.2 **Cancelled Triathlon 12/9/21** – the Clerk received an email from a participant requesting clarification on the reasons for its cancellation. Clerk is to respond suggesting the individual contacts CCC as HAPC were not involved in this decision.
- 77.3 A letter has been received from MP Jonathan Djanogly asking for nominations for best support in the community during COVID lockdown. Cllr MW proposed that HAPC support the collective Hemingford Hub who provided support to both villages during the periods of lockdown. It was **RESOLVED** to nominate the Hemingford Hub for best community support and that Cllr MW will respond to MP Jonathan Djanogly.
- 78. Closure of the Meeting**  
The meeting closed at 9.15 pm.
- 79. Date of Next Meeting:**  
Monday 25<sup>th</sup> October 2021, 7.30 pm Parish Council Meeting, Hemingford Abbots Village Hall 7.30 pm.  
Monday 25<sup>th</sup> October 2021, 7.00 pm Administrative Trustees Meeting (HEMINGFORD ABBOTS PLAYING FIELD).

Signed.....Chair.....Date

Initials: