

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Monday 18 May 2020 at 7:30pm
On-Line Meeting Only

Present

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

Clerk: Ms Ramune Mimiene

County and District Councillors: HDC Cllr Sarah Wilson

Members of the Public: None

MINUTES

1. To Receive and Approve Apologies for Absence

No apologies for absence received.

2. County/District Councillors' Update

To receive and accept reports

Verbal report by HDC Cllr SW.HDC Cllr SW thanked PC and all volunteers for what they all did for the community of HA.

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 at any Agenda item.
None received.

4. Coronavirus update

1) To formally approve The Emergency Arrangements for continuation of essential work of the PC during the period of Coronavirus as agreed by PC members, displayed on NBs and PC website.

Proposal Proposed by Cllr BF, seconded by Cllr ZR, All in favour, and it was RESOLVED to recommend approval to the Emergency Arrangements for continuation of essential work of the HAPC during the Coronavirus. Carried

2) To discuss the holding of the Annual Parish Meeting–Guideline: The Annual Parish Meeting (APM) has not been referred to in any of the recent legislation so there has been no definitive guidance.

PC agreed to defer this meeting at least to September.

Proposal Proposed by Cllr JP, seconded by Cllr MW, All in favour, and it was RESOLVED to defer this meeting at least to September. Carried

NALC believe that it counts as a local authority meeting which means that it can be held remotely NALC suggest that it is held either before or after another remote council meeting

3) To confirm that Chairman, Vice Chairman, Committees and Working Groups will remain in place during the new Financial Year

The requirement to hold the Annual Parish Council Meeting was removed. The Chair and Vice Chair and all Committees/Working Groups will carry on into the new Financial Year. Noted by PC.

To consider Joint Application to Cambs Coronavirus Community Fund, mobile video-conferencing. Hemingford Hub Application to Cambridgeshire Coronavirus Community Fund:

This grant application is for both HA and HG villages. As the Hub already received a grant, they cannot apply again, therefore the parish council's support would be appreciated. To submit the application PC have to show the Safeguarding Policy. PC do not have at present a Safe-guarding

policy, and were PC to implement one, would find it difficult to have HHub operating under it if we were not monitoring their activities.
 PC support the application for tele-conferencing with ipad and related equipment.
 PC did not support the 2nd application for vitamin supplements and hot meals deliveries to vulnerable residents as Cllrs considered this to be a high risk. Clarification from the Hub re PC Safeguarding Policy is needed. Cllr ZR will follow this up.

ZR

Note since meeting:

Cambridgeshire Community Foundation stated that they have been in discussion with Hemingford Hub about an application they have made for a grant from their emergency Coronavirus response fund. It is an application that describes working in partnership with Hemingford Abbots Parish Council and Hemingford Grey Parish council. Where Cambs Community Foundation are unable to grant an award to an organisation under the terms of this fund and the eligibility criteria, they are able to ask a partner to receive the funds on their behalf.

*It is part of their due diligence as grant-makers and also of their organisation's responsibility under their own Safeguarding Policy, that they ask for appropriate Safeguarding Policies from **any** potential recipient of a grant before awarding funding. If you are able to receive funds on behalf of Hemingford Hub then Cambs Community Foundation would need to upload a copy of the Parish Council's Safeguarding Policy.*

Parish Council like to thank on behalf of the parishioners to all the community groups and individuals who have helped residents during the Public Health emergency

5. 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.

6. Planning

6.1 Former Golf Course resubmission with former Golf Range for Registration as an Asset of Community Value
 A draft version of this application has been submitted to HDC for comment, and HAPC waits to hear if any amendments are proposed.

6.2 20/00734/AGDET Home Farm Common Lane Hemingford Abbots Huntingdon PE28 9AS.
 Agricultural Building to cover existing yard.
*Note: HAPC has not been consulted directly by HDC.
 This application has now got permission granted by HDC.*

6.3 Demolition of existing detached bungalow to be replaced with two storey detached dwelling house
 Site Address: Hummingbird 52 Common Lane Hemingford Abbots Reference: 20/00364/FUL-
 received 31 Mar 20, comments by 23 Apr 2020.
*PC submitted comments on 14 Apr 2020 in line with the Emergency Plan approved by PC in March.
 HAPC Recommended Refusal. A hard copy of the response is attached to these Minutes.*

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

PC asked HDC Cllr SW to check with HDC planning department why PC and other comments submitted to HDC are not showing on Planning portal re: 20/00364/ful and 20/00233/trca 52 common Lane. SW

6.4 (T1 on plan, T1 on TPO 17/005): Reduce crown spread to minimum 3.5m in all directions. Reduce height to minimum 9m. Katsura tree (T4 on plan, T3 on TPO): Reduce crown spread to minimum 3.5m in all directions. Reduce height to minimum 9m. Holly and privet (G2 on plan, part of A1 within TPO/374): Remove entire group. Replant with suitable replacement species. Cherry, elm, holly, sycamore (G3 on plan, G1 in TPO 17/005): Remove all cherry trees, retaining other species.
 Site Address: Royal Oak Corner Royal Oak Lane Hemingford Abbots Reference: 20/00348/TREE
 Extension provided by HDC to 24th Mar 2020.
HAPC planning recommendations submitted HDC on 24th March 2020. PC recommended refusal.

Proposal	Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend refusal to the above planning application.	Carried
7.	Minutes of the previous meetings To approve as a correct record the Minutes of the meeting held on 24 February 2020	
Proposal	Proposed by Cllr , seconded by Cllr , All in favour, and it was RESOLVED that Minutes are approved as a correct record of the meeting.	Carried
8.	Matters Arising from the previous meetings and reports from Clerk & Cllrs List circulated and now reviewed.	
9.	Review of Council Administration Policy and Procedures Policy and Procedure Document Control needs updating.	
9.1	To Review Code of Conduct and Dispensation Procedure	
Proposal	Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.2	Review and adoption of Standing Orders and consider the addition re on-line meetings	
Proposal	Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.3	Review and adoption of Financial Regulations	
Proposal	Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.4	Review of Inventory of Land and Assets including buildings and office equipment	
Proposal	Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.5	To Review Risk Assessment and Confirmation of arrangements for insurance cover in respect of all insured risks	
Proposal	Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.6	Review of the Council's complaints procedure	
Proposal	Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.7	Review Personnel Committee ToR, Grievance Procedure and Appointment of members to the Personnel Committee Personnel Committee members stay the same: Cllr BF, JP and CN.	
Proposal	Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.8	To Review Training Statement The question was raised re equality policy, to seek CAPALC advice	
Proposal	Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.9	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation	
Proposal	Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.10	Review of the Council's policy for dealing with the press/media	
Proposal	Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy.	Carried
9.11	Review PC Grant Policy and Review of the Council's expenditure incurred under s.137 of LGA1972	

Proposal Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy. **Carried**

9.12 Determination of the time and place of ordinary meetings of the full Council
Meetings are taking place via Zoom conference call at the moment. Will take place as usual as and when we are back to normal.

Proposal Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend approval to the above policy. **Carried**

9.13 Retention of Documents Policy

Proposal Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the above policy. **Carried**

9.14 Review of representation on or work with external bodies and arrangements for reporting back AS before.

Proposal Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED to recommend approval to the above. **Carried**

9.15 Review of the Council's and/or staff subscriptions to other bodies
No changes.

Proposal Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the existing subscriptions. **Carried**

It was noted that PC considered 'Information Data Protection Policy', which Cllr JP done some updates to. Cllr JP agreed to recirculate the policy. JP

10. To consider C-option to fill the 2 vacancies on parish Council
In progress.

11. Financial Matters

11.1 To approve the purchase of the laptop for HAPC Clerk's use (already purchased)
The lap top stopped functioning and therefore the new lap top had to be purchased to enable the Clerk to carry on PC duties. The lap top was purchased as per Emergency Plan procedures, and with full PC agreement by email.

Proposal Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED to recommend approval to the purchase of the lap top for PC work. **Carried**

11.2 To note that PARISH PRECEPT 2020/21 £21,748.00 has been received

11.3 *Due to the meeting being postponed because of the Coronavirus the March 2020 Payments were approved by email. To confirm that the Emergency Arrangements for continuation of essential work of the PC during the period of Coronavirus have been approved and the processes therein have been followed*
To confirm that the following payments already made in accordance with the HAPC Emergency Plan:

Payments to be approved & paid:				23/03/2020		
				Net	VAT	Total
BACS	4000					
BACS	4020	Wages	Wages including payments to HMRC Mar 20	£ 488.49	£ -	£ 488.49
BACS	4125					
BACS	4060	Expenses	Expenses Mar 20	£ 20.50	£ -	£ 20.50
BACS	4300	JGS Contractors Ltd	Work carried out to remove 2x Village signs	£ 150.00	£ 30.00	£ 180.00
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance Feb 2020	£ 118.29	£ 23.66	£ 141.95
BACS	4300	D Cook	Repairing 3 gates & materials	£ 30.00	£ -	£ 30.00
BACS	4100	Came and Company	PC insurance cover 01/04/20 - 31/03/21	£ 679.37	£ -	£ 679.37
				£ 1,486.65	£ 53.66	£ 1,540.31
		<i>Approved at a later date:</i>				
BACS	4220	S Barnett	Hedge cutting Playing Fields 2 Mar 2020	£100.00	£20.00	£120.00

Paid on 2 Apr 2020

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

Payments to be approved & paid:				02/04/2020		
				Net	VAT	Total
BACS	4315	AskT	Lap top for PC use including the set up	£ 577.10	£ 115.42	£ 692.52
BACS	4250	K&M Lighting	Streetlighting Maintenance contract 1 Feb 20 to 31 Jan 21 (3 years contract)	£ 345.00	£ 69.00	£ 414.00
				£ 922.10	£ 184.42	£ 1,106.52

Paid on 27 Apr 2020.

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

Payments to be approved & paid:				27/04/2020		
				Net	VAT	Total
BACS	4000	4020 Wages	Wages including payments to HMRC Apr 20	£ 488.49	£ -	£ 488.49
BACS	4060	Expenses	Expenses Apr 20	£ 16.00	£ -	£ 16.00
BACS	4315	Rialtas	Move software to New Computer /Server 02/04/2020	£ 25.00	£ 5.00	£ 30.00
BACS	4070	CAPALC	Membership (£288.77) including DPO scheme (£50)	£ 338.77	£ -	£ 338.77
BACS	4075	S137 Expenditure	Grant for Hhub: PC are paying AdvancedCard Bureu direct	£ 208.00	£ 41.60	£ 249.60
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance Mar 2020	£ 118.29	£ 23.66	£ 141.95
				£ 1,194.55	£ 70.26	£ 1,264.81

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

11.4 To Approve 18 May 2020 Paymentstys:

Payments to be approved & paid:				18/05/2020		
				Net	VAT	Total
BACS	4000	4020 Wages	Wages including payments to HMRC May 20	£ 488.49	£ -	£ 488.49
BACS	4060	Expenses	Expenses May 20	£ 16.00	£ -	£ 16.00
BACS	4070	SLCC	Contribution towards Subscription (split between all PC according to the Clerk's hrs contracted)	£ 35.04	£ -	£ 35.04
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance Apr 2020	£ 118.29	£ 23.66	£ 141.95
				£ 657.82	£ 23.66	£ 681.48

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

11.5 Financial Reports – To receive financial reports to 31 Mar 20, Year End Bank Reconciliation and Balances
Note: The Grant to Hemingford Piece Memorial Field was approved at the last Financial Year but not made at the time as it was actually for 2020.21.

Financial Reports for the period to 31 31 20 prepared:

Cashbook

Bank Reconciliation: Cashbook and Bank Balance as at 31/03/2020 is £45,438.98 (Current acc £11,762.54 and Deposit acc £33,676.44)

Council Detailed Report presented to PC including all financial reports to the Year End.

Cllr JP issued a detailed report on the excel spreadsheet.

JP
Clerk

Proposal Proposed by Cllr BF, seconded by Cllr JP, All in favour, and it was RESOLVED that the Cashbook and 2019.20 accounts are approved including the Year End Bank Reconciliation are approved. **Carried**

11.6 Audit

Internal Audit, update: Checklist now received.

External Audit, update

To note that by Regulations made, as they apply to HAPC,

- The requirement for the public inspection period to include the first 10 working days of July has been removed and HAPC must commence the public inspection period on or before 1 September 2020.
- The AGAR must be approved and published no later than 31 August 2020

This means that the period for the exercise of public rights can now be held at any time after the approval of the AGAR

Note: HAPC fall into exempt category as last year. PC will need to fill in and approve AGAR Part 2.

12. Village Maintenance and Repairs

- 12.1 To review and consider areas of maintenance and repairs that are needed to be carried out in the village.
No update.
- 12.2 Village Sign refurbishment - update

13. Highway Faults, Repairs and Issues

- 13.1 Potholes can be reported directly to CCC via this link <https://highwaysreporting.cambridgeshire.gov.uk/>
Blocked drains in High Street – Cllrs and the Clerk reported via CCC website. PC are encouraging the parishioners to do so as well.
- 13.2 Rumble strips in High Street. Councillors to view and consider preferences for repair/replacement/removal – Clerk to contact CCC and inform that HAPC High Street Rumble Strips x2 require full tarmac. Clerk
Cllr JP agreed to provide the national grid references for the two rumble strips.
It is currently particularly dangerous for cyclists.
Note since meeting:
High Street to the east of New Road junction
TL 28643 70655
and High Street to the west of New Road junction
TL 28458 70767
Clerk contacted CCC.

Clerk

- 13.3 LHI update by Cllrs Z Ryal and M Whewell
Map received re provisional dates of works for 10/08/20 - 05/03/21 does not reflect what was said at the start. Clerk
Cllr ZR and MW will approach CCC.

ZR
MW

14. Correspondence

Correspondence received on Corona virus and further PC actions

15. Agenda items for the next meeting

Please note that no decisions can lawfully 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.

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to meetings) Act 1960

16. Staffing update

17. Date of Next Meetings

Meetings agreed to be held on the 4th Monday of the Month:

- 22 June
- 27 July
- 28 Sep
- 26 Oct
- 23 Nov *No meetings planned for Aug and Dec*

Meeting finished at 9.06. pm

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