

**HEMINGFORD ABBOTS PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held on Monday 27 July 2020 at 7:30pm**  
**On-Line Meeting Only**

**Present**

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

**Clerk:** Ms Ramune Mimiene  
**County and District Councillors:** HDC Cllr Sarah Wilson  
CCC Cllr Ian Bates

**Members of the Public:** None

**MINUTES**

**30. To Receive and Approve Apologies for Absence**  
Cllr Christine Nicol sent apologies for absence received.

**31. County/District Councillors' Update**  
*To receive and accept reports*  
HDC Cllr SW presented a verbal report.

**32. 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.

**33. Coronavirus update**  
Verbal update provided by the Clerk. PC meetings will continue to be held remotely till further notice from the Government.  
The Annual Parish Meeting/Assembly was agreed to be held in September on the 4<sup>th</sup> Mon of the month at 7pm before the Parish Council meeting. PC agreed to advertise the meeting in the local magazine by 18<sup>th</sup> August and advise people to check the PC website for the venue prior to the meeting as it is not yet certain the meeting will take place at the Village Hall.

**34. 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.*

*New model code of conduct consultation*

*The Local Government Association (LGA) has launched a consultation on a new model member code of conduct.*

*High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.*

*NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020*

Cllrs to review and agree the comments which will be submitted online. All feedback to be sent to the Clerk and Cllr BF. *All*

**35. Planning**

35.1 Former Golf Course resubmission with former Golf Range for Registration as an Asset of Community Value – no further feedback. Reminder email has been sent to HDC

35.2 PC were not officially consulted on this application but wished to make an observation:  
20/01118/NMA Amendment to application 19/02131/HHFUL: Removal of 2 proposed new rooflights, side entrance door moved to the set back front facade. Side entrance door to be replaced with a window to match the one next to it. 16 Common Lane Hemingford Abbots Huntingdon PE28 9AN  
PC responded to HDC re Planning Application 19/02131/HHFUL 16 Common Lane.  
Hemingford Abbots PC resolved to make no observations for or against this application.

**Proposal Proposed by Cllr BF, seconded by Cllr ZR, All in favour, and it was RESOLVED that PC responded making no observation for or against the above planning application. Carried**

35.3 Planning application FMW/072/19 New Farm, Hemingford Abbots  
Received on Fri 3 Jul 2020:  
HAPC commented on this planning application on 31st January this year. The applicant has made some changes to the proposed layout and boundary treatment and has submitted a transport statement, an updated noise impact assessment, an air quality assessment and a surface water drainage strategy. These documents are on the county council's website along with the other new documents, all dated 30 June 2020, at: <https://planning.cambridgeshire.gov.uk/online-applications/> using the reference FMW/072/19  
Extension for response provided till 31 Jul 2020.

**Proposal Cllr JP circulated the draft response which was discussed and agreed. Proposed by Cllr ZR, seconded by Cllr MW, All in favour, and it was RESOLVED to recommended a further Refusal to the above planning application. Carried**

**36 To approve as a correct record the Minutes of the meeting held on 22 Jun 2020**  
**Proposal Proposed by Cllr ZR, seconded by Cllr JP, All in favour, and it was RESOLVED that Minutes are approved as a correct record of the meeting. Carried**  
*Minutes will be signed at the next face to face meeting available.*

**37. Matters Arising from the previous meetings and reports from Clerk & Cllrs**  
List circulated and reviewed.

**38. Review of Council Administration Policy and Procedures**  
It was noted that there is no further need to review the approved PC Safeguarding Policy.

**39. To consider Co-option to fill the 2 vacancies on the Parish Council**  
Cllr BF approached two residents. Cllr JP will approach one resident.

JP

**40 Financial Matters**

40.1 To Approve 27 July 2020 Payments:

Payments to be approved & paid:			27/07/2020		
			Net	VAT	Total
BACS	4000				
BACS	4020	Wages	£ 488.49	£ -	£ 488.49
BACS	4060	Expenses	£ 16.00	£ -	£ 16.00
BACS	4220	Bradgate Fencing Specialists Ltd	£ 118.29	£ 23.66	£ 141.95
BACS	4305	CCC	£ 500.00	£ -	£ 500.00
BACS	4300	D. Cook	£ 65.00	£ -	£ 65.00
BACS	4200	Hemingford Peace Memorial Field	£ 580.00	£ -	£ 580.00
			£ 1,767.78	£ 23.66	£ 646.44

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

*HDC Cllr SW left the meeting*

The payment of £500 to the CCC as the proportion of the cost of the yellow lines outside the Village Hall under their Local Highways Initiative scheme. The Parish Council 'hosted' the application to the LHI on behalf of the Village Hall, and it was agreed that the Village Hall would make a donation of £500 towards this project.  
Clerk to email to the VH.

Clerk

40.2 Financial Reports – To receive financial reports and Bank Balances to 30 Jun 20

Bank Reconciliation was carried for Apr, May and June 2020. The Quarter 1 accounts been verified by Cllr JP. An estimated Budget Monitor for the end of July issued by Cllr JP and presented to PC. Accounts balances as at 30 Jun 20:

- Current acc £29,608.37
- Deposit acc £33,710.02

- 40.3 To note Internal Auditor's report for 2019/20.  
Not yet received. Clerk will share with PC as soon as it is received. Cllr ZR will upload onto the PC website. Clerk  
ZR
- 40.4 Streetlighting: Cllr BF emailed to Utility Aid re the DD bills for streetlighting which do vary from the amounts agreed in the contract. No response received yet, Cllr BF will chase that up in a couple of days. BF

#### 41. Village Maintenance and Repairs

- 41.1 To review and consider areas of maintenance and repairs that are needed to be carried out in the village.
- 41.2 Village Sign refurbishment – ongoing
- 41.3 Playing Field – To consider repairs to the middle suspended stepping stone, to secure the chain  
Clerk to contact Wicksteed and chase re the Annual Playing Fields Risk Assessment. Clerk  
*Note since meeting: Clerk emailed Wicksteed on 27 Jul 20.*
- 41.4 Various overgrown hedges are causing issues in the village, some of which are private hedges and will be trimmed when the birds nesting season finishes. Cllr BF will remind the contractor to trim other hedges maintained by PC. BF

#### 42. Highway Faults, Repairs and Issues

- 42.1 Rumble strips in High Street, no update
- 42.2 LHI update by Cllrs Z Ryall and M Whewell – no further update.

#### 43 Correspondence

All dealt with.

#### 44. 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.*  
Usual Agenda items.

#### 45. Website Accessibility

The National Association of Local Councils (NALC) today has launched a new publication on website accessibility requirements.  
The publication provides practical steps that local (parish and town) councils can follow to understand the new regulations, put in place an accessibility statement, and start plans to improve the accessibility of their website. Clerk checked with the webmaster. PC might need to seek a professional help. Cllr ZR will speak to the current webmaster re future plan for PC website. PC

#### 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**

#### 46. Staffing update.

**The current Clerk resigned. The position has been advertised. Two applications for the post of Clerk to the Council have so far been received. The closing date is Aug 8<sup>th</sup>.** PC

#### 47. Date of Next Meetings

*Meetings agreed to be held on the 4<sup>th</sup> Monday of the Month:*  
*No meetings in August*  
*28 Sep – 7pm Annual Parish Meeting / Assembly and PC meeting to follow*  
*26 Oct*  
*23 Nov No meetings planned for Aug and Dec*

*Meeting finished at 8.46pm*

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

1233 Chairman ..... Date.....