

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Monday 28 September 2020 at 7:30pm
On-Line Meeting Only

Present

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

Clerk: Mrs Maxine Blewett

County and District Councillors: HDC Cllr Sarah Wilson

Members of the Public: 6

MINUTES

57. To Receive and Approve Apologies for Absence

HAPC Cllr John Peters sent apologies for absence.
HDC Cllrs Sarah Conboy and Mike Grice sent apologies for absence.
CCC Cllr Ian Bates sent apologies for absence.

58. County/District Councillors' Update

To receive and accept reports

HDC Cllr Sarah Wilson presented a verbal report. Huntingdonshire COVID numbers are deteriorating and Public Health England encourage the public to follow the guidance. A Budget Meeting will be held in the next two weeks to assess the impact of COVID on the Council.

59. 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.

60. 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, representing the Hemingfords Action Group presented a summary of the Group's activities during the last year and also an update of the Astro Turf Site Planning Application FMW/072/19, hard copy attached to the Minutes.

Dave Meynell expressed concern about Planning Application 20/00364/FUL (5.1). Objections raised included the poor architectural design and its over-bearing nature on the front and meadow aspects which impact on neighbours and the street scene. The scale of the dwelling is disproportionate to the site and should be re-designed to one that enhances the Conservation Area

Richard Chamberlain expressed concern about Planning Application 20/00364/FUL (5.1). He objected to overbearing height and bulk in relation to the size of the plot and felt the plans should be scaled down by 25%.

61. Planning – to consider responses to the following applications

61.1 20/00364/FUL 52 Common Lane. Demolition of existing detached bungalow to be replaced with two storey detached house. Superseded plans. Updated documents recorded on HDC Planning records on 27 August 2020.

Cllrs felt the amendments do not go far enough and were concerned with the negative effect on the Conservation Area, over-development of the plot and the size of footprint. Concerns also included the

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	impact of proximity, bulk, width, and height of the proposed dwelling on its neighbours at 54 Common Lane and the loss of light to the rear of the property.		
Proposal	Proposed by Cllr MW, seconded by Cllr CN, All in favour, and it was RESOLVED to recommend refusal to the above planning application.		Carried
61.2	20/01779/TREE 37 Common Lane. T1 Oak – remove major deadwood. T2 Sycamore – reduce by 2/3m and shape laterals accordingly. T3 Oak in hedge row – fell to ground level. At least one of the trees is subject to a TPO and supporting documentation has not been recorded on the HDC Public Planning site (reasons for work/tree replacement planting). On the application for tree surgery it does not recognise the trees as being in a conservation area. Application received 15 September 2020. Consultation 16 September to 7 October. Cllrs acknowledge large Oak needs attention. Cllr CN felt HDC were not following the local and national guidelines and ALL tree works should be refused until a meeting with Tamsin Miles at HDC can be arranged to resolve non-compliance with the guidelines. HDC Cllr SW and Clerk to arrange the meeting.		
Proposal	Proposed by Cllr BF, seconded by Cllr CN, All in favour, and it was RESOLVED to recommend refusal to the above planning application.		Carried
61.3	20/01659/HHFUL 1 Braefield. Renovation works to existing comprising new full height windows and erection of single storey rear extension to dwelling. HDC received application 31 August 2020. Cllrs had no objections as the work is rear facing.		
Proposal	Proposed by ZR, seconded by Cllr MW, All in favour, and it was RESOLVED to make no comment for or against this planning application.		Carried
61.4	20/01278/HHFUL 21 Common Lane. Front extension, first floor side extension, rear balcony, garage roof alterations, replacement windows, internal alterations, and changes to external finishes. HDC received application 14 July 2020. Cllr BF said HAPC had resolved approval of the previous application (Now HDC Approved) for the garage and windows works. Although the new first floor extension work was close to the garage of number 23 Common Lane, Cllrs felt this would not impinge on their amenities. The footprint of the property was unaffected.		
Proposal	Proposed by Cllr CN, seconded by Cllr ZR, All in favour, and it was RESOLVED to recommend approval of this planning application.		Carried
61.5	20/01751/TRCA 19 Common Lane. T1 Cherry: Largely dead tree: fell close to ground level T2 Cypress: Unattractive tree blocking view down garden: fell close to ground level. HDC received application 10 September 2020. See motion 61.2. Refuse all tree work until HDC follow guidelines.		
Proposal	Proposed by Cllr BF, seconded by Cllr CN, All in favour, and it was RESOLVED to recommend refusal to the above planning application.		Carried
61.6	20/01753/TRCA Burr House, New Road. T1 Multi-stemmed Cypress: fell close to ground level and remove from site. HDC received application 10 September 2020. See motion 61.2. Refuse all tree work until HDC follow guidelines.		
Proposal	Proposed by Cllr BF, seconded by Cllr CN, All in favour, and it was RESOLVED to recommend refusal to the above planning application		Carried
61.7	20/01703/TRCA Land rear of Royal Oak Corner, Royal Oak Lane. T1, T2 Oak fell. T3 Elm – Reduce crown by 4m, remove overhanging branches. T4 Sycamore – fell self-set Sycamores. Thin and/or remove poor quality trees. HDC received application 4 September 2020. See motion 61.2. Refuse all tree work until HDC follow guidelines.		
Proposal	Proposed by Cllr BF, seconded by Cllr CN, All in favour, and it was RESOLVED to recommend refusal to the above planning application		Carried
61.8	20/01563/LBC Springfields Watts Lane Hemingford Abbots. Proposal: Remove 1 no. internal later C20th partition. Raise the lintel in the C20th chimney stack in the kitchen. Remove modern infill in the dining room chimney and reinstate former inglenook proportions. Replace the C20th asbestos and concrete floor in current kitchen / breakfast room and dining room that will form the new enlarged kitchen / breakfast room. with a breather perimeter solid floor.		

HDC received application 18 August 2020. Location Plan uploaded 22 September 2020. Consultation period to 13 October 2020.

Proposal **Proposed by Cllr BF, seconded by MW, All in favour, and it was RESOLVED to defer to the historic building expertise of the HDC Conservation Officer.** **Carried**

61.9 7/01906/FUL Barn Royal Oak Corner, High Street. To amend the internal layout and external appearance and a new double garage with loft storage above.

To **REPORT** HAPC Chair's letter to HDC on 11 September 2020 confirmed HAPC was satisfied with the further proposals and plans regarding the wall to the High Street and arrangements for trees, as detailed in Thomas Hams email of 10th September 2020.

62 Minutes of the previous meeting

To approve as a correct record the Minutes of the meeting held on 27 July 2020

Proposal **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.** **Carried**

To approve as a correct record the Minutes of the meeting held on 14 August 2020

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

63 Matters Arising from the previous meetings and reports from Clerk & Cllrs

None arising.

64 Review of Council Administration Policy & Procedures

64.1 GDPR policy (Cllr JP)

Proposal **Proposed by Cllr BF, seconded by Cllr CN, All in favour, and it was RESOLVED that the GDPR policy update should be deferred until the next Parish Council Meeting on 26 October 2020.** **Carried**

64.2 Accessibility policy (Cllr ZR)

Cllr ZR confirmed work on updating the website to comply with the requirements of the Accessibility Policy has been completed. It was clarified that it is a Village website, not a Parish Council website.

65 To consider Co-option to fill 2 Vacancies on the Parish Council **All**

Please let Cllr BF or Clerk know of anyone who is interested in the role of Councillor with HAPC.

Cllr JP invited Joe Convey (JC) to observe the meeting. JC is considering joining HAPC as a Co-opted Councillor.

66 Financial Matters

To approve 28 September 2020 Payments below:

Payment Method	Expense Code	Description	Date	Net	VAT	Total	Comments
BACS	4000	Clerk's Salary	Including payments to HMRC September 20	£ 426.35	£ -	£ 426.35	Salary £341.15 ((4000) Income Tax £85.20
	4020						
BACS	4060	Clerk's expenses	September 20	£ 21.40	£ -	£ 21.40	Expenses £16.00 (4060) Travel £5.40 (4125)
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance 31.8.2020	£ 118.29	£ 23.66	£ 141.95	
BACS	4220	Bradgate Fencing Specialists Ltd	Grass maintenance 27.7.2020	£ 118.29	£ 23.66	£ 141.95	

BACS	4250	CCC	Final Invoice for 2 months' supply of Street Lighting 1.10-30.11.20	£ 78.24	£ -	£ 78.24	
BACS	4095	MiJan Limited	Internal Audit 2019-2020	£ 70.00	£ -	£ 70.00	
BACS	4125	Ramune Mimiene	induction training and handover to new clerk	£ 79.30	£ -	£ 79.30	
Total Payments				£ 911.87	£ 47.32	£ 959.19	

Cllr BF advised banking authorisations had fallen behind and BACS payments could not be submitted for payment. HAPC are in the process of resolving the signatories. Cheques will be issued to settle approved payments.

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

- 66.1 **To review Internal Auditor's report and discuss if and how HAPC should improve its processes and procedures on areas marked 2 and 3.** Clerk explained areas marked 2 related to the November 2019 Minutes not providing adequate explanation on how the 2020/21 budget was discussed and agreed. Discussion and agreement were detailed on a separate spreadsheet but not referenced in the Minutes. Clerk to note fuller details and referencing to supporting documents is necessary when preparing Minutes for the 2021/22 budget. Rating 3 concerned non-insurance of streetlights shown on the Asset Register. Clerk to contact Auditor for clarification on the type of insurance referred to as HAPC'S Insurance policy covers Public Liability and the General Reserve fund is for repair and replacement of the streetlights. Clerk to email Auditor to seek a review of the rating given. Clerk
- 66.2 The Internal Auditor's report will be placed on the Village Website and village noticeboards once a response has been received. Note: The audit was delayed due to COVID lockdown rules. Clerk/ZR
- 66.3 **The External Audit** was also delayed due to COVID lockdown rules and is now due. Preparation for this will begin immediately the External Auditor contacts the Clerk.
- 66.4 **Set date for an Informal Meeting to discuss financial management/monthly reconciliations and preparation for the 2021/2022 Precept.** Cllr. BF is to organise an informal meeting between Clerk, Cllr JP and herself to prepare for the next Parish Council meeting on 26 October 2020. Cllr BF
- 67 **Village Maintenance and Repairs**
- 67.1 To review and consider areas of maintenance and repairs that are needed to be carried out in the village – trimming of trees in Royal Oak Lane and at the southern end of Rideaway opposite the Bottle Bank site.
- Proposal Proposed by Cllr BF that trees on the verge of Royal Oak Lane that are encroaching on the roadside should be cut back to reduce the risk of accident by cars moving across the road to avoid the trees. Seconded by Cllr MW, All in favour and it was RESOLVED to recommend approval for the work providing pictures are taken to support the tree surgery and that the work can commence before bird-nesting time in February 2021. Carried**
- 67.2 Refurbishment of the village signs. Cllr BF to contact Glyn Mould and ask for an update on the work. Cllr BF
- 67.3 Play equipment – Inspection Request form has been emailed to Wicksteed and Clerk has been informed the Inspection will take place sometime in November.
- 67.4 Splash Pond area. HAPC received a quote from Lattenbury Services in February 2020 for £1150.00 plus VAT. Clerk to request a revised quote and timeframe for the work to be done. Clerk
- 67.5 Streetlighting Public Liability Insurance. Came and Company Limited have confirmed that all assets and land are covered for Public Liability up to £10,000,000.00 and streetlighting is covered under the policy. Cllr BF requested Clerk to check with Bradgate on how many more grass cuttings there will be to the playing field in 2020. Clerk
- 68 **Correspondence for Information and Response**
Correspondence received.

New Government Proposals on Planning has been responded to by CPRV and CAPALC. Cllr BF requests all Cllrs read and respond to the paper before the deadline of 29 October 2020. Cllr BF to circulate the paper to HAPC Councillors.

Cllr CN was asked by Hemingford Abbots Village Hall if HAPC Parish Council meetings will be resuming in the Village Hall. Cllr BF put this to the vote and Cllrs MW and ZR preferred to continue with Zoom meetings and Cllr CN was happy either way. **It was RESOLVED to recommend continuing with Zoom Parish Council Meetings.**

69 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.

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

*26 October
23 November*

Meeting finished at 8.55 pm

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