

HEMINGFORD ABBOTS PARISH COUNCIL
Meeting of the Parish Council
to be held on Monday 18 May 2020 at 7.30 p.m.
On-Line Meeting Only

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Members of the public and press are welcome to attend the meeting.

Ramona Mimiene

Clerk to the Council
12 May 2020

MEMBERS: 7

QUORUM: 3

Due to the Coronavirus the Government has issued the regulations that give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

If any member of the public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to parishclerk@hemingford-abbots-org.uk

AGENDA

1. **To Receive and Approve Apologies for Absence**
2. **County/District Councillors' Update**
To receive and accept written reports
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
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.
 - 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.*
 - 3) *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*
 - 4) To confirm that Chairman, Vice Chairman, Committees and Working Groups will remain in place during the new Financial Year

To consider Joint Application to Cambs Coronavirus Community Fund, mobile video-conferencing.

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**
A maximum of 15 minutes is permitted for members of the public to address the Council on any matter on this Agenda. Members of the public may have up to three minutes each.
6. **Planning**
 - 6.1 Former Golf Course resubmission for Registration as an Asset of Community Value - update
 - 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
 - 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 –
Note: HAPC recommendations submitted to HDC on 14 Apr 20 in line with the Emergency Plan approved by PC in March. HAPC recommend Refusal.

- 6.4 Site Address: Royal Oak Corner Royal Oak Lane Hemingford Abbots. Reference: 20/00348/TREE
 Yew (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.
Note: HAPC recommendations submitted to HDC on 24th March 2020. HAPC recommended refusal.

7. Minutes of the previous meetings

To approve as a correct record the Minutes of the meeting held 24 February 2020

8. Matters Arising from the previous meetings and reports from Clerk & Cllrs

9. Review of Council Administration Policy & Procedures

- 9.1 To Review Code of Conduct and Dispensation Procedure
 9.2 Review and adoption of Standing Orders and consider the addition re on-line meetings
 9.3 Review and adoption of Financial Regulations
 9.4 Review of Inventory of Land and Assets including buildings and office equipment
 9.5 To Review Risk Assessment and Confirmation of arrangements for insurance cover in respect of all insured risks
 9.6 Review of the Council's complaints procedure
 9.7 Review Personnel Committee ToR, Grievance Procedure and Appointment of members to the Personnel Committee
 9.8 To Review Training Statement
 9.9 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
 9.10 Review of the Council's policy for dealing with the press/media
 9.11 Review PC Grant Policy and Review of the Council's expenditure incurred under s.137 of LGA1972
 9.12 Determination of the time and place of ordinary meetings of the full Council
 9.13 Retention of Documents Policy
 9.14 Review of representation on or work with external bodies and arrangements for reporting back
 9.15 Review of the Council's and/or staff subscriptions to other bodies

10. To consider Co-option to fill the 2 Vacancies on Parish Council

11. Financial Matters

- 11.1 To approve the purchase of the laptop for HAPC Clerk's use (already purchased)
 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
	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

Payments to be approved & paid:				02/04/2020		
				Net	VAT	Total
BACS	4315	AskIT	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

Payments to be approved & paid:			27/04/2020		
			Net	VAT	Total
	4000				
BACS	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

11.4 To Approve 18 May 2020 Payments:

Payments to be approved & paid:			18/05/2020		
			Net	VAT	Total
	4000				
BACS	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

11.5 Financial Reports – To receive financial reports to 31 Mar 2020, Year End Bank Reconciliation and Balances,

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

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

12.2 Refurbishment of the village sign – update

13. **Highway Faults, Repairs and Issues**

13.1 Rumble Strips in High Street, update

13.2 LHI scheme application for 20 mph limits, update by Cllrs Z Ryall and M Whewell

14. **Correspondence for Information and Response**

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: Clerk's contract

17. **Date of Next Meetings:** Meetings agreed to be held on the 4th Monday of the Month: 22 Jun 2020. Venue to be confirmed

Ms Ramune Mimiene, Clerk to the Council

12 May 2020