

# HEMINGFORD ABBOTS PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held on 31<sup>st</sup> May 2017 at 8:00pm at the Hemingford Abbots Village Hall

**Present:** Erika Brown  
**Councillors:** Bridget Flanagan  
Alun Jones  
Pearl Muspratt  
Christine Nicol  
John Peters  
Marcus Whewell

**Clerk:** Carole Pollock

**County and District Councillors:** None Present

**Members of the Public:** 7 members of the public

### 1 Election of Chairman

Cllr Bridget Flanagan proposed Cllr Erika Brown to be Chairman; Cllr Pearl Muspratt seconded this proposal. There being no other nominations it was **RESOLVED** Cllr Erika Brown to be Chairman for next 12 months.

### 2 Election of Vice-Chairman

Cllr Christine Nicol proposed Cllr Bridget Flanagan to be Vice-Chairman, seconded by Cllr Erika Brown. There being no other nominations it was **RESOLVED** Cllr Bridget Flanagan to be Vice Chairman for next 12 months

### 3 Declaration of acceptance of office of Chairman

The Chairman signed a declaration of acceptance of office which was witnessed by the Parish Clerk.

Councillor Bridget Flanagan thanked Councillor John Peters for his 8 years of service as Chairman, the considerable hours of work and skills he brought to the role, as well as his thoroughness and insistence on good practice.

### 4 Minutes of the previous meeting

The Minutes of the meetings held on the 27<sup>th</sup> April 2016 were agreed as a correct record and signed.

### 5 Review of the ToR of the Personnel Committee

The ToR of the Personnel Committee were reviewed and confirmed.

### 6 Nominations to the Personnel Committee

Cllr Erika Brown proposed Cllrs Christine Nicol, Bridget Flanagan and Marcus Whewell as nominees for the Personnel Committee, seconded by Cllr Pearl Muspratt. **RESOLVED** Cllrs Christine Nicol, Bridget Flanagan and Marcus Whewell to be appointed to the Personnel Committee for next 12 months.

### 7 Review and confirmation of the Council's

a **Standing Orders** - Reviewed and confirmed

b **Financial Regulations** - Adopted and confirmed.

c **Representation on external bodies and arrangements for reporting back** - Reviewed and confirmed. All representatives content to continue in post.

d **Inventory of assets** - Reviewed and confirmed

- e **Risk Assessment and arrangements for insurance cover in respect of all insured risks -**  
Reviewed and confirmed.
- f **Complaints Procedure** - Reviewed and confirmed
- g **Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998-** Reviewed and confirmed.
- h **Press and Media Policy** - Reviewed and confirmed
- i **Grievance Procedure** - Reviewed and confirmed
- j **Code of Conduct** - Reviewed and confirmed
- k **Dispensations Procedure** - Reviewed and confirmed
- l **Training Statement of Intent** - Reviewed and confirmed
- m **Voluntary and Community Sector Grants Policy** - Reviewed and confirmed
- n **Membership of other Bodies** - Membership to CAPALC, CPRE and SLCC were reviewed and confirmed.

8 **Setting of the dates, times and places of Ordinary Meetings of the Council for the year 2017/8**  
It was **RESOLVED** that the dates of the Parish Meetings for the year 2017/8 to be held on every last Wednesday of the month with no scheduled meetings for August and December. The next meeting is therefore scheduled for the 28th June 2017.

9 **To receive and approve Apologies for Absence**  
None received

10 **Councillors' Declaration of Disclosable Pecuniary and Other Interests**  
Cllr Erika Brown declared an interest in item 13d(iii).

11 **Public Participation Session**  
David Mead, Planning Consultant commented that they had spent considerable time working with Huntingdonshire District Council Planning and Conservation team on the planning application for Land West of Royal Oak Corner, Royal Oak Lane and had taken on board their recommendations. A resident from Royal Oak Lane felt the height of the proposed property in the application was incorrect and not the same height as the White Cottage as stated in the application. It would therefore loom over the top of this property. The building would reduce light to their property and their privacy would be affected. Historically, this land had always been garden and properties in Royal Oak Lane were all modestly sized, therefore two large properties at the end of the lane would alter the street view completely. There were also concerns about flooding.

12 **Matters Arising from the previous meeting**  
The Minutes Action Plan was reviewed

13 **Planning**

a **Outstanding Matters**

No matters to report

b **Application determined by HDC**

- i **Axe & Compass, High Street – 1401175FUL –** Erection of outbuilding for food and beverage preparation.  
**HAPC:** No observations for or against **HDC:** Permission
- ii **65 Common Lane – 17/00514/HHFUL –** Raising of the roof and change of roof from thatch to ceramic tiles. Rear extension and internal alterations  
**HAPC:** No observations for or against **HDC:** Permission
- ii **44 Common Lane – 17/00512/HHFUL –** A single storey timber building for use as a garden room  
**HAPC:** No observations for or against **HDC:** Permission

c **Application awaiting determination by HDC**

- i **Land Between Houghton Grange and The How, Houghton Road, Houghton 1301056OUT -** Hybrid application. Outline permission for 224 dwellings and retail unit (details of access and layout included) and full permission for roads, pathways,

Public Open Space, associated landscaping, lighting and drainage.

**HAPC:** Refusal .

- ii **Royal Oak Corner, High Street – 16/00176/TREE** – All Willows to be pollarded to 6-8m, remove all Leylandii, fell all Poplars that are more than 5m from boundary, T1:Beech tree –fell, T2-Thorn –fell, T3- Horse-chestnut – fell and other works.

**HAPC:** Refusal

- iii **The Old Pavilion, Common Lane – 17/00254/FUL** – Partial demolition of the Old Pavilion and provision of a new extension and the construction of a new single family house with associated access and soft and hard landscaping.

**HAPC:** Approval

- iv **The Old Pavilion, Common Lane – 17/00255/LBC** – Partial demolition of the Old Pavilion and provision of a new extension and the construction of a new single family house with associated access and soft and hard landscaping.

**HAPC:** Approval

**d New Applications**

- i **18 Rideaway Drive – 17/00850/HHFUL** – Single storey extension to rear of dwelling similar in proportional to the building next door

**RESOLVED to** recommend approval as the application was for a modest sized house, in keeping with its setting and would have limited impact on the street scene.

- ii **Adjacent 10 Chapmans – 17/00944/FUL** – Demolition of 9 existing garages and erection of one 4 bed-roomed dwelling.

**RESOLVED to** recommend refusal as the proposed building was not in keeping with the neighbouring semi-detached properties. The Parish Council also expressed concern that the opportunity to build more modest priced and sized houses in this location had been missed, there being a shortage of affordable housing within the village. It was queried whether the 6ft fence on the highway boundary met current planning requirements.

Councillor Bridget Flanagan took the chair for item 13d(iii)

- iii **Land West of Royal Oak Corner, Royal Oak Lane – 17/00917/FUL** – Erection of a 5-bed one and a half storey dwelling.

Objections to the planning application was fully discussed and considered.

**RESOLVED to** recommend approval but express concern about the building overlooking the neighbour's properties on both sides from the first-floor windows particularly. Permeable paving for the hard standing for car parking was required to mitigate potential flood issues.

Councillor Erika Brown re-took the chair

- iv **The Meads, Royal Oak Lane – 16/01674/HHFUL** – Retrospective application for the erection of a garden fence.

**RESOLVED to** recommend refusal, because of the effect on the conservation area and query that the fence appeared to be two-metre-high when only one metre high was permitted against the highway. Concern was also expressed that the fence was on the highway rather than on the owner's land, and that it was secured to the tarmac on the highway.

Five residents left the meeting

- v **Sedges, New Road – 17/00936/HHFUL** – Two storey front extension, remove carport and add new garage, pitched roof above front flat roof, new aluminium windows and doors throughout.

**RESOLVED to** make no observations for or against, however concern was expressed that the relocated access was near an extremely dangerous corner.

- vi **Royal Oak Corner, Royal Oak Lane – 17/01081/TREE** – T1 – Yew, crown raise over driveway to 3.5m. T2 – Horse Chestnut, crown raise over drive to 3.5m and 2.5m to gates and door, lift canopy to create a min 2m clearance, remove deadwood. T3 and GP1 – Katsura, Cherries and Oak, cut and remove ivy and remove deadwood.

**RESOLVED to** make no observations for or against but refer to the Tree Officer but note there are TPO's in the area.

**e Possible Development at Hemingford Abbots Golf Course**

Following legal advice received, the Parish Council had submitted a letter to the Secretary of State requesting a Screening Directive.

Representatives from Mick George Ltd to be invited to attend the June Parish Council meeting for a pre-application discussion with the Parish Council as required by the Cambridgeshire Statement of Community Involvement adopted by Cambridgeshire County Council in March 2014.

Two residents left the meeting.

**14 Godmanchester Submission Neighbourhood Plan Consultation**

Councillor Bridget Flanagan to review plan and respond as necessary.

**15 Village Maintenance and Repairs**

- a** **RESOLVED** to fund two bags of daffodils for planting in New Road up to the total cost of £50.
- b** Hemingford Abbots Flower Festival committee would undertake the cleaning of the village signs so no funding request was necessary.
- c** Street light PC26 between New Road and Clover House was still not working, Parish Clerk to report the fault again. Parish Clerk to enquire when the concrete column in Rideaway was to be removed and when painting of the columns etc were to be completed. Councillor Erika Brown to investigate the condition of the pavement and the drive near the entrance to the Regatta Field.

**16 Highway Faults, Repairs and Issues**

- a** The Parish Council considered inviting the A14 mobile information centre to the village in collaboration with Hemingford Grey Parish Council and are awaiting notification of possible dates from Hemingford Grey Parish Council
- b** The Parish Clerk advised that the broken street sign had been reported in March and had been advised it would take three months for it to be repaired.

**17 Financial Matters**

- a** **RESOLVED** that the 2016/17 Annual Return Section 1 (Annual Governance Statement) be agreed and signed.
- b** **RESOLVED** that the 2016/17 Annual Return Section 2 (Accounting Statements) was agreed and signed. **RESOLVED** that the 2016/17 Financial Statements were reviewed and approved.
- c** **RESOLVED** that the following accounts be approved and paid:

i	Clerk's salary	For May 2017	£ 335.30
ii	Clerk's expenses	May 2017 Office & Gen Exps	£ 26.00
iii	HAVH	Room hire Jan-June 2017	£ 81.00
iv	CAPALC	Subscription	£ 235.97
v	Namesco Ltd (J Brown Reim)	Domain name renewal	£ 26.39
vi	Staples UK Ltd	Stationery & Postage	£ 89.67 plus VAT
- d** **RESOLVED** that the following accounts already authorised and paid be approved:

i	Richard Buxton Law	Legal Costs	£ 750.00 plus VAT
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- e** To consider application for financial assistance to:
  - i** **RESOLVED** to award a grant of £500 to Hemingford Peace Memorial Field.

**18 Correspondence**

The following correspondence was noted as received

- a** Email: HPMF Agenda and Minutes
- b** Email: CCC Bulletins, News Releases & Briefings
- c** Email: Passenger Transport - Changes to Local Bus Services
- d** Email: CCC – Hunts Forum Newsletters, Bulletins & AGM Invitation
- e** Email: CAPALC/NALC Newsletters/Bulletins/Corrections

- f Email: CPRE Newsletters
- g Email: HMPF – Grant Application
- h Email: Mick George Ltd- Meeting on Proposed Mick George Waste recycling and concrete batching facility at Hemingford Abbots Golf Course
- i Email: Alan Brand – Land at Royal Oak Corner
- j Email: A14C2H Newsletter – Highways England & Robin Waters (HGPC)
- k Email: HDC - Godmanchester Submission Neighbourhood Plan Consultation
- m Email: HDC – Tree Safety Seminar Proposals
- n Email: CCC/HAVH - Hemingford Abbots Village Hall - Double Yellow Lines
- o Email: NALC - LGC/NALC supplement survey
- p Email: CCC – Community Right to Bid application

**19 Publications Received**  
None received

- 20 Matters for Future Consideration**
- a Consider requesting Cambridgeshire County Council carry out a traffic audit in the village
  - b Clothing Bank – consider blocking the entrance
  - c Fly tipping at the old Shell Garage
  - d Box ball hedging on the verge in Meadow Lane
  - e Update on Boundary Commission complaint
  - f Clerk hours review for Extra Ordinary Meetings

**Meeting closed at 10:15 pm**