

**HEMINGFORD GREY PARISH COUNCIL****Meeting of Hemingford Grey Parish Council held on Monday 11 May 2020 at 7.30 pm  
Held remotely via Zoom due to the current pandemic**

**Present:** Cllrs: Richard Allen (Chairman) Janice Flint  
Doug Dew Anne Meredith  
Riva Elliott Tim Puttick  
Sarah Jakes Robin Waters

**In attendance:** 1 member of the public, District Cllr D Keane and Mrs Gail Stoehr (Clerk)

**Comments and observations from members of the public and from the County and District Councillors**

Cllr Dew as District Councillor reported on Covid-19 arrangements including the work being carried out with voluntary groups and the relocation of staff; grass cutting and the management of verges.

District Cllr David Keane reported on Covid-19 arrangements including the financial impact. The portal was being kept up to date as required. Remote home working was taking place. The Council was reluctant to furlough staff. Bin services had been kept going. He also reported that strips had been ploughed for wildflower planting.

**1. Apologies for absence and to consider a request for an approval for absence**

Apologies were received from Cllr Sheridan (unwell).

RESOLVED to grant approval for Cllr Puttick's absence for the period of his posting.  
(Prop RA, 2nd RW, carried with 1 abstention)

**2. Declarations of interests**

None.

**3. To approve the minutes of the meeting held on 9 March 2020**

RESOLVED that the minutes of the meeting on 9 March 2020 be approved and signed by the Chairman as a true record. The Chairman is to forward a signed copy to the Clerk.  
(Prop RA, 2nd AM, unanimous)

Cllr Elliott arrived at 7.47 pm.

**4. To consider planning applications, decision notices and tree works applications or pre-application approaches received****4.1 To approve the minutes of the previous Planning Committee meeting**

RESOLVED that the minutes of the Planning Committee meeting on 9 March 2020 be approved and signed by the Chairman as a true record. The Chairman is to forward a signed copy to the Clerk.  
(Prop AM, 2nd TP, carried with 7 in favour and 1 abstention)

**4.2 Planning applications**

4.2.1 20/00414/HHFUL – 11A Gore Tree Road – Replacement garage – to note response made between meetings by the Clerk. The Parish Council supported the application.  
Noted.

4.2.2 20/00375/HHFUL – 9 Gore Tree Road – Proposed addition of first floor accommodation, enlarged hall and removal of rear utility – to note response made between meetings. The Parish Council supported the application.  
Noted.

4.2.3 19/01671/FUL - Land at former golf course, Houghton Road, St Ives – Full detailed application for approval of appearance, landscaping and layout for three units on the former golf club, St Ives - to note response made between meetings. The Parish Council was neutral.

- 4.2.4 20/00216/HHFUL – 26 Weir Road – Proposed ground floor rear extension, side first floor extension and dormer window - to note response made between meetings. The Parish Council objected to the application.  
Noted.
- 4.2.5 20/00569/S73 – Agricultural buildings, Long Lane Farm, Long Lane – Variation of condition 2 (approved plans) and condition 3 (construction materials on application 19/01917/FUL to amend elevation finishes and construction material specifications  
RESOLVED to support the application. (Prop RA, 2nd RW, carried with 7 in favour and 1 against)
- 4.2.6 20/00535/HHFUL – 24 Weir Road – Proposed side and rear extension and internal alterations  
RESOLVED to support the application but express concerns that the parking is inadequate as there is only space provided for one car, which is insufficient parking for a family home. Whilst the application states that existing parking is not affected, this will have implications for parking. The Parish Council also wishes to draw the Planning Officer's attention to the recent application for 26 Weir Road. (Prop RW, 2nd JF, carried with 7 in favour and 1 against)
- 4.2.7 20/00675/FUL – 29 High Street – Change of use of existing dwelling to form 3 dwellings with minor external alterations  
RESOLVED that the Parish Council supports the application for a change of use but has concerns about parking and boundary treatment.  
The number of parking spaces shown on the plans does not match the eight spaces promised in the application. The provision on site should also include some spaces for no 29. Parking should include visitor parking to prevent parking on the High Street. The boundary treatment for 29a should match the boundary treatment for no 29, ie, should be brick landscaping, and this should be a reserved matter which the Parish Council would want an opportunity to consider and comment on. (Prop AM, 2nd RA, carried with 7 in favour and 1 abstention)
- 4.3 Decision notices, appeals notices, enforcement notices and planning correspondence
- 4.3.1 20/00461/EXTDET – 5 Stepping Stones – Proposed single storey rear extension partly to replace existing – to be used as family/kitchen and utility (extends beyond the rear wall 3.9m, max height 3.45m, height to eaves 3.0m) – Permission granted
- 4.3.2 20/00465/EXTDET – 5 Pound Road – Single storey rear extension (extends beyond the rear wall by 7.2 m, maximum height 4m, height to eaves 2.35m) – Permission granted
- 4.3.3 20/00262/NMA – 5 The Thorpe – Amendment to 19/01614/HHFUL – Materials and fenestration alterations to rear extension – Permission granted
- 4.3.4 20/00228/CLPD – 14 Skylark Place, St Ives – Single storey extension to rear – Permission granted
- 4.3.5 20/00290/HHFUL – 10 Pound Road – Proposed single storey side extension and insertion of first floor side window – Permission granted
- 4.3.6 20/00051/HHFUL – 41 St Ives Road – Construction of a detached garage in the front garden area with associated minor changes to driveway slope – Permission refused
- 4.3.7 20/00004/HHFUL – 19 Pound Road – New porch to front elevation – Permission granted
- 4.3.8 19/02531/LBC – 67 High Street – Re-roof artist's studio – Permission granted
- 4.3.9 19/80377/COND – Lake Ashmore, Gore Tree Road – Conditional information for 19/01168/FUL C4 (Rescue boat), C5 (Additional landscaping), C9 (materials) – Condition letter issued
- 4.3.10 19/80025/COND – Water's Edge, Meadow Lane – Application of details reserved by Conditions C8 A & B (Archaeology WS1) attached to planning permission 19/02087/FUL – Condition letter issued.
- 4.4 Tree Works applications

None at the time of writing

**5. To consider matters arising from the last or a previous meeting for info only unless detailed**

5.1 (Open) Hemingford Memory Lane and Friendship Group – revised request that the Parish Council cover the cost of room hire for First Aid Training and make a donation to the Red Cross

RESOLVED, given the interest expressed by the village, that once lockdown has ended, the Parish Council is willing to sponsor two training sessions to be arranged by Memory Lane and Friendship Group, and that the Council will cover the cost of room hire and expenses for both sessions and also make a donation to the Red Cross of £30.00 per session. (Prop RA, 2nd SJ, unanimous)

5.2 (5.3) Daintree Green paint damage – to consider the next steps

RESOLVED that Cllr Jakes should investigate using Swarfega to clean off the paint and if HDC do not come forward with a solution, to accept the quotation for £250.00 from J & S Gardening and Handyman Services. Further consideration will be given to the safety surfacing if it proves necessary (Prop RW, 2nd JF, carried with 7 in favour and 1 against)

5.3 (6.2) To consider quotations for the County Council's fencing at The Thorpe

RESOLVED to accept the quotation for £385.00 from Stancombe Fencing, replacing only the existing length. (Prop RW, 2nd SJ, unanimous)

5.4 (6.6) To consider parking on the pavement in the village

RESOLVED, as new legislation is awaited but this has been delayed due to the pandemic, that an article should be placed in the newsletter. (Prop DD, 2nd RA, unanimous)

5.5 (7.1) Resident – street lighting in Meadow Lane – to consider report and recommendations

RESOLVED, given the budgetary constraints, and noting that the posts were on private land, and that either new cantilever arms or new posts would be required, that the Parish Council will review the matter again when the budget is reviewed later in the year. (Prop RW, 2nd RA, unanimous)

5.6 (7.6) CCC – LHI applications 2021/2022 – to consider whether the Council should submit an application

RESOLVED that Cllrs Dew, Meredith and Elliott should investigate a speed reduction plan and bring a recommendation to the next meeting.

5.7 To consider the village's response to the proposed First Aid training

Taken earlier.

**6. Finance, procedure and risk assessment**

6.1 To receive the financial report and approve the payment of bills

RESOLVED to receive the financial report and that the invoices and bank statements be checked before the payments are approved.

RESOLVED that the payments as listed in the finance report should be paid, plus SSE (Electricity) £314.16, and that Cllrs Allen and Waters should authorise payments online. (Prop RA, 2nd DD, unanimous)

Salaries and pension	£1531.10
SSE (Streetlight energy)	£157.08
HDC (Daintree Green rent)	£37.50
Hemingford Pavilion (Room hire)	£48.00
K & M Streetlights (Streetlight maintenance May)	£87.88
Playsafety Ltd (RoSPA inspection)	£267.60

Payments for April approved between meetings

K Ferguson (Grass cutting) £2280.00

Broxap (Bin)	£283.14
HDC (Daintree Green rent)	£37.50
Wave (Allotments water)	£147.99
K & M Streetlights (Streetlight maintenance)	£87.88
R Waters (Neighbourhood Plan expenses)	£19.32
M Craven (Bird box expenses)	£6.75
Parrot Print (Neighbourhood Plan printing)	£125.00
Parrot Print (Neighbourhood Plan printing)	£1000.20
Royal Mail (Neighbourhood Plan Freepost)	£119.40
Cambs ACRE (Neighbourhood Plan support)	£2880.00
Royal Mail (Neighbourhood Plan Freepost)	£119.40
Fields In Trust (Affiliation fee)	£65.00
CAPALC (Training – HR and Covid-19)	£20.00
ICCM (Affiliation fee)	£95.00
K & M Streetlights (Street light maintenance)	£87.88
LGS Services (Admin support)	£2261/28
LGS Services (Admin support)	£2247.53
Salaries	£2987.98

Credits, including receipt of the precept, were noted.

6.2 Clerk report on any action taken using delegated powers or because of health and safety

The Clerk used emergency powers in conjunction with the Chair and Vice-Chair for the following:

- Made temporary changes to an employee's contract until the Council can consider by instructing an employee not to work as a vulnerable worker. Approved full payment until the Parish Council can formally consider.
- Contracted HDC to empty bins until the Employee returns to work.
- Gave approval for ashes interment without memorial removal – the Cemetery Working Group are asked to give consideration for discretion to Clerk in exceptional circumstances.
- Approval of interment in grave NEW353.
- Approved payment for Clerk for training from CAPALC on HR and Coronavirus at a cost of £40 (shared between councils).
- The Clerk together with the Chairman has raised payment of £2,310 to Hemingford Peace Memorial Fields for maintenance of the playing field during 2020 as in previous years.
- The Clerk together with the Chairman gave the Parish Council's support to the Hub's grant applications to the County Council and Cambridge Community Foundation towards funding for the vulnerable

RESOLVED to continue the temporary amendment made to an employee's contract, that they should continue to stay at home while the current situation is ongoing, and that their salary should be paid in full. (Prop RA, 2nd RE, unanimous)

The Cemetery Working group will look at the Cemetery Regulations regarding the need to remove a memorial prior to interment of ashes and bring a recommendation to a future meeting.

6.3 To consider any matter which is urgent because of risk or health and safety

None.

6.4 Changes to Parish Council legislation and report on business continuity

RESOLVED to delegate decisions to the Clerk in conjunction with the Chairman and Vice-Chairman if circumstances are such that the.

RESOLVED where for any reason the Parish Council cannot meet or is inquorate and business cannot wait or be conducted that the Clerk and Chairman or the Clerk and Vice-Chairman may make a decision on the Parish Council's behalf or where they are unable to do so, that the Clerk together with any two members may make the decision.  
(Prop RA, 2nd DD, unanimous)

6.5 To consider the RoSPA report and any action required

RESOLVED to put work in hand to update the signage at Mitchell Close and Yes Estate play areas and to repair the Mitchell Close climber.  
(Prop RW, 2nd JF, unanimous)

RESOLVED to seek quotations for all other items requiring repair in the reports and ask the Environment Working Group to consider them and make a recommendation to the next meeting.

7. **To receive reports and items from Committees, working groups and members for information only unless specified**

7.1 Neighbourhood Plan Steering Group

The Parish Council was disappointed that fewer than 15% of questionnaires had been returned.

RESOLVED to put the survey on hold until further notice and then re-consult.

RESOLVED to engage with residents to develop the Neighbourhood Plan.

RESOLVED that as it was unlikely social distancing restrictions would be lifted by the end of July and given there was no meeting in August, to revisit this item at the September meeting.

7.2 Environment Working Group proposals

7.2.1 Resident complaint about dogs on Daintree Green – to consider recommendation from the EWG

RESOLVED that this be taken under item 8.2.

7.3 Proposal that Cllr Waters be appointed as the Parish Council's representative to the Great Ouse Valley Trust

RESOLVED to appoint Cllr Waters as the Parish Council's representative to the Great Ouse Valley Trust.  
(Prop RA, 2nd AM, unanimous)

7.4 Finance and Policy Working Group proposals

7.4a Speed sign report and proposal that someone is appointed to take over ongoing responsibility

RESOLVED to place an article in the newsletter.

7.4.1 Proposal that the current standing order regarding the maximum grant award available under S137 budget provisions be increased from £500 to £1000

RESOLVED to approve the proposal.  
(Prop RA, 2nd RW, unanimous)

7.4.2 Proposal that the Parish Council award the Hemingford Hub a grant of £1000 in support of the excellent work that is being undertaken in supporting those vulnerable parish residents who are shielding or self isolating

Cllr Elliott declared an interest in the light of her work with the Hemingford Hub.

RESOLVED to make a donation of £1000 to cover the costs of hot meals and hand sanitizer expenses for volunteers, subject to receipt of the accounts at the end of the grant period, as in the opinion of the Parish Council it is in the interests of the area and its inhabitants.  
(Prop RA, 2nd AM, carried with 1 abstention)

7.5 Proposal that the next two editions of the HGPC newsletter to be published on 30 May and 18 July are online only versions if social distancing arrangements are still in place

Thanks were expressed to the Webmaster for doing a fantastic job.

RESOLVED that the next two editions should be online only but if not to use organisations to deliver copies to the vulnerable and others in the village.  
(Prop RA, 2nd JF, unanimous)

- 7.6 **Proposal that the Council considers the Communities Capital Fund**  
Suggestions were put forward for the improvement of play facilities or the Pavilion as a community project, or for a pocket park.  
RESOLVED that the Chairman should discuss possible projects with County Cllr Bates and if they are suitable, to bring them back to the Parish Council for further discussion.
- 8. To consider correspondence/communications received**
- 8.1 **Resident request that a Pocket Park be set up in the village**  
RESOLVED that the Environment Working Group should discuss the suggestion with landowners before giving the matter further consideration (Prop RW, 2nd AM, unanimous)
- 8.2 **Resident's complaint about dogs by Daintree Green**  
Cllr Waters declared an interest as he has a dog that is walked on Daintree Green.  
RESOLVED to note the comments and monitor the situation.
- 9. Closure of Meeting**  
There being no further business, the Chairman declared the meeting closed at 9.29 pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_ (Date)