

HEMINGFORD GREY PARISH COUNCIL

**Meeting of Hemingford Grey Parish Council held on Monday 13 July 2020 at 7.30 pm
Held remotely via Zoom due to the current pandemic**

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

In attendance: 3 members of the public, District Cllr D Keane, County Cllr Ian Bates and Mr Ben Stoehr (Minutes Secretary, LGS Services)

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

County Cllr Ian Bates reported:

- All CCC meetings were now being held remotely via Zoom or Teams, but not all business was being transacted due to the practicalities.
- LHI applications: many staff who had been diverted to help with Covid-19 matters were now returning to their posts so the closing date for LHI submissions would be coming up.
- The Combined Authority decision on the third river crossing was no longer on the agenda. Information on any potential alternative was awaited and an announcement was not expected until later in the year or next year.
- Libraries were now open.

District Cllr Keane reported:

- Parking is still free in the HDC area. It was hoped that this would continue until the economy had picked up.
- Play areas were now open. One Leisure was opening on 25 July.
- All the bins were being deep cleaned. Full bins can be reported on the HDC website.
- The District Council had held an AGM so new Committees and Chairmen were in place.

Cllr Dew as District Cllr reported:

- There were numerous ongoing works in town centres, including the re-marking of 2m guidelines on pavements.
- HDC have signed a 99 year lease on Hinchingsbrooke Park.
- With regard to the third river crossing, they were looking at upgrading the Huntingdon bypass and looking at the St Ives roads.

1. Apologies for absence and to note resignation of Cllr Byam-Cook

Apologies were received from Cllr Sheridan.

The resignation of Edward Byam-Cook was noted. Thanks were expressed for his brief time with the Parish Council and his help with committees.

2. Declarations of interests

Cllr Meredith declared a personal interest in item 4.1.3.

Cllr Dew declared a non-pecuniary interest in item 4.1.4 as he is on the HDC committee.

3. To approve the minutes of the meeting held on 8 June 2020

RESOLVED that the minutes of the meeting on 8 June 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 RW, unanimous)

4. To consider planning applications, decision notices and tree works applications or pre-application approaches received

4.1 Planning applications

4.1.1 20/00909/HHFUL – 24A Margetts – Proposed small single storey extension to the front of the property

RESOLVED to support the application which is just bringing the building line forward, but commenting that the bathroom appears not to have an external wall, which is unusual. (Prop AM, 2nd RW, unanimous)

4.1.2 20/01011/HHFUL – 7 Norman Court - Single storey side and rear extension to a semi-detached family dwelling

RESOLVED to support the application as it is just replacing the existing patio and there is no impact on the street scene. (Prop RW, 2nd SJ, unanimous)

4.1.3 20/00968/HHFUL – 5 De Vere Close – Conversion of existing carport to create a new kitchen and utility room with associated alterations to window openings and internal layout

RESOLVED to support the application as it is not affecting the elevation or footprint but just changing the car port to internal space, and is in keeping with the street scene of De Vere Close. (Prop RW, 2nd RA, carried with 6 in favour and 1 abstention)

4.1.4 19/02280/FUL – Land north of The How, Houghton Road, St Ives – Refurbishment of the Lodge and its retention as a single dwelling, the erection of 18 dwellings (including 5 units of Affordable Housing), with associated private amenity spaces and parking, the provision of public open space, landscaping, and improved vehicular and pedestrian access

RESOLVED to object to the application and recommend refusal with the following comments:

“The Council notes that there are fewer houses than there were before but that three houses have come lower down the slope than necessary.

The application is contrary to LP34 of the Local Plan for Huntingdonshire District Council, as this refers to 'views in and out of a conservation area' (Hemingford Meadow is part of St Ives conservation area). The proposed houses are lower down the slope and therefore would adversely affect the views in and out of the meadow/conservation area. The views of and from the meadow/conservation area should be preserved.

The proposed houses lower down the slope would be more visually intrusive, with light pollution from the housing and street lighting impacting on the meadows/conservation area due to sun reflecting from windows in summer and artificial lighting in winter.

There are still too many trees being removed and there is the potential for trees to be lost over time.”

RESOLVED that Cllr Waters should speak at the Planning Committee on behalf of the Parish Council. (Prop AM, 2nd RW, carried with 6 in favour and 1 abstention). District Cllr Keane will also speak.

4.1.5 FMW/072/19 – New Farm, Rideaway, Hemingford Abbots – S73 application to develop land without complying with conditions 2,6,8,10,11,13 and 20 of planning permission H/1424/98 to allow changes to the layout and operation of the site (acoustic barrier, surface water drainage, dust suppression, noise limit, processing waste outside, stockpile heights)

It was understood that a traffic assessment had now been completed referring to 25 lorries (50 movements) per day. Mick George Ltd had said that it would agree to a lorry routing arrangement to prevent access to Hemingford Grey and Hemingford Abbots, and that they have the technology to manage this.

RESOLVED to object to the application, commenting that although the Council welcomes the fact that the transport assessment is in place with tracking,

- the scale of the changes is too great and they require a full application and should receive an Environmental assessment.

- Condition 15 still needs to be amended to limit it to soil screening in order to prevent “creep”. (Prop DD, 2nd AM, unanimous)

4.1.6 19/02559/FUL – Sycamore House, 8 Madeley Court – Demolition of existing dwelling and erection of replacement dwelling – to note response made between meetings

RESOLVED to note the response made between meetings.

The Parish Council supported the application but commented as follows:

“The Parish Council supports the application but there is still some concern regarding the overshadowing of the adjacent property at no 10. The Council also welcomes the reduction in size of the proposed dwelling and the recognition of the impact of the original proposed dwelling on no 10, and in addition welcomes the intention to retain the sycamore tree in the front garden and to increase hedges etc in keeping with the open treed atmosphere of the road.

The Council also comments: the current property has a footprint of 120m² and the proposed footprint is 259m² which would be the largest in the road - is this appropriate for the plot size and road; impact of the proposed large windows onto the road in terms of overlooking relating to no 5 and how it fits in with the street scene; the north east elevation appears to present a rather stark wall to the neighbouring property- could this be softened in some way; the windows on the south west elevation and their relationship to no 6.

The Council also observes that the building fascia material does not appear harmonious with the other building fascia materials used along Madeley Court.”

4.1.7 Proposal for new public car park on London Road

Cllrs Waters and Meredith reported on a Zoom meeting with the developers regarding the proposals. Noted.

4.1.8 20/00975/HHFUL – 38 High Street – Erection of corner gazebo

RESOLVED to support the application as there is no impact on the street scene, but to comment that the location plan is inaccurate, the car port is not shown, and it is difficult to identify where the gazebo is going. (Prop RW, 2nd JF, unanimous)

4.2 Decision notices, appeals notices, enforcement notices and planning correspondence

4.2.1 20/00535/HHFUL – 24 Weir Road – Proposed side and rear extension and internal alterations – Permission granted

4.2.2 20/19/01140/TREE – 2 Mitchell Close - Withdrawn

4.3 Tree Works applications

4.3.1 20/01111/TRCA – Limes Park, London Road, St Ives

Noted.

4.3.2 20/01032/TRCA – 3 High Street

Noted.

4.3.4 20/01006/TRCA – 6 Langley Way

Noted.

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

5.1 (5.6) CCC LHI bid 2021/2022 – Proposal that the Council approves the application subject to minor amendments agreed by the Clerk and the Chairman

RESOLVED to approve the LHI bid for a 20 mph limit in the village to promote a walking and cycling culture change, subject to a 20% contribution from the Parish Council. RESOLVED that the application should be submitted by Cllr Waters subject to comments from the officer and CCC. (Prop RW, 2nd AM, unanimous)

5.2 (5.3) Communities Capital Fund – to consider report and any recommendation

RESOLVED to note that there was no longer any funding available.

- 5.3 Installation of defibrillator – to consider if the Council is willing to pay for the electricity, to identify dates for training, and to nominate a member to carry out checks
 RESOLVED to note that the defibrillator had now been installed.
 RESOLVED to inform the School that the Parish Council is willing to cover the cost of the electricity used by the defibrillator. (Prop RA, 2nd RW, unanimous)
 RESOLVED that arrangements for training be deferred until September due to Covid-19.
 RESOLVED to ask the School whether they would be willing to carry out the routine checks on the equipment. (Prop RA, 2nd SJ, unanimous)

6. Finance, procedure and risk assessment

- 6.1 To receive the financial report and approve the payment of bills
 Cllr Jakes, having previously declared a pecuniary interest, left the meeting.
 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 Hunts Forum (Membership) £25.00, Stancombe Fencing (The Thorpe fencing) £462.00, W Lewis (Audit) £330.00, HDC (Rent) £37.50, St Ives Tree (Tree work) £125.00, £280.00 and £215.00, and Kingfisher (Bin) £170.24, and that the payments should be authorised online. (Prop RW, 2nd AM, carried with 7 in favour and 1 abstention)
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| Salaries | £1388.16 |
| K Ferguson (Grass cutting) | £7236.00 |
| LGS Services (Admin support May) | £2211.75 |
| SSE (Street light energy) (DD) | £152.98 |
| Wave (Allotments water) | £16.43 |
| K & M Street lights (Street light maintenance) | £87.88 |
| RS Memorials (Memorial maintenance) | £810.00 |
- Credits, including bank interest, allotment rents and cemetery fees, were noted.

Cllr Jakes re-joined the meeting.

- 6.2 Clerk report on any action taken using delegated powers or because of health and safety
 RESOLVED to note that the Clerk used delegated powers for the following:
- Accept an informal quotation for approximately £135.60 from JW Electrical for installation of the defibrillator
 - Approve a payment of £45 for Neighbourhood Plan training
 - Order playground urgent works with Playground Supplies Ltd for £2,395 plus VAT which was the cheapest of the quotes received
 - To refuse an application for an additional inscription on a memorial as the applicant did not hold the exclusive rights and the proposed wording was misleading.
 - Contract St Ives Tree to remove a fallen oak branch at Vicarage Fields.

It was noted that at ICCM training the Clerk and Deputy Clerk were told that the Council could move to two yearly rather than annual inspections of the cemetery.

The following response had been received from Wicksteed regarding the climber:
 “The item is a Commando Climber and predates EN1176, hence the failure to meet the standard. My advice for the customer would be to conduct a risk assessment and then record the outcome of the assessment for future use, so that any further reports that highlight this issue can be dealt with.”

- 6.3 To consider any matter which is urgent because of risk or health and safety and to consider a programme of regular play area checks and who should carry them out

- RESOLVED to note that the Handyman will return to work on 3 August and will continue to carry out checks thereafter. (Prop RA, 2nd RW, unanimous)
- 6.4 To consider a report from the F&P Working Group on the assets register
Cllr Allen reported on the meeting of the Finance and Policy Working Group.
RESOLVED to write off two printers and a Samsung laptop from the assets list.
RESOLVED to write off the dog bin at Daintree Green,
RESOLVED to defer writing off the missing dog bin for the time being. (Prop RA, 2nd RE, unanimous)
- 6.5 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2019 and 31 March 2020) including consideration of whether the Parish Council may formally need to write off the LCPAS overdue payment as unrecoverable
RESOLVED that the Parish Council is satisfied with the system of internal control that has been in place during the year. (Prop RA, 2nd RW, unanimous)
RESOLVED formally to write off the overpayment of £90.00 to LCPAS, who had failed to reimburse the Parish Council. (Prop RW, 2nd AM, unanimous)
- 6.6 To consider the Internal Auditor's report
RESOLVED to accept the report. (Prop RA, 2nd DD, unanimous)
- 6.7 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
RESOLVED that the statements in the Annual Governance Statement be all answered "Yes" apart from Question 9 on Trust Funds which was not applicable. (Prop RA, 2nd JF, unanimous)
- 6.8 To approve the Annual Governance Statement by resolution
RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop RA, 2nd JF, unanimous)
- 6.9 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
- 6.10 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved. (Prop DD, 2nd RE, unanimous)
- 6.11 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf when received. (Prop RA, 2nd DD, unanimous)
- 6.12 To appoint a member with responsibility for Child Protection
RESOLVED to appoint the Chairman as the member with responsibility for Child Protection. (Prop RA, 2nd DD, unanimous)
- 7. To receive reports and items from Committees, working groups and members for information only unless specified**
- 7.1 Neighbourhood Plan Steering Group
- 7.1.1 Neighbourhood Plan Review including proposal that the Parish Council agrees to pay up to a maximum of £500 for a zoom workshop facilitated by Natalie Blaken of Cambs ACRE to review progress on the NP and to establish the next steps for the NP process.
RESOLVED to receive the report and to approve the payment of up to a maximum of £500.00 for a Zoom workshop with ACRE to review progress and establish the next steps. (Prop AM, 2nd JF, unanimous)
- 7.1.2 Project proposal – Workshop to move forward the Neighbourhood Plan
RESOLVED that the next steps should be discussed at a workshop to see how the Neighbourhood Plan can go forward post-Covid.

- 7.2 (7.1) Proposal that the Parish Council facilitates a kerb side collection for Godmanchester Food Bank on Sunday 18 October and that expenses of £50 be approved to cover any expenses
 Cllr Meredith reported on the usage of the Godmanchester Food Bank, which is affiliated to the Trussell Trust and works with St Ives Food Bank.
 RESOLVED that the Parish Council should facilitate a kerb side collection on Sunday 18 October and that expenses of £50 should be approved. (Prop AM, 2nd DD, unanimous)
- 7.3 Proposal that the Council, in principle, nominates the area west of the allotments as a Conservation Area
 On a proposition by the Chairman, the following items were taken together.
- 7.3.1 Proposal that quotations be obtained for an additional fence to be erected west of the current allotment fence and for a native mixed hedge to be planted, a seep hose also to be quoted for and a biodegradable weed suppressing membrane to be included in the quote. The contractor will be required to replace any trees that die within the first two years.
- 7.3.2 Proposal that the Tree Group be asked for advice on the species to be planted and the height of the whips to be used and the location of the additional fence.
- 7.3.3 Proposal that the Clerk having consulted with the Tree Group will ask for quotes to obtain a range of fruit trees to be planted in the space between the allotment boundary and the tall hedge bordering the play area in Daintree Green. Trees will be planted by the Tree Group. Stakes will also need to be quoted for.
- 7.3.4 Proposal that the mowing regime for the area will be reviewed with the intent of only close mowing a mower width strip through the area to allow access to the allotments.
 RESOLVED to agree in principle to nominate the area west of the allotments as a Conservation Area, and that the Tree Group should bring a costed proposal to a future meeting. (Prop AM, 2nd DD, unanimous)
- 7.4 EWG report and recommendations
 The report was noted.
- 7.4.1 Propose that the Green Working Group be set up with an immediate task of producing a ToR (specifically including the scope of their work) for consideration in September
 RESOLVED to set up a Green Working Group with the following membership: Cllr Jakes, Roger Mitchell, Peter Quest and Chris Bowden. (Prop RW, 2nd RA, unanimous)
- 7.4.2 Propose purchase of 1000 snowdrop bulbs for planting near village sign. Clerk to obtain quotes for September meeting.
 RESOLVED to purchase 1000 bulbs of the single-flowered (common) variety at a cost of £160.00 plus VAT. (Prop RW, 2nd AM, unanimous)
- 7.4.3 Propose the installation of 3 new LED lights and long brackets on Mill and Meadow Lanes per quotation from K&M
 RESOLVED to accept the quotation from K & M Lighting Services for 3 brackets and lanterns for the sum of £1215.00 plus VAT. (Prop RA, 2nd RW, unanimous)
- 7.4.4 Propose review of responsibilities for play areas and other Handyman responsibilities in the light of Covid and continuing absence of our Handyman
 Covered earlier under item 6.3.
- 7.4.5 Propose actions if necessary for YES estate boundary fence and repair/replacement of same
 RESOLVED to defer this item to the September meeting pending the resolution of boundary ownership queries.
- 7.4.6 Green Policy – proposal that Cllr Jakes, Roger Mitchell, Peter Quest & Chris Bowden form Green Working Group to draft a parish policy for climate change and other green issues.

Duplicated item – covered under item 7.4.1.

- 7.4.7 Propose that, subject to recommendations in the parish tree survey, further survey and action be carried out as necessary to ensure the safety of the oak tree in Vicarage Fields.

RESOLVED to put work in hand for the high priority trees identified in the survey.

RESOLVED to write to the tree surgeons who conducted the survey that the Parish Council would like to be notified immediately on identification of any urgent or high priority works required.

- 7.4.8 Propose that half size allotments be allocated if available and if requested.

RESOLVED that plots may be split into two half plots if available and requested. (Prop RW, 2nd RE, unanimous)

- 7.5 Report on Great Ouse Valley Trust and proposal that the report be noted and that the Parish Council endorses the Strategic Plan

RESOLVED that the Parish Council notes the report and endorses the Strategic Plan.

- 7.6 Hemingford Hub – proposal that the Parish Council develops a safeguarding policy to cover engaging with vulnerable adults

RESOLVED that this item be passed to the Finance & Policy Working Group to consider and bring a report and recommendation to a future meeting. (Prop AM, 2nd RW, unanimous)

8. To consider correspondence/communications received

- 8.1 Resident – Request for illustrated maps showing points of interest

RESOLVED that the Communications Working Group who have been discussing this suggestion and liaising with Hemlocs should continue to research the idea and bring a proposal to a future meeting.

- 8.2 Resident – request for a slipway

RESOLVED, noting that the resident has clarified that the Regatta staging could be extended, and that this would involve looking into the matter with the Environment Agency, that the Environment Working Group should continue to progress the matter and bring a report and recommendation to a future meeting.

- 8.3 Hemingford Grey School – Invitation to participate in Hemingford Grey Primary School book project

RESOLVED to note that Cllr Waters is waiting to hear further from the School.

- 8.4 HDC – Review of Statement of Licensing Policy – Consultation

RESOLVED that the Parish Council has no comments at this stage but if members have comments they could submit them.

- 8.5 NALC – New Model Code of Conduct Consultation

RESOLVED that the Finance & Policy Working Group should consider this item.

9. Closure of Meeting

There being no further business, the Chairman declared the meeting closed at 9.26 pm.

Signed _____ (Chairman) _____(Date)