

HEMINGFORD GREY PARISH COUNCIL

**Annual Meeting of Hemingford Grey Parish Council
held on Wednesday 5 May 2021 at 7.30 pm
Held remotely via Zoom due to the current pandemic**

Present: Cllrs: Richard Allen (Chairman) Tony Jackson
Sue Duma (part) Sarah Jakes
Riva Elliott Anne Meredith
Janice Flint Tim Puttick
Nick Irish Robin Waters

In attendance: 11 members of the public and Mr Ben Stoehr (Deputy Clerk)

1. To elect a Chairman and to receive the declaration of acceptance of office

RESOLVED that Cllr Allen be elected Chairman. (Prop AM, 2nd TJ, unanimous)

Cllr Allen signed the declaration of acceptance of office.

2. Apologies and vacancies

2.1 To receive any apologies for absence

Apologies were received from Cllrs Dew and Duma (late), and from District Cllr David Keane (another meeting) and County Cllr Ian Bates.

2.2 To elect a Vice-Chairman

RESOLVED that Cllr Waters be elected Vice-Chairman. (Prop AM, 2nd SJ, unanimous)

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

None.

3. Annual appointment of committees, working groups and representatives on any other organisation or authority and also to allocate member responsibilities which the Council deems necessary, including a review of terms of reference, current member roles and responsibilities and review of appointments of residents' responsibilities

Planning Committee

RESOLVED that Cllr Meredith be elected Planning Committee Chair. (Prop RW, 2nd RE, unanimous)

RESOLVED that Cllr Jackson be elected as the Planning Committee Vice-Chairman. (Prop RW, 2nd AM, unanimous)

RESOLVED that there should be no change to the membership. (Prop RA, 2nd AM, unanimous)

Membership: All members except Cllr Dew.

RESOLVED that the Terms of Reference should continue with no change. (Prop RA, 2nd AM, unanimous)

Terms of reference:

Hemingford Grey Parish Council Planning Committee (The Planning Committee for short) is delegated:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish
- To consider and make recommendation on all matters in the adjacent parishes having impact on Hemingford Grey parish.
- To hold public meetings to gauge residents' views as appropriate
- To respond to any communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc).

- To discuss all matters relating to planning matters with officers at the local authorities.
- To attend and represent the Parish Council at Hunts District Council's Development Control Committee meetings.
- To consider and respond to all matters relating to the conservation area.
- To consider all matters relating to commercial applications and other non-residential development within the village.
- To consider the terms of any S106 agreements.
- To consider any tree applications within the conservation area and to respond to the District Council.
- To consider all matters relating to any landscape or character assessment

The Planning Committee:

- Must have due regard to the Parish Council's Standing Orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body.
- Membership shall be up to twelve members with a quorum of four.
- May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.
- May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
- May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.
- Is to consider the procedure of allocating site visits for applications.

Environment Working Group

RESOLVED that Cllr Waters be the Convenor. (Prop AM, 2nd SJ, unanimous)

Membership: Cllrs Waters (Convenor), Meredith, Flint, Irish and Jakes.

RESOLVED that the Terms of Reference should continue with no change. (Prop RA, 2nd AM, unanimous)

Terms of Reference:

- To monitor and review and make recommendations to the Parish Council on matters relating to open spaces, places, allotments, Parish Council owned trees, street furniture and lighting.
- To bring to the Council quotes or estimates as required to support the working group's recommendations.

Finance and Policy Working Group

Membership: Cllrs Allen, Waters, Duma, Elliott and Meredith.

RESOLVED that the Convenor should be appointed at the group's first meeting.

RESOLVED that there should be no change to the Terms of Reference. (Prop RA, 2nd RW, unanimous)

Terms of Reference:

1. Authority

The Finance & Policy Group (FPG) is appointed by and is solely responsible to the Hemingford Grey Parish Council (HGPC). These F&P Group Terms of Reference (ToR) are agreed by the HGPC which may vote, at any time, to modify the ToR. The

FPG will normally meet quarterly and will always meet to recommend a budget and precept to the November meeting of the HGPC.

2. Membership

All members of the FPG will be Councillors. The FPG will consist of no fewer than four Councillors. At its first meeting in any financial year it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes. A quorum at FPG meetings will consist of no fewer than three members. The Chairman & Vice Chairman of the Council will automatically be members of the FPG and have full voting rights.

3. Record of Proceedings

Written minutes will be taken to record the FPG's recommendations and will be circulated to all Councillors for the next HGPC meeting. The minutes will be published on the HGPC web site. The Parish Clerk will be responsible for arranging for the recording and distribution of the minutes. FPG meetings will normally be held in public unless confidential matters are to be discussed.

4. Responsibilities

Primary Purpose: to manage HGPC's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances, property, resources, land and manpower.

The F&P Group has the following specific duties: -

- (a) To prepare budgets and recommend precepts and submit them to HGPC for approval.
- (b) To ensure adequate financial controls are in place to utilise and protect HGPC's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- (c) To review and amend the HGPC's Financial Regulations annually and to ensure that HGPC is observing the regulations
- (d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- (e) To monitor and where appropriate recommend purchase of all capital items
- (f) To make provision for future agreed capital projects.
- (g) To monitor, review and make recommendations on all matters relating to HGPC's staff levels, emoluments and conditions of service.
- (h) To review HGPC Fees and Charges on a regular basis (at least annually)
- (i) To monitor HGPC's financial risk assessments and recommend changes where necessary.
- (j) To establish and effect a clear policy for grant aid administration.
- (k) To approve other Committees' and Groups' annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to HGPC.
- (l) To consider and make recommendations on other policies required by law or by HGPC decisions.

Neighbourhood Plan Steering Group

Membership: Cllrs Waters and Meredith (Joint Convenors), Elliott, Flint and Jackson plus residents appointed by the group. (Prop RA, 2nd TP, unanimous)

RESOLVED that co-options should be delegated to the Working Group who may co-opt non-cllrs as required.

RESOLVED that there should be no changes to the Terms of Reference. (Prop RW, 2nd AM, unanimous)

Terms of reference:

All councillors and residents are welcome to attend the meetings of the task group which meets in public.

To make a recommendation to the Parish Council on whether the Parish Council should develop a Neighbourhood Plan or an alternative plan and if so how expectations should be managed, (what area it should cover delete) and how it should be financed and managed and its terms of reference.

To act on behalf of the Parish Council once it decides on a Neighbourhood Plan or alternative.

To act on behalf of the Parish Council in relation to the provision of Affordable Housing in the Parish

To act on behalf of the Parish Council in relation to Assets of Community Value

To act on behalf of Hemingford Grey and Hemingford Abbots Parish Councils in relation to public transport.

- To work with other relevant Councils and organisations to represent the transport needs of the two parishes and work towards a co-ordinated approach to public transport in the local area.
- To promote and liaise with the Community Car Scheme operated by the Volunteer Centre, Huntingdon.

To work with the Burial Site Task Group when appropriate.

To act on any other community issue when it is requested to do so by the Council.

Notes from meetings to be submitted to the Parish Council with all decisions being made by the Parish Council.

Communications working group

Membership: Cllrs Flint (Convenor), Allen, Elliott and Kim Loader (Webmaster). (Prop RA, 2nd AM, unanimous)

RESOLVED that there should be no changes to the Terms of Reference. (Prop JF, 2nd RA, unanimous)

Terms of reference:

To consider the most appropriate ways for Hemingford Grey Parish Council to communicate with residents of the parish.

The Communications Group will consider the following-

- Review the current communications methods and the information to be communicated to residents and between councillors and the Clerk
- The communication needs of various groups within the parish- ie new residents, families, businesses, older residents, Parish Church, voluntary organisations and clubs.
- Methods of communication to include paper information (noticeboards, posters, Hemingford Directory inserts, letters, flyers etc), the Website and social media (Facebook, Twitter etc)
- How residents can communicate with the Parish Council
- Wifi connection for parish meetings
- Those responsible for achieving the methods chosen- ie clerk, councillors, volunteers, paid support
- Financial implications

Cemetery Working Group

Membership: Cllrs Allen (Convenor), Flint, Elliott, and Jakes. (Prop SJ, 2nd RW, unanimous)

RESOLVED that there should be no changes to the Terms of Reference. (Prop RA, 2nd JF, unanimous)

Terms of reference:

To deal with matters concerning the administration, upkeep and the day to day running of the current cemetery together with the Parish Clerk and to identify and acquire a suitable new cemetery site if one can be identified

Village Maintenance Review Working Group

RESOLVED that the Working Group should be disbanded as its remit was being handled by the Environment Working Group. (Prop RW, 2nd RA, unanimous)

Green Working Group

Membership: Cllrs Jakes, Flint, Meredith and Cllr Waters (Ex-officio) and three residents. (Prop SJ, 2nd RA, unanimous)

RESOLVED that there should be no changes to the Terms of Reference. (Prop SJ, 2nd RA, unanimous)

Terms of reference:

To draft a parish policy for climate change and other green issues.

Emergency Flood Group and Plan

Membership: Cllrs Jackson (Convenor), Waters, and Irish. (Prop RW, 2nd RA, unanimous)

RESOLVED that the Terms of Reference should be drawn up by the group.

RESOLVED to rename the working group “Community Resilience Working Group”. (Prop TJ, 2nd SJ, unanimous)

The following Member and Officer responsibilities were agreed: (Prop RA, 2nd JF, unanimous)

Newsletter Editor – Cllr Allen

Website – Kim Loader assisted by Cllr Flint.

Employment – The Chairman and Vice-Chairman.

Reading Room representative – Cllr Flint.

Tree Wardens – Ray Woodward and Martin Collings. Covered under Planning and Environment Working Group.

Meadow Reeve – a historic position to monitor the overgrazing of the meadow and monitor activities on the meadow – Cllrs Allen and Jakes

Langley Trust – Riva Elliott (March 2021) and Annie Waters (Jan 2020).

St Ives Road Safety Committee – Cllr Puttick.

Handyman – The Clerk.

Peace Memorial Fields and Pavilion – Cllr Duma

Footpath monitors: Don and Jane Walton and Cllr Dew

Great Ouse Valley Trust – Cllr Waters

Defibrillator checks – Cllr Irish

4. Annual review of land in the ownership or control of the Parish Council

RESOLVED to note the land in the ownership or control of the Council:

- Daintree Green including Allotments – subject to a lease
- Yes Development open space at Dunnock Way subject to a lease
- the Parish Cemetery unregistered at Land Registry
- Vicarage Fields (including the ‘island’ around the oak tree) – registered with Land Registry
- the Pinders Green play area (corner of Pound Road and Mitchell Close) and surrounding grass - registered with Land Registry
- (maintained by the Parish Council) the grass along the riverside from the High Street to the H. Abbotts boundary (adjacent to FP HG11) and the wide ‘verge’ along the northern section of Love Lane (FP HG5). Also the verge outside No 2-8 High Street. The Parish Council appears not to have any formal or legal ‘ownership’ of these other than by it having maintained them for many years.
- The various ‘estate paths’ which are generally not shown as registered to anyone and which usually appear on the Land Registry index map as if they

are part of the highway. The Council has generally carried out the minimal maintenance with its handyman.

The estate paths are:

- a. Turberville Court to Gore Tree Road
- b. Priors Close to the Thorpe
- c. Weir Road to The Apple Orchard
- d. Path from south end of Dendys back to Sadlers Way
- e. Path from Limes Court to London Road behind Esso filling station
- f. The Joint (Pound Road to Braggs lane (2 sections))

RESOLVED to remove the path behind Nos 15 to 23 Stepping Stones leading back to Margetts as this is owned by HDC/ Housing Association. (Prop RA, 2nd SJ, unanimous)

5. There was no item 5.

6. To receive declarations of interest from councillors on items on the agenda

Cllr Flint declared a non-pecuniary interest in item 8.1.3 as a nearby resident.

Cllr Jakes declared a pecuniary interest in the payment of invoices to her family business.

7. To approve the minutes of the previous Parish Council meeting

RESOLVED that the minutes of the meeting on 12 April 2021 be approved and signed by the Chairman as a true record after the following amendments: under open session, paragraph 2, change “near the boats” to “when loading/unloading;” under item 3.1.4, change “on” to read “from the conservation area,” and under item 5.1, to add the wording “in relation to the car transport scheme” after “three years”. (Prop RA, 2nd RW, unanimous)

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

8.1 Planning applications

8.1.1 21/00263/HHFUL – 28 Manor Road – Erection of rear extension and front porch

RESOLVED given that there is no significant change from the previous (approved) applications, that the Parish Council has no objections. (Prop AM, 2nd RW, unanimous)

8.1.2 21/00139/HHFUL – 22 Manor Road – Single storey rear extension within conservation area

RESOLVED to support the application, which is invisible from the road. (Prop RW, 2nd RE, unanimous)

8.1.3 21/00681/HHFUL – 19 Marsh Lane – Proposed rear single storey extensions and separate garage to the front of the property

RESOLVED to object to the garage as a detached garage in front of the property would be the only one in Marsh Lane and would be out of keeping so should be pushed back. RESOLVED to support the other building works. (Prop RW, 2nd AM, carried with 9 in favour and 1 abstention)

8.1.4 21/00542/HHFUL – 45 Marsh Lane – Proposed new front entrance door and porch canopy over, single storey lean to rear extension and first floor side extension over existing flat roofed ground floor extension

RESOLVED to support the application. (Prop RA, 2nd JF, unanimous)

8.1.5 18/02726/FUL Former car showroom London Road St Ives amended application for 49 dwellings with associated works

RESOLVED to note that the statement in the press that demolition had commenced is false. With regard to sewage, Anglian Water have commented that they and the system have suitable capacity for additional homes which is not true.

RESOLVED to object to the application as the Parish Council is reluctant to support the application until the foul water system is suitably upgraded to make it fit for purpose, for sewage issues and parking. There are issues along London Road and the protection of the verge which is part of the Conservation Area. Building on Zone 2 of the flood plain would set a precedent. When the sewage system was put in it could only cope with 60 homes and there are now over 500. There has been no improvement to the pipes. (Prop AM, 2nd TJ, unanimous)

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

8.2.1 21/00147/LBC – Limes Park, London Road, St Ives – Retrospective replacement roof finished – Permission granted

8.2.2 20/80265/COND – 16 Langley Way – Conditional information for 20/00234/HHFUL: C2 (Landscaping Plan) – proposal that the Parish Council asks Planning Enforcement to follow up on soft landscaping which has not been undertaken.

RESOLVED, given that the soft landscaping has not been done, to notify Planning Enforcement. (Prop AM, 2nd RW, unanimous)

8.3 Tree Works applications

None.

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

9.1 (4.1) Sewage issues in Hemingford Grey – to consider report on meeting with Anglian Water and the next steps

RESOLVED to receive Cllr Jackson's report on the meeting with Anglian Water about the bad weather and flooding issues at Christmas. It does not appear that there will be a major upgrade but repairs and investigations are taking place into where the issues currently lie. Issues with Anglian Water are ongoing and Cllr Waters is preparing a plan showing the load to each of the pumping station. In several other villages sewage flows to the pumping station so a co-ordinated approach will be required.

10. To consider resolutions from the Annual Parish Meeting, if any

None.

11. Finance, procedure and risk assessment

11.1 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 made at bank.

RESOLVED that the payments as listed in the finance report should be paid, plus St Ives Tree (Tree works) £1700.00 and RoSPA (Play inspection) £267.20. (Prop RA, 2nd RW, unanimous)

Salaries and Pension	£1583.03
CAPALC (Planning training)	£325.00
ICCM (Affiliation fee)	£95.00

Credits, including bank interest, were noted.

Cllr Duma arrived at 8.43 pm.

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

None.

11.3 To consider any matter that is urgent because of risk or health and safety

None.

11.4 To consider the RoSPA report

- RESOLVED, given that the Daintree Green play equipment is in poor condition, that there is a need to progress upgraded facilities.
- RESOLVED to ask the Handyman to look at replacement bricks/edging and a screw and matting at the other play areas.
- RESOLVED to obtain quotations for repair or replacement of the swing joints and a quotation for the Daintree Green ownership signage.
- 11.5 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 2020 and 31 March 2021)
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)
- 11.6 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)
- 11.7 To approve the Annual Governance Statement by resolution
RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Parish Council’s behalf. (Prop RA, 2nd RW, unanimous)
- 11.8 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered.
- 11.9 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved. (Prop RA, 2nd RE, unanimous)
- 11.10 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. (Prop RA, 2nd RE, unanimous)
- 11.11 Standing Orders, Financial Regulations, Risk Assessment and other policies review
RESOLVED to adopt the model Standing Orders and Financial Regulations with the inclusion of the existing levels, delegations and provisions. (Prop RA, 2nd SD, unanimous)
- 11.12 Assets, Insurance policy and fidelity guarantee review
RESOLVED that no changes were required at this time The Parish Council has a small zip wire. (Prop RA, 2nd TJ, unanimous)
- 11.13 Street lighting maintenance contract – to consider recommendation
RESOLVED to accept the contract. (Prop RA, 2nd TP, unanimous)
- 12. To receive reports and items from Committees, working groups and members for information only unless stated**
- 12.1 To receive the EWG report
RESOLVED to note the report as circulated.
- 12.1.1. Proposal that Parish Council (PC) seeks quotes for the picnic table(s) and secure installation in Daintree and/or Vicarage Fields as needed to respond to potential donor EWG
RESOLVED to approve the proposal. (Prop RW, 2nd AM, unanimous)
- 12.1.2 Proposal that new regimes for maintenance of Daintree Green and Vicarage Fields be agreed in principle by PC and displayed for public consultation before being incorporated into the next grounds maintenance contract
RESOLVED that the proposal be amended in accordance with Cllr Meredith’s email of 4 May 2021. (Prop RW, 2nd AM, unanimous).
RESOLVED that new regimes for maintenance of Daintree Green, Vicarage Fields and other public spaces (which are the responsibility of HGPC) are developed in preparation for the next grounds maintenance contract. These regimes will reflect the

needs of the various users but also increase bio-diversity. Reason- the aim is to balance the needs of all the users of the open spaces along with the intention to increase bio-diversity. Increased bio-diversity to be achieved by a range of measures including the development of wild flower 'islands'.

RESOLVED to fund in principle consultation events with residents and users.

Reason- residents and other users of the public spaces will be asked for their views on the proposals and their views considered when the maintenance regimes are developed.

RESOLVED that the EWG group will coordinate the work and will report regularly to the Parish Council.

RESOLVED to note that the plans attached to the agenda are only the first drafts for Daintree Green and Vicarage Fields.

- 12.1.3 Proposal that the PC seeks quotes in August for reseeding and any other works necessary to restore grass along the riverbank between the flood wall and the concrete moorings. The quotes to be brought to the September meeting with the intention that any remedial work is undertaken in early November.

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

- 12.2 Report on Hemingford Hub's plans to help people re-socialise and get fitter now that lockdown is easing

RESOLVED to note Cllr Elliott's report on the Hemingford Hub, the changes to the number of volunteers and the people it helps; it had 144 volunteers; the 24/7 hotline; and the Hub's registering with the Charity Commission. The elderly population of Hemingford Grey was approximately double the national average and they were looking to build relationships with Hemingford Abbots. Indoor classes would restart in the next couple of weeks.

RESOLVED the Parish Council was happy to publicise events.

On a proposition by the Chairman the order of business was varied.

- 12.0.3 Defibrillator update

Cllr Irish reported that there was currently a fault showing low power. The manufacturer had indicated that this should be fixed with a software update. Training was being progressed.

- 12.0.6 Council meetings in person

RESOLVED as face to face council meetings are permitted from 7 May to hold the next meeting in late June, with a larger and well ventilated room preferred. The preferred date being 21 June. (Prop RA, 2nd SD, unanimous)

- 12.4 Proposal that the Parish Council write to Highways England/CCC/HDC to confirm where and when responsibilities are changing from Highways England to our local authority(ies)

RESOLVED noting the correspondence from CCC and that the litter issue lies with Highways England/HDC, to take no further action.

- 12.5 Ongoing problems with parking in Marsh Lane – Proposal that the Council writes to LLA with copies to Tarmac/Land Logical and County Council highways and possibly the police

RESOLVED, noting that the issue was due to the reduction of car parking for fishermen, to write to the London Anglers Association to raise the issues, with copies to Tarmac, Land Logical, CCC Highways and the Police. The resident has put up a sign on the verge asking for no parking in one end of the lane.

RESOLVED to place an article in the next newsletter. (Prop RW, 2nd RE, unanimous)

13. To consider correspondence/communications received

- 13.1 To consider requests from allotment tenants for a skip to clear rubbish left on plots

RESOLVED to arrange for a skip. ^(Prop RA, 2nd RW, unanimous)

14. Closure of Meeting

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

Signed _____ (Chairman) _____(Date)

APPROVED