

5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled

RESOLVED to place an article in the newsletter and publish the vacancies on the notice board and the website. (Prop RA, 2nd RW, unanimous)

6. Review of delegation arrangements to committees, working groups, employees and other local authorities

RESOLVED that delegations to officers, the Chairman and the Clerk continue as found within the Council's policies and previous decisions.

RESOLVED that Messrs Woodward and Collings continue as Tree Wardens.

7. Review of the terms of references for committees and working groups

RESOLVED to adopt the existing structure of a Planning Committee and Working Groups.

RESOLVED to adopt the Planning Committee Terms of Reference after adding the words "where necessary" in relation to attendance at the Development Control Panel meetings under bullet point 7. (Prop RA, 2nd AM, unanimous)

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 Panel meetings where necessary.
- 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.

RESOLVED that the following Working Group Terms of Reference be adopted:

Environment Working Group

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

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.

Cemetery Working Group

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.

Community Resilience Task and Finish Group

Terms of reference:

To seek to develop village wide plans to enable the community to prepare for, cope with and recover from large scale emergencies.

8. Receipt of nominations to existing committees and working groups

Planning Committee

RESOLVED that the membership of the Planning Committee be all members except Cllr Jakes; this being subject to review when the Council is at full strength. (Prop RA, 2nd JF, unanimous)

RESOLVED that Cllr Waters be elected Planning Committee Chair. (Prop TJ, 2nd NI, carried with 1 abstention)

RESOLVED that the appointment of the Planning Committee Vice-Chair should be an agenda item for the next Planning Committee meeting.

Environment Working Group

RESOLVED that the membership should consist of Cllrs Meredith, Jakes, Irish and Flint. (Prop RA, 2nd RW, unanimous)

RESOLVED that Cllr Meredith should be the Convenor. (Prop RW, 2nd SJ, unanimous)

Finance and Policy Working Group

RESOLVED that the membership should consist of the Chair (Convenor – Cllr Allen) and Vice-Chair (Cllr Waters), and Cllrs Elliott and Duma. (Prop RA, 2nd JF, unanimous)

Cemetery Working Group

RESOLVED that the membership should consist of Cllrs Allen (Convenor), Flint, and Elliott. (Prop RA, 2nd SJ, unanimous)

Community Resilience Task and Finish Group

RESOLVED that the membership should consist of Cllrs Jackson (Convenor), Waters, Irish and Elliott. (Prop RA, 2nd SJ, unanimous)

RESOLVED that the following Member and Officer responsibilities be agreed: (Prop SJ, 2nd RE, unanimous)

Tree Wardens – Ray Woodward and Martin Collings
Meadow Reeves – Cllrs Allen and Jakes

Footpaths – Cllrs Irish and Elliott and Doug Dew if willing. Any member that sees anything amiss when out walking the public rights of way may report it to the County Council using its online reporting system.

Newsletter Editor – Cllr Allen

Website – Kim Loader assisted by Cllr Flint.

Employment – The Chair and Vice-Chair.

Reading Room representative – Cllr Flint

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

St Ives Road Safety Committee – Cllr Waters.

Peace Memorial Fields and Pavilion – Cllr Duma

Great Ouse Valley Trust – Cllr Elliott

Defibrillator checks – Cllr Irish

9. **Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them**

None.

10. **Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies**

RESOLVED the risk assessment arrangements and other policies continue unchanged apart from Standing Orders which are to reflect the recent NALC model which uses Chair rather than Chairman. (Prop RA, 2nd RW, unanimous)

RESOLVED that the Finance and Policy Working Group should look at the model Financial Regulations policy and make any necessary recommendations.

11. **Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities**

RESOLVED to note the arrangements with CCC that the Parish Council will write a first letter to any residents whose vegetation obstructs the highway. This is normally a CCC responsibility. There are no agency service agreements in place.

12. **Review of representation on or work with external bodies and arrangements for reporting back**

Taken earlier.

13. **Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future**

RESOLVED to note that the Parish Council is not eligible to exercise the general power of competence due to insufficient candidates being returned at election.

14. **Review of inventory of land and assets**

Land presently in the ownership or control of the Council -

- Daintree Green (including Allotments and Millennium Orchard) – subject to a 30 year lease from 1/1/2004 from HDC at £150pa
- Yes Development open space at Dunnock Way subject to a 5 year lease from 6th January 2020 from HDC at a peppercorn rent if demanded.
- 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 also known as the Mitchell Close Play area (corner of Pound Road and Mitchell Close) and surrounding grass - registered with Land Registry CB23513
- (maintained by the Parish Council) the grass along the riverside from the High Street to the Hemingford Abbots 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:

- Turberville Court to Gore Tree Road
- Priors Close to the Thorpe
- Weir Road to The Apple Orchard
- Path from south end of Dendys back to Sadlers Way
- Path from Limes Court to London Road behind Esso filling station
- The Joint

HDC has offered transfer of Phase 1 & Phase 2 of the Yes Development open space to the Parish Council. A Solicitor has been appointed to handle the transfer.

RESOLVED given the Junior Football Club had now merged with the Hemingford Colts to send the Colts a new licence granting them permission to play on Daintree Green. Which includes them taking responsibility for the container and ensuring it has planning permission. (Prop RA, 2nd JF, unanimous)

15. Review and confirmation of arrangements for insurance cover in respect of all insured risks

RESOLVED to defer this item to the June meeting as the insurance renewal is due on 1 July.

16. Review of the Council's and/or employees' memberships of other bodies

RESOLVED to note the Council contributes to the Clerk's SLCC membership and affiliates to CAPALC, Hunts Forum, ICCM, CPRE and Fields in Trust. (Prop RW, 2nd NI, unanimous)

17. Review of the Council's complaints procedure

RESOLVED that the Complaints Form should be reviewed by the Finance and Policy Working Group. (Prop RA, 2nd RW, unanimous)

18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

RESOLVED that Freedom of Information and GDPR requests should continue to be dealt with by the Clerk as the Proper Officer.

19. Review of the Council's policy for dealing with the press/media

RESOLVED that this should be dealt with by the Chairman together with the Clerk.

20. Review of the Council's employment policies and procedures

21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence

RESOLVED to note the new limit of £8.82

22. Setting the dates, times and place of ordinary meetings of the full Council - the Parish Council to decide on venues (Parish Centre booked until July)

RESOLVED that meetings should continue to be held on the second Monday of each month except for August and December, with the Full Council meeting at 7.30 pm, preceded by the Planning Committee meeting at 7.00 pm.

RESOLVED to return to the Reading Room as a venue from September if they have availability, but if not to continue meeting at the Parish Centre.

23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business

RESOLVED to adopt the dispensation policy as outline in brief by the Clerk and to delegate to the Clerk to grant dispensations to members to speak and vote where appointed by the Parish Council to a role and to speak only for any other declarations. The Clerk has some discretion as to this in line with the dispensation policy and a member may submit an appeal to the Full Council if they so wish.

24. Review of banking arrangements and appointment of any bank signatories

RESOLVED to close the Santander bank accounts and open a National Savings & Investment Bond. (Prop RA, 2nd RW, unanimous)

RESOLVED that Cllrs Allen, Waters and Meredith should be the signatories on all accounts including the NSI Bond.

25. Member training arrangements

RESOLVED to look at arranging in-house training through CAPALC again.

26. Apologies for absence and declarations of interest

Taken earlier.

27. To consider matters arising from the last or a previous meeting

None.

28. Finance, procedure and risk assessment

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

RESOLVED that the payments listed in the finance report should be paid, plus Hemingford Handyman (Jubilee benches installation) £200.00, Eastern Tree Surgery (Tree survey) £1200.00, Buchans (Grass cutting) £1464.00, Impression Graving (Jubilee Plaque) £88.80, J Flint (Expenses) £71.31 and S Jakes (Expenses) £51.36. (Prop RA, 2nd RW, unanimous)

Salaries and Pension	£1435.07
St Ives Tree and Garden (Tree works)	£6470.00
St James Church (Room hire)	£100.00
Buchans (Grass cutting)	£528.00
K & M Lighting Services (Street light maintenance)	£88.74
Playsafety Ltd (RoSPA inspection)	£273.00
LGS Services (Admin support April)	£2274.19

Credits, including cemetery fees and bank interest, and receipt of the precept, were noted.

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

RESOLVED to note in addition to any Cemetery or Allotments administration shown on the finance reports the Clerk had used her delegated powers to purchase 3 additional keys for the lockable bollards.

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

None.

28.4 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 2021 and 31 March 2022)

RESOLVED that the Parish Council is satisfied with the system of internal control that has been in place during the year.

28.5 To consider the Internal Auditor's report

RESOLVED to note that the Council had received a clean report last year and that all was in order. The next report was due shortly.

28.6 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 RW, 2nd SJ, unanimous)
- 28.7 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 SJ, 2nd JF, unanimous)
- 28.8 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were reviewed.
- 28.9 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved be signed by the Chairman. (Prop JF, 2nd NI, unanimous)
- 28.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
RESOLVED that the Council had witnessed the signing.
- 29. To receive reports and items from Committees, working groups and members for information only unless stated**
None.
- 30. Planning and Tree Works**
- 30.1 To approve the minutes of the last Planning Committee meeting
Taken earlier under item 4.
- 30.2 Planning Applications received
- 30.2.1 22/00850/HHFUL – 8 Church Street – Single storey front extension to the property to extend garage and to create an entrance porch. Existing dormer to first floor modernised with a flat roof.
Taken earlier.
- 30.2.2 22/00856/HHFUL5 Lea Road Single Storey Extension to the East Elevation. Alterations to existing garage. Internal alterations to existing house. Re-tiling existing roof to match existing
The site visit was conducted by Cllrs Waters and Allen.
RESOLVED to support the application as it is an improvement and makes no change to the street scene. (Prop RW, 2nd RA, unanimous)
- 30.3 Decision notices, appeals notices, enforcement notices and planning correspondence
- 30.3.1 22/00355/HHFUL – 3 St Ives Road – Entrance lobby and kitchen/family room extensions – Permission granted by HDC.
- 30.3.2 22/00290/HHFUL – 4 Old Pound Close – Two storey side and rear extension – Permission granted by HDC.
- 30.3.3 22/00192/HHFUL – Horseshoes, 8A Hemingford Road, St Ives – Proposed extension and alterations to existing dwelling including the demolition of an existing conservatory – Permission granted by HDC.
- 30.3.4 22/00163/HHFUL – 10 High Street – Single storey extension, re-roof and alterations (to include vehicular access and off road parking) – Permission granted by HDC.
- 30.3.5 22/00083/FUL – 16 The Thorpe – Demolition of existing bungalow and erection of new contemporary replacement single storey dwelling – Permission granted by HDC.
- 30.3.6 22/00003/FUL – 38 Marsh Lane – Demolition of existing 3 bedroom dormer bungalow and construction of a replacement 3 bedroom dwelling and 1 bedroom garden annexe – Permission granted by HDC.
- 30.3.7 21/02814/HHFUL – 14 Burlington Way – Single storey rear extension, garage conversion, front porch, dormer window and skylights to the rear – Permission granted by HDC.
- 30.3.8 21/02740/HHFUL – 7 St Ives Road – A new single storey rear kitchen extension – Permission granted by HDC.

30.3.9 18/02726/FUL – Former car showroom, London Road, St Ives – Phased residential development of 49 dwellings with access, parking, landscaping and associated works – Permission granted by HDC.

30.4 Tree works applications

30.4.1 22/00686/TREE – 6 Manor Road - application supported by the Tree Wardens using delegated powers – noted.

31. To consider correspondence/communications received

31.1 Resident – request for statues at the zebra crossing at the school

RESOLVED noting that Cllr Dew has chased CCC to repaint the zebra crossing and given that the Highway Code had changed, to respond to the resident informing them that the zebra crossing is to be repainted, and thanking them for their concerns, but as the Council believes that the statues will block the pavement and are not therefore the right solution.

31.2 CAMSAR – request to site recycling bin in the village

RESOLVED to respond that the Parish Council does not have any suitable land available, but will forward the request to the Pavilion to see if it has any land that can be used.

32. Closure of Meeting

There being no further business, the Chairman declared the meeting closed at 9.06 pm.

Signed _____ (Chairman) _____ (Date)