

HEMINGFORD GREY PARISH COUNCIL


I hereby give notice that the Meeting of the Parish Council will be held remotely due to the current pandemic
on Monday 8 June 2020 at 7.30pm

To join the Zoom Meeting <https://zoom.us/j/94626322898> Meeting ID: 946 2632 2898
Or dial by your location (charges apply) +44 330 088 5830 or +44 131 460 1196

The order of business may be varied at the Chairman's discretion.

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder


Mrs Gail Stoehr, Clerk
01/06/2020

AGENDA

Comments and observations on agenda items from members of the public and reports from the County & District Councillors

1. **To receive apologies for absence and consider a request for an approval for absence**
2. **To receive declarations of interests from councillors on items on the agenda**
3. **To approve the minutes of the previous Parish Council meeting**
4. **To consider planning applications, decision notices and tree works applications or pre-application approaches received**
 - 4.1 Planning applications
 - 4.1.1 20/00546/HHFUL – 24 Norman Court – Single storey flat roof extension
 - 4.1.2 20/80126/COND Agricultural Buildings, Long Lane
 - 4.1.3 20/00546/HHFUL 24 Norman Court
 - 4.3 Decision notices, appeals notices, enforcement notices and planning correspondence
 - 4.4 Tree works applications
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 – to consider report and any proposals for a bid
 - 5.2 (6.5) RoSPA reports – to consider quotations received
 - 5.3 (7.6) Communities Capital Fund – to consider report and any recommendation ^(RA)
 - 5.4 Resident request for dropped kerb in Church Street – to consider response from CCC
 - 5.5 (8.1) Resident Pocket Park at the end of the Thorpe – to consider a recommendation from the EWG
6. **Finance, procedure and risk assessment**
 - 6.1 To receive the financial report and approve the payment of bills
 - 6.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
 - 6.3 To consider any matter that is urgent because of risk or health and safety
7. **To receive reports and items from committees, working groups and members for info only unless stated**
 - 7.1 Proposal that the Council considers the Purple Ribbon Project initiative for food bank collections ^(AM)
 - 7.2 Proposal that an allotment holder may keep a neighbouring allotment tidy
 - 7.3 Proposal that a notice board be provided for the allotments ^(SJ)
 - 7.4 Proposal that the grass cutting schedule is changed and that the schedule and the Council recognises the designation of the Community Orchard and conservation area ^(RW)
 - 7.5 Speed sign data report and proposal that the speed sign on Hemingford Road is turned round ^(RW)
 - 7.6 Proposal that combined community Litter Pick and Tree Planting be split and rescheduled as two separate events. The cancelled Litter pick rescheduled for Saturday 19 September, with Tree Planting rescheduled for 28 November to coincide with National Tree planting week. A further community event, bulb planting, to be scheduled for Saturday October 17^(JF)
 - 7.7 Proposal that the Council returns £1866.59 to Groundwork's UK ^(MS)
 - 7.8 Proposal that Ferguson's are asked to clear cemetery compost bin and remove half of the spoil ^(RA)
 - 7.9 EWG report and recommendations (not detailed elsewhere on this agenda) ^(RW)

- 7.9.1 Recommendation that a Road Safety Group (name to be discussed) be convened to deal with highways, traffic, pedestrian and cycling issues within the parish
- 7.9.2 Recommendation that a Review of Village Maintenance be undertaken by a sub group of RW, CB, MS and SJ to report by September covering current contracts and responsibilities; impending changes; and possible Parish Council initiatives. This will propose an overall policy and make recommendations as to how the policy can be implemented taking into account contractual, financial, and longer term environmental issues
- 7.9.3 Recommendation that plans for an avenue of trees across Daintree Green be advertised in the July newsletter to gauge residents' reaction
- 7.9.4 Recommendation that the Clerk order removal of the tree branch on Daintree Green if recommended by the Tree Survey (warden has seen)
- 7.9.5 Recommendation that further to 7.6 the Parish Council confirms that expenses for refreshments have been agreed
- 7.10 Proposal that the Parish Council consider a recommendation from K&M Lighting for the street light 198 in Priors Road as UKPN is not replacing like for like connection on the new pole^(RW)
- 8. To consider correspondence/communications received**
 - 8.1 The Cock – suggestion of a “Hemingford Grey Day” on Daintree Green
- 9. Closure of meeting**

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 8 JUNE 2020

Where I have info to support an agenda item this is below.

3. To approve the minutes of the last meeting on 11 May 2020 – attached.
4. **To consider planning applications, decision notices and tree works applications or pre-application approaches received**
 - 4.1 Planning applications

Supporting information is available on the Planning Portal <https://publicaccess.huntingdonshire.gov.uk/online-applications/> The search criteria is the application reference.
 - 4.1.1 20/00546/HHFUL – 24 Norman Court – Single storey flat roof extension
 - 4.2 To consider and note any HDC planning decisions (supporting information is available on the Planning Portal <https://publicaccess.huntingdonshire.gov.uk/online-applications/> The search criteria is the application reference.
 - 4.2.1 20/00414/HHFUL – 11A Gore Tree Road – Replacement garage – Permission granted
 - 4.3.2 20/00234/HHFUL – 16 Langley Way – Demolition of existing garage and erection of new attached garage (retrospective) – Permission granted
 - 4.3.3 20/80126/COND – Agricultural buildings, Long Lane Farm, Long Lane – Conditional information for 19/01917/FUL C4 (Hard and soft landscaping) and C6 (Ecology)
 - 4.4 Tree Works applications

None at the time of writing.

5. **Matters Arising**

The Clerk advises the Parish Council to defer matters until a future meeting if information is not available rather than the next or a specific meeting. If the Council's minutes record the next or a specific meeting the Clerk has to include on the agenda even if no information has been received.

- 5.1 (5.6) CCC LHI bid 2021/2022 – to consider report and any proposals for a bid

Deferred at the last meeting.
- 5.2 (6.5) RoSPA reports – to consider quotations if received

Quotations for repairs and signage will be brought to the meeting.
- 5.3 (7.6) Communities Capital Fund – to consider report and any recommendations

The Chairman to report.
- 5.4 Resident request for dropped kerb in Church Street – to consider response from CCC

CCC have written:
“I have undertaken several site visits to the area, and every time the Vauxhall Insignia has been parked over where the old Post box was located

Picture No 3 – View looking back towards High Street , if you look very careful where the hedge is located a down pipe from number 1 does not go into a drain, but appears person unknown has covered the drainage point and though I have not been there when it rains I believe water could be discharged onto the road?

Picture No 2 – Looking in the opposite direction with the Vauxhall parked over the location of the old post box.

Having looked at Google map which goes back about 10 years, No kerbing was shown at this location and the only change is the post box has been removed which is available through Open source research.

Understandably we receive many requests from residents with various suggestions to improve the highway network, unfortunately the cost of funding all the requests for improvements to the county highway network always exceed the budgets that the County Council is able to allocate for this work. Therefore, priorities have to be set by Councillors, which means that we are unable to deliver many of the measures being requested. However, the County Council recognises that third parties may be in a position to fund some of these requests and our third party funding policy aims to encourage investment in highway measures by others.

One possibility is the Local Highway Improvement (LHI) scheme which gives local people around Cambridgeshire an opportunity to bid for County Council money for highways projects which will improve their community. Bids up to a maximum of £15,000 are invited however there is an expectation that the bidder (community group/residents association etc) will contribute a minimum of 10%. Bids for improvements would need to be submitted by September to be considered for the following year, and this may provide an opportunity for any proposals to be considered. Further details on the local highway improvement initiative can be found via the following link:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/>

I hope that the above information is useful and whilst I am sorry that the County Council is not in a position to fund the works, we are happy to assist with the process and are keen to work with residents to do just that.

Should you have any questions regarding the above then please do not hesitate to contact the Policy and Regulation Team, who would be happy to discuss the legal requirements and offer advice. The team can be contacted via email at policyandregulation@cambridgeshire.gov.uk or on 0345 045 5212.

Please let me know if I can be of further assistance.”

5.5 To consider the tree survey if received

6. Finance, procedure and risk assessment

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

Attached

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

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

- Approval for interment in Old 490a.
- Due to Covid-19 the Clerk has relaxed the requirement for witnessing tenancy agreements.

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

None at the time of writing.

7. To receive reports and items from committees, working groups and members for information only unless stated

7.1 Proposal that the Council considers the Purple Ribbon Project initiative for food bank collections

Cllr Meredith to report. She writes:

“It is evident from media coverage that the demand for support from food banks has increased during the lock down and is not likely to decrease in the coming weeks.

So I would like an item put on the agenda for our June meeting as I read in a briefing how a PC facilitated the road side collection of donations for a food bank. The donations were identified by a purple ribbon.

Many of our residents are unable to get physically involved in the Hub and its activities and I believe that they would like the opportunity to practically support those less fortunate.

There is a food bank in Godmanchester that is linked to the Trussell Trust so it would make sense to work with them-should the PC decide to support this project.”

7.2 Proposal that an allotment holder may keep a neighbouring allotment tidy

Cllr Jakes to report. She writes:

“I have been talking to someone who has an allotment who would be happy to keep trimmed their neighbouring allotment as once the weeds seed it becomes harder for everyone else, having the overgrown allotments also makes it a daunting task for someone looking to start an allotment as its initially 6 foot high weeds.”

7.3 Proposal that a notice board is provided for the allotments

Cllr Jakes to report. She writes:

“I would also like to discuss getting a noticeboard put up at the allotments so that the tenants could communicate with each other easier if positioned well it could benefit walkers in the park too.”

7.4 Proposal that the grass cutting schedule is changed and that the schedule and the Council recognises the designation of the Community Orchard and conservation area

Cllr Waters to report.

A resident has complained that the grass and the area in the orchard as well as the wild growth between the woods and the allotments have been cut back too severely, and has requested that the grass should be cut less frequently, the orchard grass need not be cut at all, and that the Council should develop a proper plan for a conversation area around the trees by the allotment, map it out and manage it.

7.5 Speed sign data report and proposal that the speed sign on Hemingford Road is turned round

Cllr Waters to report. He writes:

“This is a very brief summary of useful data from the speed sign on Hemingford Road.

It is currently facing towards the village which means that the 'Arriving' data is heading from HG toward St Ives and 'Departing' data from St Ives toward the village. We now have consistent data in both directions from the end of February to date.

We were locked down on 23rd March and traffic in both directions has just about halved since then. Average daily volumes were around 900 vehicles each way and are now just over 400. (Police counts in August last year were 1600 eastbound and 1300 westbound each day)

Average speeds in both directions for both March and April are between 25 and 30 mph. The 85 percentile speed in both directions was between 31 and 33 mph. (This is the speed under which 85% of vehicles are travelling). It is significant in the design of speed limits and traffic calming measures.

The maximum speed recorded was 75mph although the 'average maximum' was around 40.

If anyone knows somebody who likes analysing data for fun (it is unlikely to lead to any significant action) and presenting it on a, say, monthly basis - please let me know.

Unless anyone has any objections I will propose that we turn the sign round to face incoming traffic at our next meeting.”

7.6 Proposal that combined community Litter Pick and Tree Planting be split and rescheduled as two separate events. The cancelled Litter pick rescheduled for Saturday 19 September, with Tree Planting rescheduled for 28 November to coincide with National Tree planting week. A further community event, bulb planting, to be scheduled for Saturday October 17^(JF)

7.7 Proposal that the Council returns £1866.59 to Groundwork’s UK^(MS)

Cllr Sheridan reports “The return of the unspent grant is part of the terms and conditions of the award agreement, on the original online application. (Please see attached).

We applied for a grant to start off the Neighbourhood Plan. The grant is constricted by the ‘end of financial year’.

If the full amount of the grant has not spent by the ‘end of the financial year’ (end of March 2020) then the unspent remainder has to be sent back to the sort code and account belonging to ‘Groundwork UK’ (see email dated 28th May 2020), as soon as possible.”

- 7.8 Proposal that Ferguson’s are asked to clear cemetery compost bin and remove half of the spoil.^(RA)
- 7.9 EWG report and recommendations (not detailed elsewhere on this agenda)^(RW)
- 7.9.1 Recommendation that a Road Safety Group (name to be discussed) be convened to deal with highways, traffic, pedestrian and cycling issues within the parish
- 7.9.2 Recommendation that a Review of Village Maintenance be undertaken by a sub group of RW, CB, MS and SJ to report by September covering current contracts and responsibilities; impending changes; and possible Parish Council initiatives. This will propose an overall policy and make recommendations as to how the policy can be implemented taking into account contractual, financial, and longer term environmental issues
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- 7.10 Proposal that the Parish Council consider a recommendation from K&M Lighting for the street light 198 in Priors Road as UKPN is not replacing like for like connection on the new pole^(RW)

8. To consider correspondence/communications received

- 8.1 “ I am keen to get support from The Parish Council on account for using Village land and key Regatta Committee members since I thought their involvement could be good since I know funds would have been lost this year due to its cancellation. Indeed it was that news that sparked this thought.

I was thinking that with all that has happened this Summer a ‘Hemingford Grey Day’ would be a lovely idea and could be a great occasion. I know the village is a very strong one socially and will be fine right now but this could help re-unite people (at a distance from each other of course!). The village could probably do with a big lift. We won’t be able to hold our beer festival this year or it’s unlikely anyway since social distancing would make it very difficult to operate. I was thinking we could transfer our beer festival to Daintree Green and make it more inclusive for families and turn the event into a village bonanza! There is the space there to make this a success, even if social distancing at 2m was still an issue. I was imagining a two night - one day event: Friday night / Saturday day and night in late August - Friday 21st / 22nd. This would involve bands, a beer tent, food stalls, afternoon teas, bouncy castles etc etc. We could unite with the Regatta and any other local organisation that will have missed out on funds and their event for this year.

We would need to get a temporary licence which I think Hunts council would probably grant. I think the locals around the green would be happy to put up with the event providing they were communicated with. We could stop music at sensible times – say 10.30pm. People won’t be going on holiday abroad (as much) and I think families would welcome this.

I’d be keen to talk to you more if possible if it is something that the Parish council would support and if the Regatta Committee wished to get involved the more the merrier.
Would welcome your thoughts.

Best wishes,
Oliver Thain”
The Cock, Hemingford Grey

9. Closure of meeting

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Jun-20

Balance B/Forward	213685.26
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ADJ'S + Chq's Approved at Previous Meeting		
Adjustments		
SALARIES & PENSION	ADJUSTMENT (RECORDED TWICE)	769.16
ROYAL MAIL	ADJUSTMENT (RECORDED TWICE)	119.40
Payments		
SALARIES & PENSION		-1531.10
SSE	STREETLIGHT ENERGY	-157.08
ROYAL MAIL	NEIGHBOURHOOD PLAN FREEPOST	-68.81
Receipts		
PLOT 5	ALLOTMENT RENT & DEPOSIT	71.87
PLOT NEW353	INTERMENT FEE	340.00
PLOT NEW195	INTERMENT FEE	140.00
SANTANDER	INTEREST	12.55
<i>Total Fund movement</i>		-304.01
Balance revised after adjustments		213381.25

Bank Reconciliation				
Item	Funds	Statement	Outstanding	
Unity Trust Current Acc	14394.38	17,117.06	-2,722.68	
Unity Savings Acc	5180.06	5,180.06		
Santander Current Acc	151469.83	151,469.83		
Santander Deposit Acc	42336.98	42,336.98		
Total	213381.25	216103.93	-2722.68	

Expenditure for month		Amount (£)	
SALARIES & PENSION		TBC	
ICO	DPA	35.00	
LGS SERVICES	ADMIN SUPPORT - APRIL	2215.30	
K&M STREETLIGHTS	MVAS REPOSITION	60.00	
K&M STREETLIGHTS	STREETLIGHT MAINTENANCE	87.88	
Total Expenditure		2398.18	

Balance c/f	210983.07
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Notes:
Late invoices will be brought to the

DD

Mark Sheridan
Hemingford Grey parish council
Hemingford Grey, , Huntingdonshire PE28 9BS

PE28 9BS

01/06/2020

NP Grant Ref: NPG-11346

Dear Mark Sheridan

OFFER OF GRANT – Neighbourhood Planning

Congratulations! On behalf of the Neighbourhood Planning Programme, funded by the Ministry of Housing, Communities and Local Government, we are pleased to offer **Hemingford Grey parish council** a grant of up to a maximum of **£5,180.00** (the “grant”). This grant is specifically for the purpose of the ‘**Project**’, the details of which were outlined in the application form you submitted to Locality. Please note that if this amount is less than you applied for, the reasons are detailed in Schedule 1. We offer you the grant on the terms of this letter so please read it carefully.

What you need to do now - Accepting our offer

Before we can make a payment, you will need to accept our Grant Offer, Terms and Conditions (Appendix A) and read our Privacy Information Statement (Appendix B). You will be able to accept the grant (as well as completing our Grant Recipient Due Diligence Process and providing organisational bank details) through our secure web portal for Groundwork UK’s Programme Management System ‘GIFTS’. Please follow one of the grant acceptance process below based on whether you are a first time grantee (1) or a returning grantee (2).

1. If this is your first Neighbourhood Planning Grant from Groundwork UK:

You should receive an email today from mail@grantapplication.com with your account details and instructions on how to generate a temporary password. Click on the link in that email to access your account and follow the instructions on how to access the account for the first time, including generating and changing your password. Once you have successfully changed your password and logged in to the system you can start to complete the due diligence form by clicking on the grey tab titled “Requirement Form”. You then need to click on the form name “Neighbourhood Planning – Grant Acceptance Form” this will open up a separate window to complete the due diligence form. Here you will be prompted to provide some additional information and upload various documents to accept the grant offer and complete our due diligence process. Follow the instructions on the screen. Once you have submitted the form, you will receive a confirmation email. Please note the due diligence

checking process can take up to **10 working days to complete**, therefore only contact us for an update if this time has elapsed.

2. If you've had a previous Neighbourhood Planning Grant from Groundwork UK:

As you already have a Gifts account registered to the email address provided with a previous grant, please login to your existing grantee account to accept this offer. To login to your account visit https://www.grantrequest.co.uk/SID_19/. Please use the username (your email address) and the password you used when creating your account to login (or the latest one if this has changed since your account was created). If you have forgotten your password, you can request a new one by visiting the login page via the above link.

As soon as you have done this, you can start to complete the due diligence form by clicking on the grey tab titled "Requirement Form". You then need to click on the form name "Neighbourhood Planning – Grant Acceptance Form (Additional Grants)" this will open up a separate window to complete the due diligence form. Here you will be prompted to provide some additional information and upload various documents to accept the grant offer and complete our due diligence process. Follow the instructions on the screen. Once you have submitted the form, you will receive a confirmation email. Please note the due diligence checking process can take up to **10 working days to complete**, therefore only contact us for an update if this time has elapsed.

You should also add the addresses mail@grantapplication.com and mailuk@grantapplication.com to your email account to ensure that you receive future requests and information regarding this grant.

By accepting our grant offer, you accept the terms on which we offer the grant, and you enter into a legally enforceable contract with us. You also acknowledge that you have carefully considered this letter, and the Terms and Conditions of Grant Agreement, and that you fully understand and accept them.

Your due diligence must be completed by the following date or your grant offer may lapse:

27/02/2020

Please contact us if you need further time to complete the process, your main Groundwork UK contact is **Raj Sian**.

Once you have completed the due diligence process to our satisfaction, we will pay the grant by BACS. Please be aware that **no grant payment will be released until we receive the above information from you correctly completed** where appropriate. The grant paid will be 100% of your award.

Once your project is complete, we will require confirmation of grant expenditure and a project progress update. Ordinarily only invoices over £1,000 will need to be provided to us at the point that you submit your end of grant report, however please note that you are required to keep all evidence of spend of the grant in case of a full audit. We will contact you with further details on this process.

If you have any queries regarding this letter, please email neighbourhoodplanning@groundwork.org.uk or call 0121 236 8565.

We wish you every success in your project and we look forward to hearing from you shortly.

Yours sincerely



Paul Viles
Director of Finance & Company Secretary
Groundwork UK

Encs
Schedule 1 – Details of Award
Appendix A – Standard Terms and Conditions of Grant
Appendix B – Privacy Information

Schedule 1 – Details of Award

Special conditions attached to your grant and comments from the awarding grants panel can be found below. If you have been awarded a smaller grant than the value requested in your application, the reason for awarding less funding can be found below.

Instructions/conditions from the panel & reason for awarding less money (if applicable):

- If you are using the grant to engage consultants to support your neighbourhood plan, you are strongly advised to ensure that they are appropriately qualified for the work. This would mean using a qualified planner, preferably a chartered member of the Royal Town Planning Institute (MRTPi), to provide advice on planning legislation, policy and issues. Similarly there are a range of specialists who might need to be involved in a Strategic Environmental Assessment (SEA) or work related to Habitats Regulations. If in doubt, please take advice from your Local Planning Authority.
- Please note the maximum day rate we will pay for any consultant is £550 per day excluding VAT and reasonable expenses.
- Eligible expenditure consists of activities carried out by You during the Funding Period for the purposes of the Project. The **Grant Funding period start date is 06/02/2020** and ends with the **Grant Funding period end date of: 31/03/2020**. No activities should take place outside of this period without prior written agreement from Groundwork UK.
- You must spend Your Grant by the end of the Grant Funding Period. If you do not spend Your Grant, or no longer need grant in the Grant Funding Period, you must return the unspent funds to Groundwork UK as soon as possible so that we can reuse the funding within the Programme or return it to the Ministry of Housing, Communities and Local Government. You cannot retain the underspend across financial years.
- The grant is as per the itemised budget except that item 2.1 (printing) has been reduced to £974. This is because the group should be able to recover VAT from HMRC
- Please note that all activities funded from the grant must be completed by 31 March 2020. Any underspend should be repaid with the end of grant report and can be reapplied for in 2020/21.

Approved Grant Budget

Item	Amount
Evidence base research	£1,000
Planning policy Context analysis	£1,000
Community consultation	£400
Printing	£974
Room Hire	£250
Postage	£1,056
Web Development Training	£500
	£0
	£0
	£0
Total	£5,180

TERMS AND CONDITIONS OF GRANT - Neighbourhood Planning Grant

Definitions

'You' and 'Your' referred to in this document is the Contact who confirms the acceptance of grant and the organisation that You represent.

'Us' and 'We' refers to Groundwork UK acting on behalf of MHCLG

'MHCLG' refers to the Ministry of Housing, Communities and Local Government.

'Grant' refers to the Neighbourhood Planning Grant you have been awarded

'Grant Funding Period' - the start of funding period is the date listed in schedule 1 above and end of the funding period is the grant end date listed in schedule 1 above or the 31 March 2020 whichever is the soonest.

'Funding Agreement' means this letter, schedules and appendices.

'Programme' means the Neighbourhood Planning Programme

'Project' means the planned activities described in your grant application form submitted to the Locality Neighbourhood Planning Team

'Terms and Conditions' mean the terms and conditions of the grant, as set out in this Grant Offer/Funding Agreement.

1. General

The Grant must not be used for any other purposes other than to further your Project. If there are changes to Your planned activities then you must obtain Groundwork UK's approval in writing prior to entering into any agreement to purchase support. We cannot approve any changes that fall outside of the Programme's eligible criteria.

2. Meaning of Eligible Expenditure

2.1 Subject to sub-clause 2.2, eligible expenditure consists of activities that are to be carried out by You during the 'Grant Funding Period' for the purposes of the Project. Eligible Expenditure is net of VAT recoverable by You from HM Revenue & Customs, and gross of irrecoverable VAT.

2.2 The following costs are not Eligible Expenditure:-

Payments:

- a) for activities of a political or exclusively religious nature;
- b) for any activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action;

- c) for any promotional material which seeks to influence potential voters
- d) for goods or services that You have a statutory duty to provide;
- e) expenditure reimbursed or to be reimbursed by other public or private sector grants;
- f) contributions in kind (a contribution in goods or services as opposed to money);
- g) depreciation, amortisation or impairment of Fixed Assets owned by You;
- h) interest payments (including service charge payments for finance leases);
- i) gifts to individuals, other than promotional items with a value no more than £10 a year to any one individual;
- j) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- k) statutory fines, criminal fines or penalties.
- l) spend incurred before the issue of this funding agreement unless agreed in writing by Groundwork UK
- m) any general administration costs, such as arranging and minuting steering group meetings
- n) funding salaried posts or compensating for loss of earnings, this includes paying additional hours for an existing member of staff and / or employing someone on a casual or freelance basis at an agreed hourly rate. The only exception to this is where you are engaging a planning consultant, or someone to deliver specialist, technical support, on an hourly basis, although even in these circumstances you may prefer to get a fixed price quote for the work to be undertaken
- o) the acquisition or improvement of fixed assets/Capital Items by You (e.g. buildings, vehicles, furniture, office equipment, computers, photocopiers, etc.)
- p) paying for volunteer time, however reimbursement of reasonable out of pocket expenses is eligible
- q) any other activity which is not directly associated with developing the Neighbourhood Plan or Neighbourhood Development Order
- r) general contingency for unknown costs or cost overruns.

3. Financial requirements

3.1 You must have an organisational bank account with two signatories before we can pay you the money. Individual bank accounts are not acceptable. It is also not acceptable for the two signatories to be related or living at the same address.

3.2 All those in receipt of grants will submit a final monitoring report within 2 weeks of the completion of the planned activities which will update on Project progress, confirm the final spend of the grant and provide a complete and accurate record of the eligible expenditure. Groundwork UK will review the statement and record provided. Should any grant be unspent or expenditure be deemed to be ineligible then this must be returned to Groundwork UK within 30 days of being requested in writing. If it is not received by this time you will not be able to have further grant applications approved until the returned grant has been received.

3.3 You must immediately notify us if you become aware of or suspect financial irregularity or fraud within Your Project by any person involved directly or indirectly with the Project. You must ensure officers, members, employees and volunteers avoid conflicts of interest. Where there is serious suspicion of fraud taking place, we will refer the matter to the Ministry of Housing, Communities and Local Government. If a criminal act is suspected by Us, the Police will be notified. Grants may be suspended during any investigation and terminated if financial irregularity or fraud is found to have occurred. Groundwork UK reserves the right to clawback funding for the whole grant and it may affect future applications to the programme.

3.4 Groundwork UK is required by MHCLG to carry out robust and transparent checks on at least 5% of the Groups that are in receipt of grant funding on an annual basis. You must co-operate with requests from Groundwork UK to carry out a full financial audit. Information requested may include (but will not be limited to):

- Further bank statements
- A copy of the latest audited accounts
- Verification of the bank account details by the bank
- Receipts and invoices of under £1,000
- Potential for audit visits

If we do carry out a financial audit we will give reasonable notice.

3.5 You should keep separate and proper records and accounts for Your Grant with a clear audit trail (invoices, receipts, etc.). Your Grant must be listed separately in Your accounts and must be kept available for a period of seven years following the end of the Project. Groundwork UK may ask to see a copy of your accounts at any time and these must be provided within a reasonable time frame (i.e. one month).

3.6 In relation to any goods or service purchased with this Grant, you must make the payment for these within the time frame specified on the supplier's invoice, subject to relevant contracts being fulfilled. All payments made from the grant by You must be approved by two authorised signatories of your organisation.

3.7 You must provide Groundwork UK with invoices for all items of spend over £1,000. These should be uploaded to Groundwork UK's Programme Management System 'Gifts' when you provide your monitoring and expenditure information. In addition, We may ask to see original invoices for a period of up to seven years following the end of the project.

4. Grant variations

4.1 Your Grant is awarded to you on the Terms and Conditions set out in this Grant Offer/Funding Agreement. Any changes must be approved by Groundwork UK. A Project Change Request Form can be made available to You on request once You have accepted Your Grant. We will aim to give you a response to any proposed changes within 10 working days.

4.2 You must spend Your Grant by the end of the Grant Funding Period. If you do not spend Your Grant, or no longer need grant in the Grant Funding Period, you must return the unspent funds to Groundwork UK as soon as possible so that we can reuse the funding within the Programme or return it to the Ministry of Housing, Communities and Local Government.

4.3 If there are significant changes; variation between approved budget headings over £500 or new items not approved by Locality when your application was reviewed by their grant panel, to Your budget during Your Project, You must complete the Project Change Request Form and obtain Groundwork UK's written approval before spending outside of Your agreed budget. If you authorise any spend before getting Groundwork UK's approval, this may be deemed as ineligible and we may claw back any unauthorised grant usage. Groundwork UK will liaise with Locality on all significant budget change requests.

5. UK Legislation

5.1 You must seek expert advice if You are unsure what legislation may need to be complied with in the course of Your Project.

5.2 You must ensure that Your organisation has adequate public and employer insurance cover with an insurer of good repute to cover claims under the Grant or any other claims or demands which may be brought or made against it by any person suffering any injury, damage or loss in connection with the Grant.

5.3 You must comply with the General Data Protection Regulations (GDPR) and keep personal details of any clients, volunteers, staff and committee members secure and confidential.

5.4 You must comply with Your obligations under the Health and Safety at Work Act 1974 and have a written health and safety policy which all workers, volunteers or participants are made aware of on commencement of duties or beginning of activity. You must carry out risk assessments where relevant, for example, for a public event.

5.5 You must comply with Equal Opportunities legislation; both through best practice and by ensuring people are not exposed to discrimination in the course of their activities.

5.6 You must ensure that anyone working on Your Project, who will work with children, young people or vulnerable adults, undertakes a DBS (Disclosure Barring Service) check before any activity takes place.

5.7 Groundwork UK may ask to see a copy of your insurance certificates and any policies or procedures relating to Data Protection, Health and Safety, Equal Opportunities and DBS checks and these must be provided within a reasonable time frame (i.e. one month).

5.8 Groundwork UK and MHCLG accept no liability or responsibility for any claim or matter howsoever arising out of any activity funded by the Grant.

6. Your obligations

In undertaking this Project you must:

6.1 Co-operate with any evaluation of the programme undertaken on behalf of Groundwork UK, Locality or MHCLG.

6.2 Promptly comply with any requests for information or visits from Groundwork UK, Locality, MHCLG, National Audit Office and other deliverers on the programme.

6.3 Allow any relevant Project information, know-how, system or process learned from or created in operating the Project to be disseminated by MHCLG among all persons or bodies who have responsibility for similar projects. You agree that such persons may share and use freely all such information, know-how, system or process for their own purposes.

6.4 Agree to assist and cooperate to enable Groundwork UK or MHCLG to comply with obligations under the Freedom of Information Act whenever a request is made for information which relates to or arises out of this Grant Offer/Funding Agreement.

7. Breach of conditions and recovery of grant

7.1 If You fail to comply with any of the Terms and Conditions, or if any of the events mentioned in sub-clause 7.2 occur, Groundwork UK may reduce, suspend, or withhold grant payments, or require all or any part of the grant to be repaid. You must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

7.2 The events referred to in sub-clause 7.1 are as follows:

a) You fail, in the opinion of Groundwork UK, Locality or MHCLG, to make satisfactory progress with the Project; and in particular with meeting the Project's targets and agreed completion date;

b) You owe any sum to MHCLG under an offer of grant for any other project or activities under any scheme or programme administered by MHCLG for regeneration or development;

c) You purport to transfer or assign any rights, interests or obligations arising under this funding;

d) there is a change in control or ownership of Your organisation or You cease to operate or changes the nature of Your operations to an extent which Groundwork UK, Locality or MHCLG considers to be significant or prejudicial to the satisfactory continuance of the Project;

e) You become the subject of a proposal for a voluntary arrangement; or have a petition for an administration order or a winding up order brought against You; or pass a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of Your creditors, or purport to do so; or are subject to the appointment of a receiver, administrator or liquidator; or are struck from the register at the Charity Commission, or, being a company, are struck from the register at Companies House;

f) Any information provided in the grant application or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which We consider to be significant;

g) You take inadequate measures to investigate and resolve any reported irregularity;

h) Groundwork UK or MHCLG in their absolute discretion consider that You no longer require grant assistance to carry out the Project or that there is some other reason that you should no longer be entitled to the Grant;

7.3 Where Groundwork UK has requested You to repay any amount, We may recover that amount by withholding, or deducting the amount from, any sum due to You under an offer of grant for any other project or activity under the Community Rights programme as administered by MHCLG.

7.4 In the event that it becomes necessary to take steps to enforce the Terms and Conditions of this Funding Agreement, Groundwork UK will write to You giving particulars of its concern about the Project or of any breach of any of the Terms and Conditions of the grant.

7.5 You must act within 30 days (or earlier, depending on the severity of the problem) to address Groundwork UK's concern or rectify the breach, and may consult Groundwork UK or agree an action plan for resolving the problem. If Groundwork UK is not satisfied with steps taken by You to address its concern or rectify the breach, We may take steps to withhold or suspend the further payment of grant, or to recover grant already paid.

7.6 No term or condition of the Grant as set out in this Funding Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a third party (being a person who is not a party to this Funding Agreement) but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

7.7 Groundwork UK may terminate this Funding Agreement with immediate effect with no liability to make any further payment to You if at any time the funding received by Groundwork UK in relation to this Funding Agreement ceases to be paid or the Funding Agreement under which Groundwork UK receives its funding is terminated or suspended or Groundwork UK believe that it may be terminated or suspended.

7.8 If requested to do so by MHCLG under the provisions of the agreement under which Groundwork UK manages the Grant, this Funding Agreement may be terminated without notice and Groundwork UK may require immediate repayment of any Grant monies paid out to You.

Appendix B - Neighbourhood Planning Grant

Privacy Information

Who we are

Groundwork UK is the data processor (ICO registration number Z6601182) for personal data about Neighbourhood Planning approved grantees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.

Groundwork UK uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

Details of our processing

We believe that for the purpose of administering your grant, processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork UK's other activities which we carry out on the basis of consent. Our reasoning for this is outlined below.

Grantees

We process grantees personal data for the following purposes:

1. Administration of grant (grant due diligence, grant payments, grant variations, grant monitoring, and end of grant reporting) Information we hold includes:
 - Your name, contact details, grants organisation information and grant organisation payment information.

Your information will be shared with MHCLG (the funding body) and Locality (the organisation to whom you submitted your expression of interest and application) for monitoring purposes.

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

2. Sending our email newsletter (including potential sources of future funding and information on other areas of Groundwork's charitable work) we will only send out this if you have provided consent during your online grant acceptance process.

When your grant is complete, Groundwork UK will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically, likely every 2 years.

You have the right to withdraw your consent at any time either by clicking the "unsubscribe" button or contact us directly by one of the following methods:

Email: info@groundwork.org.uk

Phone: 0121 236 8565

Post: Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR

HEMINGFORD GREY PARISH COUNCIL Environment Log 26 May 2020

Ser No	Date	Issue	Comment	Response	Action	Status 27 May 2020	WHO!	Due Date
9	Apr -18	Village street lights	Council accepted proposals for 89 lamps and 25 columns on 14 Jan 19	Orders placed on UKPN and K&M in Feb/Apr 19.	Need to reclaim unused fee and resist invoice for Manor Rd crossing	Completed but see 78 below	Clerk chasing UKPN for refund	Completed & Moved
16	Jun 18	Thorpe/Manor Rd junction yellow lines	Pavilion committee has asked for double yellow lines by the noticeboards at the Thorpe/Manor Rd junction	Formal request made but also complaint about parking on inside of bend on pavement.	PC agreed to meeting with police to include school parking – from 38 below	Agreed to pass to a Road Safety Grp when formed.	RW	Deferred
17	Jun 18	Dog control	Ongoing issue with enforcement responsibility with HDC.	Contact HDC officers and cllrs.	Contact DD and RA	DD checking with HDC dog warden.	No action to date. New complaint dogs in Daintree	ongoing
19	June 18	Dog poo bins on YES Estate	Location for these to be advised by Cllrs Puttick and Dew	Locations agreed by Cllrs Puttick & Waters	Both bins stored with DC	Installation ordered	Clerk	ASAP
43	April 19	Status of large trees on YES Estate	Two trees covered in ivy on boundary of YES Estate with Field Lodge.	Email to Tamsin Miles at HDC on 29 th April	Response received mid December! Survey was done in May.	Eastern Trees appointed and survey in progress see 58	n/a	Moved
45	April 19	Speed indicating sign	Sign now in use for 6 weeks. Bi directional stats now being recorded	Continuous monitoring – see 3 graphs printed.	Keep in touch with other users	Working. Agreed to pass to a Road Safety Grp when formed	Volunteer(s) to monitor please	Deferred
49	June 19	State of Roads in the Parish	PC has asked EWG to report on the state of roads in the Parish for next meeting.	EWG to produce paper on how various highway issues are reported and prioritised	Road surfaces mostly acceptable but some markings invisible	Agreed to pass to a Road Safety Grp when formed. Cllrs to use CCC web reporting	Everyone	Deferred
51	June 19	Road and animal safety.	The new hedgehog warning sign could help with slower speeds and fewer road kills of small animals.	Considered by PC in July	Deferred by PC for more information	Agreed to pass to a Road Safety Grp when formed	JF	Deferred
55	July 19	Wild flower verges	Proposal from AM, SJ and JF to plant trial verge asap	To be agreed and recommended to council	Agreed in principal but needs clarification of responsibilities	Incorporate into maintenance review See 81 below	n/a	Moved
56	Sep 19	Replace Bin at Shop	Bin outside shop is rusted and needs replacing	Need to order replacement	Approved by PC	Installation ordered	Clerk	asap
62	Oct 19	Consider CCC lack of maintenance	Various footpath and road signs not being repaired/replaced and railing around ditches in potentially dangerous condition	Continue to report on CCC website. Should we do more?	Verge issues go to Maint. Review Grp. Road surface & signs pass to Road Safety Grp when formed	For Thorpe see 70 below. Ask complainants to put on CCC web site	All Cllrs. Maint. Rev & Road Safety Grp	ongoing

Ser No	Date	Issue	Comment	Response	Action	Status 27 May 2020	WHO!	Due Date
63	Nov 19	Tree clearance around lights	Some lights need clearance of branches and/or addition of cantilever arms	RSW, DD identified needs 28/1	Spring growth showing more problems. Both PC and CCC lights	Asking for quotes from K&M	RW, K&M	June
67	Dec 19	Climate Change and Environment Strategy Action Plan for Cambs.	CCC have published New Climate Change and Environment Strategy and Action Plan for Cambridgeshire and require PC comments by 31 Jan	To be considered by next EWG meeting	CB has volunteered to work with SJ to scope a draft policy for HG	Scoping document to be produced over the summer	SJ, CB	Sept
68	Dec 19	Broken manhole cover outside No 9 St Ives Road	Finally accepted as CCC responsibility	Keep chasing Highways	Nothing yet	Still needs chasing! New local Highways Officer responsible	Clerk. And new Road Safety Grp when formed	asap
70	Jan 20	Broken safety fence at end of The Thorpe	This was reported to CCC and Emma from Highways has verbally declined responsibility.	PC agreed Clerk to get quotations	CCC position has been confirmed by email	Quote from Stancombe accepted by PC at May meeting	Clerk	June?
71	Jan 20	Damaged footpath next to village sign	This has been damaged for some time but is now dangerous for walkers and pram pushers on dangerous bend.	Reported to CCC on-line	Await CCC response	Phone call from new Highways officer – ongoing programme for footways delayed.	CCC. Pass to new Road Safety Grp when formed	ASAP
73	Jan 20	Resident request for kerb Church St	Apparently CCC have suggested shared expense with parish in 2015?		PC asking CCC for quotation	Await letter	Clerk. Pass to new Road Safety Grp when formed	n/a
74	Jan 20	Bulb planting in autumn	EWG have asked that sites be identified for bulb planting in autumn 20 and that	Next EWG meeting	Liaise with MR sub grp	Date to be set in October	AM, JF	October
75	Mar 20	Pavements in Daintree Way	Large trees affecting pavement	MC contacted CCC	Emails to CCC Highways and web site report	Standard response – 3 year cycle!!	CCC	n/a
76	Apr 20	Paint on Daintree playground	Paint daubed on equipment and play area surface	Get quotes for clean up/repairs	SJ trial not successful. Recommend Clerk accept contractor offer.	Await contractor – While still closed?	Clerk	Asap
77	Apr 20	Trees next to No 11 Vicarage Fields	Request from resident to reduce trees next to their fence	Pass to tree wardens for recommendations (and tree survey)	Tree wardens recommend no action	Await Eastern Tree survey and then respond to resident	Clerk	June
78	Apr 20	Lights in Meadow Lane	Resident queried efficacy of 171 and asked for new one in Meadow Lane	Passed to EWG at March meeting.	171 is certainly obscured	PC has asked for estimates from K&M for long brackets	RW	Jun 20
79	Apr 20	Resident suggestion for 'Pocket Park'	Need to contact landowner if EWG recommend to PC	EWG to make rec.	RW has contacted owners and will suggest response to resident who suggested.	Owners do not wish to have this designated or maintained by the PC	n/a	Completed

Ser No	Date	Issue	Comment	Response	Action	Status 27 May 2020	WHO!	Due Date
80	Apr 20	HDC Open Spaces Strategy	RSW and AM attended separate Zoom meetings on strategy	Slides on strategy progress received 1 May.	No immediate response required. Consultation still in progress	Await report and then react appropriately	n/a	n/a
81	May 20	Review maintenance of grass in parish	Current status in paper circulated. Response from HDC received. Useful info and examples	EWG to make proposal to PC for a study of possible ways forward	Will need to consider current situation; possible changes; costs and implications.	Convene MR sub group to investigate issues. Propose that PC requests report	RW, CB, MS and SJ	Sept?
82	May 20	Organise Litter Pick	Liaising with HDC and agreed that it should be separate from bulb or tree planting.	Propose 19 th Sept to PC	Agree 19 Sep with HDC subject to ratification	Await ratification	JF	Sept
83	May 20	Potential risk split branch on aspen tree in Daintree	Tree wardens to make recommendation	Contract tree surgeons if necessary	Tree wardens to inspect	MC has looked and recommends waiting for tree survey.	Tree Wardens	Jun
84	May 20	Watering trees planted last winter	Tree wardens to coordinate	Needs volunteers	Water as required	In hand with Tree Wardens	Tree Wardens	
85	May 20	Tree planting in Nov 20	Several trees in hand. National Tree Plating week starts 28 November	Tree Group to make recommendations		In hand with Tree Wardens	Tree Group	Nov
86	May 20	Possible trees across Daintree	Suggestion that an avenue of trees be planted along footpath across Daintree Green.	Tree Group proposal to be agreed in principle	PC to agree in principle. Tree Group to progress.	Await PC agreement	Tree Group	Jun

Proposals to PC

16, 45, 46, 49, 51, 62, 68, 71, 73 That a Road Safety Group (name to be discussed) be convened to deal with highways, traffic, pedestrian and cycling issues within the parish.

74 That bulb planting be provisionally scheduled for Sat 17th October

76 That a contract be let for the cleaning up of the paint damage in the Daintree play area.

79 That the Clerk respond to the resident that suggested the 'pocket park' at the end of the Thorpe. The owners of the land in question are happy for the PC to continue to maintain the footpath through their land but do not see any further role for the PC.

81 (inc 55, 62) That a Review of Village Maintenance be undertaken by a sub group of RW, CB, MS and SJ to report by September covering current contracts and responsibilities; impending changes; and possible PC initiatives. This will propose an overall policy and make recommendations as to how the policy can be implemented taking into account contractual, financial, and longer term environmental issues.

82 That the PC ratifies the HDC suggestion of a litter pick on 19th September and confirm that expenses for refreshments have been agreed.

83 That the Clerk order removal of the tree branch on Daintree Green if recommended by the Tree Survey (warden has seen)

85 That the PC authorises the Tree Group to organise a tree planting day on 28th November

86 That plans for an avenue of trees across Daintree Green be advertised in the July newsletter to gauge residents' reaction.