


## HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held  
**on Monday 11 July 2022 at 7.30pm**  
**in the Parish Centre, High Street, Hemingford Grey**

*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  
05/07/2022

### 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 declarations of interests from councillors on items on the agenda**
- 2. To approve the minutes of the last Parish Council meeting**
- 3. To consider matters arising from the last or a previous meeting**
  - 3.1 (5.2) To consider arrangements for the Carol event – update <sup>(RA)</sup>
  - 3.2 (Feb 2022) To consider quotations for high, medium and low priority tree survey works
- 4. Finance, procedure and risk assessment**
  - 4.1 To receive the financial report and approve the payment of bills
  - 4.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
  - 4.3 To consider any matter that is urgent because of risk or health and safety
- 5. To receive reports and items from committees, working groups and members for decision**
  - 5.1 Proposal that the Council considers whether the Zoom licence is still required <sup>(RW)</sup>
  - 5.2 Proposal that the Parish Council co-ordinates a collection for the Godmanchester Food Bank on Sunday 9 October with up to £50.00 authorised for room hire and other expenses
  - 5.5 Summer Sports Programme – Proposal that the Council authorises additional expenditure of a maximum of £200 so that One Leisure can provide an additional coach for 3 of the 5 sessions.
  - 5.6 Environment Working Group report and proposals: <sup>(AM)</sup>
    - 5.6.1 Proposal that the Council spends £250 on native daffodils and single snowdrops for planting on Daintree Green and native bluebells on Vicarage Fields. Event to be held on Saturday 10 September at 2 pm.
    - 5.6.2 Proposal that the Council undertakes a midyear review of the mowing contract in October; specification, performance of the contractor, residents' views. This is so any changes to the specification can be negotiated and put in place for March 2023. Request that this is included in the September issue of the Newsletter. The EWG will also at that meeting present a report on its aspirations for 2023-2024 so that Finance and Policy Group can consider this when drafting the budget for 2023-4. Again, Newsletter coverage would be appreciated.
    - 5.6.3 Proposal that the Council authorises the expenditure for hire of a meeting room for the EWG for six meetings in this financial year and that LGS Services is asked to provide a minutes secretary to provide notes for the meeting and to draft a monthly action sheet
    - 5.6.4 Proposal that the Council considers whether to ask Buchans to undertake an extra cut at the Cemetery in preparation for Remembrance Sunday if the Cemetery is not due for a cut on Tuesday 8 November.
    - 5.6.5 Vehicle access to the allotments verge. Proposal that the Council seeks quotations to remove a small shrub and brambles so that 2-3 trees can be planted. This will increase the tree stock in the parish and prevent cars parking on the verge.
    - 5.6.6 Proposal that the Council establishes a Task and Finish Group for the creation of a Nature Recovery Plan for the Parish.

- 5.7 Proposal that the Council makes a grant of £200 to the Hemingford Pavilion to cover the cost of the band for the village Christmas carols <sup>(RA)</sup>
- 5.8 Proposal that the Council purchases additional section(s) of Christmas tree lights <sup>(RA)</sup>
- 5.9 Proposal that the Council extends its contract with LGS Services until March 23 based on the existing terms and that it procures admin support for the EWG at £20 per hour during this period. <sup>(RA)</sup>
- 5.10 Proposal that the Clerk sources three stickers to be placed on the signs at the Hemingford Moorings to update the Clerk's email address to a maximum value of £90.00. <sup>(RA)</sup>

**6. To consider correspondence/communications received**

**7. Closure of meeting**

## CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 11 JULY 2022

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

Please note that this meeting will take place at the Parish Centre, High Street, commencing at 7.30 pm following the Planning Committee meeting.

1. To receive apologies for absence – Apologies and reasons if received will be reported to the meeting.
2. To approve the minutes of the last meeting – attached.
3. Matters Arising from the last or a previous meeting
- 3.1 (5.2) To consider arrangements for the Carol event – update <sup>(RA)</sup>  
The Huntingdonshire Concert Band has been asked for their availability for Saturday 10 December (or prior/subsequent Saturdays) and what their fee would be; at the time of writing a reply is awaited.
- 3.2 To consider quotations for high, medium and low tree survey works  
Three quotations have been received. Please note the following comments which accompanied two of the quotations:  
St Ives Tree – re large oak on Daintree Green (medium priority works): "We would also like added that we do also feel that the large oak tree on Daintree green included in "moderate works" does not need to be pollarded down to just a trunk as it would look dreadful and be most risky for the health of the tree. If we were to do the works we would like to pollard the tree but will still leave it looking tree shaped, removing all the weight from the limbs to give it the best chance to survive and thrive whilst still being safe."  
  
Other for info only  
Dr Roger Mitchell and Mr C Bowden have been co-opted to the EWG
4. **Finance, procedure and risk assessment**
- 4.1 To receive the financial report and approve the payment of bills  
Attached.
- 4.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety  
The Clerk has reported an uncapped inspection cover on the path between the allotments and Daintree Green at the southern end, to Anglian Water (Cambridge Water said it was not their responsibility). The Clerk together with the Chairman used delegated powers to renew the insurance cover for the mandatory cover as previously agreed but also included the YES Development play equipment, which is required for the lease (as agreed when the lease was signed).
- 4.3 To consider any matter that is urgent because of risk or health and safety  
This relates to any matter relating to Parish Council land or business only.
5. **To receive reports and items from committees, working groups and members for decision**
- 5.1 Proposal that the Council considers whether the Zoom licence is still required <sup>(RW)</sup>
- 5.2 Proposal that the Parish Council co-ordinates a collection for the Godmanchester Food Bank on Sunday 9 October with up to £50.00 authorised for room hire and other expenses <sup>(AM)</sup>
- 5.3 Summer Sports Programme – Proposal that the Council authorises additional expenditure of a maximum of £200 so that One Leisure can provide an additional coach for 3 of the 5 sessions.  
Cllr Meredith writes:  
"The demand for the sessions has been such that a waiting list exists for 4 of the sessions and One Leisure has suggested that the two parish councils consider paying for an additional coach for 3 sessions only. Hemingford Abbots Parish will also have to consider the suggestion and any additional information will be reported at the meeting as to their response to the proposal."
- 5.6 Environment Working Group report and proposals <sup>(AM)</sup>  
Report attached.

- 5.6.1 Proposal that the Council spends £250 on native daffodils and single snowdrops for planting on Daintree Green and native bluebells on Vicarage Fields. Event to be held on Saturday 10 September at 2 pm.  
“Wild Native bulbs website Native Bluebells 100 for £38.00, Wild daffodil 100 for £38.00. Boston seeds 1000 for £130.00. The snowdrops that the Clerk ordered last year did well so suggest we use the supplier again).”
- 5.6.2 Proposal that the Council undertakes a midyear review of the mowing contract in October; specification, performance of the contractor, residents’ views. This is so any changes to the specification can be negotiated and put in place for March 2023. Request that this is included in the September issue of the Newsletter. The EWG will also at that meeting present a report on its aspirations for 2023-2024 so that Finance and Policy Group can consider this when drafting the budget for 2023-4. Again, Newsletter coverage would be appreciated.
- 5.6.3 Proposal that the Council authorises the expenditure for hire of a meeting room for the EWG for six meetings in this financial year and that LGS Services is asked to provide a minutes secretary to provide notes for the meeting and to draft a monthly action sheet
- 5.6.4 Proposal that the Council considers whether to ask Buchans to undertake an extra cut at the Cemetery in preparation for Remembrance Sunday if the Cemetery is not due for a cut on Tuesday 8 November.
- 5.6.5 Vehicle access to the allotments verge. Proposal that the Council seeks quotations to remove a small shrub and brambles so that 2-3 trees can be planted. This will increase the tree stock in the parish and prevent cars parking on the verge.
- 5.6.6 Proposal that the Council establishes a Task and Finish Group for the creation of a Nature Recovery Plan for the Parish.  
“Chris Bowden has offered to chair the group and has agreed that the Terms of Reference will be submitted to the September meeting with the final report being submitted to the January meeting. Cllr Sarah Jakes has offered to be a member of the group.”
- 5.7 Proposal that the Council makes a grant of £200 to the Hemingford Pavilion to cover the cost of the band for the village Christmas carols <sup>(RA)</sup>
- 5.8 Proposal that the Council purchases additional section(s) of Christmas tree lights <sup>(RA)</sup>
- 5.9 Proposal that the Council extends its contract with LGS Services until March 23 based on the existing terms and that it procures admin support for the EWG at £20 per hour during this period. <sup>(RA)</sup>
- 5.10 Proposal that the Clerk sources three stickers to be placed on the signs at the Hemingford Moorings to update the Clerk’s email address to a maximum value of £90.00. <sup>(RA)</sup>

**6. To consider correspondence/communications received**

None at the time of writing.

**7. Closure of meeting**

# HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Jul-22

<b>Balance B/Forward</b>	<b>264869.27</b>
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<b>ADJ'S + Chq's Approved at Previous Meeting/Between Meetings</b>		
<b>Adjustments</b>		
<b>Payments</b>		
SALARIES	Jun-22	-1435.07
HUNTS FORUM	MEMBERSHIP FEE	-25.00
HEMINGFORD SPORTS ACADEMY	SQUASH CHALLENGE	-50.00
IRVINGS	LANDING STAGE REPAIR	-3600.00
UNITY TRUST	SERVICE FEE	-18.00
<b>Receipts</b>		
SANTANDER	INTEREST	3.48
PLOT 8B	ALLOTMENT RENT	35.60
PLOT 16B	ALLOTMENT RENT	35.60
UNITY TRUST	INTEREST	69.09
<i>Total Fund movement</i>		<b>-4984.3</b>
<b>Balance revised after adjustments</b>		<b>259884.97</b>

<b>Bank Reconciliation</b>			
Item	Funds	Statement	Outstanding
Unity Trust Current Acc	68759.88	68,915.36	-155.48
Unity Savings Acc	80122.59	80,122.59	
Santander Current Acc	68623.72	68,623.72	
Santander Deposit Acc	42378.78	42,378.78	
<b>Total</b>	<b>259884.97</b>	<b>260040.45</b>	<b>-155.48</b>

Expenditure for month	Amount (£)
SALARIES & PENSION	1684.59
CME	108.00
LGS SERVICES	2208.68
BUCHANS	1716.00
MICK GEORGE	306.50
SSE	156.60
FIELDFARE	1300.00
ST IVES TREE & GARDEN	695.00
R WATERS	158.29
<b>Total Expenditure</b>	<b>8333.66</b>

DD

<b>Balance c/f</b>	<b>251551.31</b>
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Notes:

Late invoices will be brought to the meeting.

## HEMINGFORD GREY PARISH COUNCIL Environment Log June 2022 20/06

Ser No	Date	Issue	Comment	Response	Action	Status July 1st 2022	WHO!	Due Date
96	Oct 20	Overhanging trees and hedges	There are many footways obstructed by overgrowing trees and hedges	Template provided	Letters from Clerk to be authorised by Chair & Vice chair.		RW/RA	ongoing
101	Oct 20	Effects of gravel pit re-opening	Infrastructure work in progress but paused for flooding	CB monitoring. LL are checking drainage weekly	n/a - monitor		Ongoing liaison with Land Logical by RW, CB	Ongoing
115	Mar 21	Verge project (flowers)	County council is experimenting with 'protected' verges for wild flowers	Apply for protected status for verges	PC approved	CCC deferred until 2022	Clerk	ongoing
129	Sep 21	Hedge, verge and tree house issues in Mill Lane	Issues of hedge overhang, verge fly tipping and tree house permission	Resident made aware of parish concerns.	Now passed to CCC, HDC and Cllr Dew aware.	<b>Hedge reported to CCC see 96</b>	CCC & HDC Cllr Dew & officers	Ongoing
132	Oct 21	Workshops on PC nature projects	Proposal that PC funds several workshops (including for children)	Cllrs Meredith & Jakes to take forward	Tender issued and FieldFare (Jade Gunnell) appointed.	<b>3 events held</b>	<b>AM, JG</b>	<b>2022-2023 ongoing</b>
133	Oct 21	New bench on Hemingford Rd	Proposal to investigate cost, location and permissions to install bench between Filberts Walk & the school	EWG to investigate	Possible location identified. Permissions being investigated	Geaves Farm owner currently unavailable	RW	ongoing
134	Dec 21	New/enhanced cycle & walking routes.	Need to make it easier and safer for walking and cycling – particularly for school children along Hemingford and St Ives Rds and elsewhere	PC agreed to set up appropriate WG.	WG to investigate possible cycle path from Pembroke Close to school	Geaves Farm owner currently unavailable. PQ, RW are mapping relevant road verges.	RW, RA, DD + PQ	On going
156	June	Wildflower beds	3 wild flower plantings and 1 annual wildflower bed	Monitor, weed and water as needed	SJ /AM/ resident	On going	SJ AM, resident	ongoing
124	Jul 21	Dead branches opposite V. Terr.	Reported to tenant farmer who said he would follow up.	No action so far	Keep chasing farmer and CCC Highways.	Referred again to CCC Highways	RSW, Cllr Dew	ASAP

Ser No	Date	Issue	Comment	Response	Action	Status July 1st 2022	WHO!	Due Date
125	Sep 21	Hedging for London Rd bdry of the YES estate	NI has made a recommendation for hedging along part of London Rd boundary	EWG to endorse or amend	Proposal accepted by PC.	Ordered	Clerk	Winter 22-23
130	Oct 21	Cambscuisine offer for tree planting	Details and 'fit' to PC plans to be determined. Interest also in tree planting along roads.	Ongoing dialogue with Cambscuisine	CCC Highways response from local officer with Tree Group	AM/RA writing to local land owners	AM, RA	a.s.a.p.
135	Dec 21	Review in-house maintenance roles	Need to review scope of maintenance and other roles currently provided in house. Including need for storage for tools and location of large bins	PC accepted recommendation	Chair and VC to review current situation and make recommendations	F&P to consider RA/RW proposals	RA, RW	a.s.a.p. no progress
136	Dec 21	Clear suckers etc from Millenium Orchard	Required so that mowing contract commences with just grass	Now rolled into main contract	Clerk has actioned	28.6.22 not mown	AM Clerk informed contractor	April 22 Completed May 2022  But not yet mown
137	Dec 21	ACV status for new gravel pit?	The working Tarmac pit will be restored to nature. Can it be an ACV?	HGPC to apply to HDC and contact Tarmac.	Requires form, ownership details and map. RW to collate	Some doubt about applicability of ACV process in this case	RW, Clerk	Summer 22 ???
140	Feb 22	Picnic tables	Propose locations for YES estate and Vicarage Fields	EWG proposed	<b>EWG agrees. Tables to be named in honour of Jubilee</b>	<b>YES estate table installed 29<sup>th</sup> March by Hemingford Handyman.</b>	<b>Clerk, RW</b>	<b>completed closed</b>
141	Feb 22	Trees to be ordered	Oak tree for YES estate; 3 native trees for High St verge; associated expenditure up to £400	EWG proposed	Approved by PC in Feb	Trees to be ordered in autumn	AM, Clerk	September 22
143	Mar 22	HDC bin missing at Armes Corner	Taken out in accident before Xmas. HDC responsibility	Request reinstatement	Clerk to chase HDC	Await HDC response	Clerk	a.s.a.p. ????
145	June 22	Dumped leaves. R	Leaves on river bank and Mill lane		<b>Leaves not handy man and see 129 for Mill Lane and no 96</b>	<b>Am to reply to resident</b>	<b>AM</b>	<b>Done</b>
146	June 22	R, Vicarage Fields trees next to no 11	Request to cut trees back	No action needed	Tree Warden and Councillor to look at with reference to Tree Policy		Clerk	June 22 closed

Ser No	Date	Issue	Comment	Response	Action	Status July 1st 2022	WHO!	Due Date
147	June 22	Bins river frontage EA and HGPC	EA bin no longer there. Rubbish issue		HGPC trade bin moved		RW approaching EA for second bin	asap
148	June 22	Pavilion- council bin issues	Pavilion requested trade bin removed		Now on River frontage		Clerk	Completed May 2022
150	June 22	R offer of oak saplings	2 small oak saplings been offered to the PC	Ask Tree Wardens		To decline	Clerk	????
151	June 22	R /clerkAllotment thefts	Produce being stolen in front of residents		Tenants have to report thefts to police not HGPC	Tenants all been informed by Clerk		
152	June 2022	Unkempt allotments	Tenant raised the issue of abandoned allotments??. weed issue	Letters re weedy plots and follow up on reletting plots	SJ and AM. Monthly visits		SJ, AM and Clerk	In progress
153	June 22	R/allotment strimming	n-s paths omitted from specification	Request addition	Clerk requested to add	With Clerk	Clerk	Update??
154	June 22	R Yes develop, steps and parking on grass	Damaged steps near play area and cars parking on green area	Repair arranged	SJ and NI asked to follow up	Repair ordered June 2022	Clerk	
155	June 2022	LGS support for EWG			Passed to FPG for consideration by June council		FPG	
158		Grant application for hedging	Yes Development boundary hedge.				AM Clerk	ASAP
159	June 2022	Vic Fields-hedge restoration	Overgrown hedge		Contact hedgelayers re availability and costs		SJ NI	September 22
160	June 2022	Regetta strimming?	Any strimming needed before regatta		June Council decided no action needed	Closed		closed
161	June 2022	R request for tree pruning, Daintree Green	AM and Tree warden visited	No action needed	Clerk to write to residents	Completed?	Clerk	



Ser No	Date	Issue	Comment	Response	Action	Status July 1st 2022	WHO!	Due Date
162	June 2022	Bulb planting	Snowdrops and native daffodils for Daintree Green, Bluebells for Vicarage Fields		Proposal to council	To council	AM	
163	June 2022	Mowing spec	A R raised concerns about Yes dev	Emails	Yes Dev -resolved	completed	AM Clerk	Resolved/closed
164	June 2022	Mowing spec	A R raised complaint about Pound Road roundabout, Southern bank of shrubs Mitchell Close playground		Am to visit site and draft response	On going	AM and Clerk	Roundabout July and shrub belt September 2022
165	June 2022	Playground equipment	New equipment to be accessible to all children		Passed to RA and Playground team June 2022	closed	JF	Closed
166	June 2022	Love lane footpath overgrown	Starting to obstruct footpath		Ask Terry to trim back brambles and nettles		AM to Clerk	asap
167	June 2022	Monitoring hole near allotments	No cover to the opening		Clerk to write to Anglian water		Am to Clerk	asap
168	June 2022	Nature Recovery plan	Resident willing to chair a task and finish group		Council to approve		CB	Sept and January 22

**Key. R = resident raised the issue**

## **Report and proposals to July 2022 council meeting**

### **Report**

1. Overgrown hedges- Robin Waters and Richard Allen have in response to residents' emails visited an overgrown hedge and the standard CCC letter sent to the Household by the Clerk. Councillors and residents with concerns about overgrown hedges are asked to raise them with the Clerk who will liaise with RA/RW about visits and letters if appropriate. Perhaps a brief article could be included in the next Newsletter.
2. The mowing contract is starting to settle down but there are still some issues. Councillors are requested to raise any queries with Anne Meredith (who has a copy of the specification) who will investigate and ask the Clerk to take appropriate action.
3. Council is asked to note that the first 3 workshops by Fieldfare have taken place.

4. Council is asked to note that Cllrs Jakes and Meredith are now inspecting the allotments monthly and liaising with the Clerk over plot vacancies, waiting list management and letters requiring unkempt allotments to be issued to the relevant tenants.
5. Council is asked to note that Dr R Mitchell, C Bowden and M Collings were co-opted onto the EWG.
6. Council is asked to note that Cllr Anne Meredith has been invited to attend the amenities committee of the St Ives Town Council to provide an overview of Reshaping our Green Spaces.

#### Proposals to council

1. **That the council spends £250 on native daffodils and single snowdrops for planting on Daintree Green and native bluebells on Vicarage Fields. Event to be held on Saturday 10<sup>th</sup> September 2pm.**  
**For information;** Wild Native bulbs website Native Bluebells 100 for £38.00, Wild daffodil 100 for £38.00. Boston seeds 1000 for £130.00. the snowdrops that the Clerk ordered last year did well so suggest we use the supplier again).
2. That the council undertakes in October a midyear review of the mowing contract; specification, performance of the contractor, residents' views. This is so any changes to the specification can be negotiated and put in place for March 2023. Request that this is included in the September issue of the Newsletter. The EWG will also at that meeting present a report on its aspirations for 2023-2024 so that Finance and Policy Group can consider this when drafting the budget for 2023-4. Again, Newsletter coverage would be appreciated.

3. That council authorises the expenditure for hire of a meeting room for the EWG for 6 meetings in this financial year. And that LGS is asked to provide a minute secretary to provide notes for the meeting and to draft a monthly action sheet.
4. That council considers whether to ask Buchans to undertake an extra cut at the Cemetery in preparation for Remembrance Sunday if the cemetery is not due for a cut on Tuesday 8<sup>th</sup> November.
5. Vehicle access to the allotments verge. That the council seeks quotations to remove a small shrub and brambles so that 2/3 trees (already in stock) can be planted. This will increase the tree stock in the parish and prevent cars parking on the verge.
6. That council establishes a Task and Finish Group for the creation of a Nature Recovery Plan for the Parish with January 2022 as the deadline. Chris Bowden has offered to chair the group and has agreed that the Terms of Reference will be submitted to the September meeting with the final report being submitted to the January meeting. Cllr Sarah Jakes has offered to be a member of the group.