

HEMINGFORD GREY PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Monday 9 September 2024 at 7pm in the Reading Room, High Street, Hemingford Grey

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

The Public, Press and County & District Councillors are invited to be present and are welcome to attend and may speak under the Open Public Session only to make representation to the Council on items for consideration on the agenda.

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



Gail Stoehr Deputy Clerk 2/09/2024

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 meeting on 8 July 2024**
3. **To consider planning applications, decision notices and tree works applications or pre-application approaches received***
 - 3.1 Planning applications
 - 3.1.1 24/01504/HHFUL – 3 Pembroke Close, St Ives – Single storey rear extension to the garage
 - 3.1.2 24/01409/HHFUL – 58 High Street – Reinstatement of wrought iron railings mounted atop front dwarf boundary wall and installation of air source heat pump
 - 3.1.3 24/80257/COND – 52 High Street – Discharge of condition 5 (windows) for 24/00623/LBC
 - 3.1.4 24/01331/FUL – Play area, Hemingford Sports Pavilion, Manor Road – Replacement of existing children's play park and installation of access path
 - 3.1.5 24/01272/HHFUL – Flowermead, St Ives Road – Proposed rear extension following demolition of UPVC conservatory
 - 3.1.6 24/01213/HHFUL – 52 High Street – Single storey rear glazed extension
 - 3.1.7 24/01214/LBC – 52 High Street – Erection of single storey rear glazed extension – to note response made between meetings using delegated powers. The Parish Council supported the application.
 - 3.1.8 24/01194/S73 – 50 High Street – Variation of condition 2 (Plans) of 23/01788/HHFUL – to note response made between meetings using delegated powers. The Parish Council supported the application.
 - 3.1.9 21/01192/LBC – 33 Limes Park – CCTV Cameras 2" x 3" on 50mm x 75mm 1 small screw in each – to note response made between meetings using delegated powers. The Parish Council objected to the application.
 - 3.2 Decision notices, appeals notices, enforcement notices and planning correspondence
 - 3.2.1 24/00007/ENBOC – Wind turbine at Galley Hill Farm – to note response from the HDC Enforcement Officer
 - 3.3 Tree works applications
4. **To consider matters arising from the last or a previous meeting**
 - 4.1 (4.0.2) Milestone update ^(NI)
 - 4.2 (6.3) Clearance of brambles between the allotments and Sadlers Way – to consider quotations for revised specification if received
 - 4.3 (7.1) Request for additional MVAS – to consider quotation
5. **Finance, procedure and risk assessment**
 - 5.1 To receive the financial report and approve the payment of bills
 - 5.2 Clerk report on any actions taken using delegated powers or because of risk/health & safety
 - 5.3 To consider any matter that is urgent because of risk or health and safety
 - 5.4 CME – To consider notification of increased charges
 - 5.5 To consider the Internal Auditor's report and appointment of Internal Auditor for FY2025

- 5.6 Employment matters (Confidential)
- 5.7 Littlejohn pff - to note the satisfactory completion of the external audit

6. To receive reports and items from committees, working groups and members for decision

- 6.1 Proposal that the Parish Council reconsiders having a bin for river users over the summer ^(RE)
- 6.2 Environment Working Group (EWG) report and proposals: ^(AM)
 - 6.2.1 Proposal for the expenditure of £500.00 on trees and associated items.
 - 6.2.2 Proposal that the Parish Council accepts the Biodiversity report from the EWG.
 - 6.2.3 Proposal that the Parish Council approves the Terms of Reference for the Call for Sites Task and Finish Group
 - 6.2.4 Proposal that the Council writes to the new owner of land on the Meadow welcoming him to the Parish and also asking about his management strategy for the land as Hemingford Meadow is within the Hemingford Conservation Area and is a much loved and used area.
 - 6.2.5 Proposal that the Council notes that concerning the idea of a compost toilet on Daintree Green that the allotment holders were roughly 50:50 in supporting and opposing the idea EWG as the next stage will formally ask the Football Club about their intentions on usage of Daintree Green over the next five years and also visit Swavesey Allotments where a compost toilet was installed a few years ago.
 - 6.2.6 Proposal that the Council notes the following activities and dates:
 - Yes Development Hedge weeding Saturday 28 September 2-4 pm
 - Litter pick Saturday 26 October 11 am
 - Tree planting Sunday 1 December 11 am
 - 6.2.7 Local Plan Land Availability Assessment report^(RW)

7. To consider correspondence/communications received

- 7.1 Resident – High Street verge and bin and to consider whether another collection/bin is required
- 7.2 CCC Community Energy Action Plan consultation (deadline 16 September)
- 7.3 CCC Active Travel Hierarchy consultation (deadline 30 September)
- 7.4 CCC Bus Franchising consultation (deadline 20 November)
- 7.5 CAPALC Model Biodiversity Policy
- 7.6 Consultation on proposed reforms to the National Planning Policy Framework and other changes to the planning system (deadline 11.45 am 24 September)
- 7.7 Dead cherry tree on Vicarage Fields open space – to consider quotation received
- 7.8 Resident – grass cutting around Vicarage Fields roundabout
- 7.9 Leeds Day Solicitors - Transfer of Land west side of London Road, St Ives pursuant to S106 Agreement

8. Closure of meeting

CLERK REPORT TO HEMINGFORD GREY PARISH COUNCIL MEETING 9 SEPTEMBER 2024

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

Please note that this meeting will take place at the Reading Room, High Street, commencing at 7.30 pm and will incorporate planning applications.

1. To receive apologies for absence and declarations of interests from councillors on items on the agenda - Apologies and reasons for absence received will be reported to the meeting.
2. To approve the minutes of the last meeting – attached.
3. **To consider planning applications, decision notices and tree works applications or pre-application approaches received**
 - 3.1 Planning applications received
 - 3.1.1 24/01504/HHFUL – 3 Pembroke Close, St Ives – Single storey rear extension to the garage
 - 3.1.2 24/01409/HHFUL – 58 High Street – Reinstatement of wrought iron railings mounted atop front dwarf boundary wall and installation of air source heat pump
 - 3.1.3 24/80257/COND – 52 High Street – Discharge of condition 5 (windows) for 24/00623/LBC
 - 3.1.4 24/01331/FUL – Play area, Hemingford Sports Pavilion, Manor Road – Replacement of existing children’s play park and installation of access path
 - 3.1.5 24/01272/HHFUL – Flowermead, St Ives Road – Proposed rear extension following demolition of UPVC conservatory
 - 3.1.6 24/01213/HHFUL – 52 High Street – Single storey rear glazed extension
 - 3.1.7 24/01214/LBC – 52 High Street – Erection of single storey rear glazed extension – to note response made between meetings using delegated powers. The Parish Council supported the application with the following comments:

“Hemingford Grey Parish Council approves of this application on the grounds that it improves the dwelling and is invisible from the street and from neighbours on either side.”
 - 3.1.8 24/01194/S73 – 50 High Street – Variation of condition 2 (Plans) of 23/01788/HHFUL – to note response made between meetings using delegated powers. The Parish Council supported the application with the following comments:

“Hemingford Grey Parish Council recommends approval. It seems only to be a change to the roof of a separate structure at the rear which is entirely hidden from public view and which also looks to be more in keeping with the main extension than the original application (23/01788/HHFUL). There is no impact on the street scene and is in keeping with style of new garage roof.”
 - 3.1.9 21/01192/LBC – 33 Limes Park – CCTV Cameras 2" x 3" on 50mm x 75mm 1 small screw in each – to note response made between meetings using delegated powers. The Parish Council objected to the application with the following comments:

“Hemingford Grey Parish Council recommends refusal of the application on the following basis:
The application is confusing in that it is dated 2021 (potentially retrospective application) and the cameras are already in situ.
The application is for two cameras, however neighbours’ comments indicate there are further cameras on the property.
The road being monitored is an adopted road leading to The Brambles and to Limes Court. What are the rules and legalities about CCTV on public roads?”
 - 3.2 Decision notices, appeals notices, enforcement notices and planning correspondence
 - 3.2.1 24/00007/ENBOC – Wind turbine at Galley Hill Farm – to note response from the HDC Enforcement Officer

The following response has been received:
“I have been investigating this case since your report, please accept my apologies I have not provided an update sooner.
I have received evidence which confirms there is no breach of condition in relation to generation, as such I shall be closing my case.”
 - 3.2.2 24/80217/COND – 52 High Street – Discharge of condition 4 (Door details) for 24/00623/LBC – Approved by HDC.
 - 3.2.3 24/00925/HHFUL – Long Lane House, Long Lane – Conversion of existing outbuilding to form bedroom annex – Withdrawn.

3.2.4 24/00441/LBC – 58 High Street – Various works to include works to floors, plaster, windows, creation of new openings and alterations to existing openings. Removal of various internal partitions to form/create new rooms. Works to boundary and installation of air source heat pump/insulation – Permission granted by HDC.

3.3 Tree works applications
None at the time of writing.

4. Matters Arising from the last or a previous meeting

4.1 (4.0.2) Milestone update ^(NI)

4.2 (6.3) Clearance of brambles between the allotments and Sadlers Way – to consider quotations for revised specification if received
Quotations will be brought to the meeting if received.

4.3 (7.1) Request for additional MVAS – to consider quotation
A quotation will be brought to the meeting.

Other:

Resident request for “No Cycling” signage on Footpath 9 from Gore Tree Road to Long Lane

A reply has now been received from CCC as follows:

“My apologies for the delay in response to this matter. I will conduct a site visit and investigate the feasibility of signage along this right of way. Please be aware that action may be dependent on budget and resource availability, I appreciate your patience in this matter.”

In order for this issue to be recorded and managed effectively, please could you take a minute to create a report on our [Cambridgeshire County Council Report It](#) website briefly outlining the issue and the location.”

5. Finance, procedure and risk assessment

5.1 To receive the financial report and approve the payment of bills
Attached.

5.2 Clerk report on any actions taken using delegated powers or because of risk or health and safety
The Clerk used delegated powers to put in hand the removal of a poplar tree which was leaning and at risk of falling over, at a cost of £485.00.

5.3 To consider any matter that is urgent because of risk or health and safety
None at the time of writing.

5.4 CME – To consider notification of increased charges

The following correspondence from CME was not received in time for the July meeting:

“CME charges have not been increased for some time and with the soaring costs faced by the business I am having to make some increases effective from July. This will mean a standard monthly fee of £24, a pension charge £7.00 and hardcopy P60s £5 each. These amounts are fractionally below our charges to other clients - £25 minimum for payroll and £8 for pension submissions. I hope you will find the new fees acceptable.”

5.5 To consider the Internal Auditor’s report and appointment of Internal Auditor for FY2025

5.6 Employment matters (Confidential)

5.7 Littlejohn pff - to note the satisfactory completion of the external audit

6. To receive reports and items from committees, working groups and members for decision

6.1 Proposal that the Parish Council reconsiders having a bin for river users over the summer ^(RE)
“Really smelly and unsightly. Also a health hazard. More overspilling and smelly rubbish bin detritus. It’s a subject affecting our residents and visitors to the village. There are clearly not enough bins at this and other key locations.”

6.2 Environment Working Group (EWG) report and proposals: ^(AM)

6.2.1 Proposal for the expenditure of £500.00 on trees and associated items.

- 6.2.2 Proposal that the Parish Council accepts the Biodiversity report from the EWG
Attached.
- 6.2.3 Proposal that the Parish Council approves the Terms of Reference for the Call for Sites Task and Finish Group
Attached.
- 6.2.4 Proposal that the Council writes to the new owner of land on the Meadow welcoming him to the Parish and also asking about his management strategy for the land as Hemingford Meadow is within the Hemingford Conservation Area and is a much loved and used area
- 6.2.5 Proposal that the Council notes that concerning the idea of a compost toilet on Daintree Green that the allotment holders were roughly 50:50 in supporting and opposing the idea EWG as the next stage will formally ask the Football Club about their intentions on usage of Daintree Green over the next five years and also visit Swavesey Allotments where a compost toilet was installed a few years ago.
- 6.2.6 Proposal that the Council notes the following activities and dates:
- Yes Development Hedge weeding Saturday 28 September 2-4 pm
 - Litter pick Saturday 26 October 11 am
 - Tree planting Sunday 1 December 11 am
- 6.2.7 Local Plan Land Availability Assessment report^(RW)
Cllr Waters writes “In summary: All residential submissions recommended for rejection (primarily for flood risk reasons) except for the houseboats!!! Both our green space submissions recommended for further consideration with EA consultations suggested for any cemetery proposal. I will prepare a short presentation for next meeting. We will know by then whether the HDC Scrutiny panel (on 4th) has approved these recommendations.”

7. To consider correspondence/communications received

7.1 Resident – High Street verge and bin

“The verge has been mown this year, but it’s now quite overgrown again. It is mainly tall weeds rather than grass unfortunately.

Is this verge on the “regular” mowing timetable for the village please?

And the bin near River House is constantly overflowing with rubbish unfortunately. I know a bin round was missed recently, but it gets full VERY quickly and people then put rubbish just near the bin and it gets REALLY STINKY and will attract vermin.

As a resident I have a parking permit that allows me to park on the road and sometimes I have to park near the bin, which is really very unpleasant. The bin is constantly overflowing. People just put big black bags of rubbish by the side of it – not just the odd ice cream wrapper, but full on bin bags.”

The Clerk has responded that the verge is not maintained by the Parish Council but by the District Council on behalf of the County Council, and with regard to the bin:

“The bin is owned by the Parish Council and we have contracted the emptying of all our bins to HDC to be collected weekly. Previously the Environment Agency provided bins at the moorings for use by the boaters. A couple of years ago they removed this facility which has meant that the Parish Council bins are being used instead. The Parish Council is monitoring this.”

A quotation has been requested from HDC for an additional weekly collection from the bin and also a quotation for a sticker which reads ““This bin is not for boaters’ waste, please take your rubbish home.”

Please see quote below for larger bin:

https://uk.glasdon.com/litter-bins/dual-waste-litter/glasdon-jubilee-duo-220-litter-bin?_gl=1*18pq2b1*up*MQ..

7.2 CCC Community Energy Action Plan consultation (deadline 16 September)

“I am emailing to make you aware that County Council has today published an engagement exercise on the Council’s proposed Action Plan to support community energy on [Consult Cambs](#).

The draft Action Plan and survey seeking your views on the proposals are here: [Community Energy Action Plan | Consult Cambridgeshire \(engagementhq.com\)](#)

The survey will remain open until 16th September.”

7.3 CCC Active Travel Hierarchy consultation (deadline 30 September)

Please note that the deadline has been extended to 30 September.

“I would like to make you aware of a consultation which has been launched by the Highways & Transport service at Cambridgeshire County Council. This follows proposals for a consultation which were presented to the Council's Highways & Transport Committee in January 2024. The committee paper can be found here: [Document.ashx \(cmis.uk.com\)](#). The consultation seeks input regarding proposals for an 'Active Travel Hierarchy'.

The Active Travel Hierarchy looks to introduce a way of prioritising maintenance activities to better reflect the use of the highway network by walkers, cyclists and other non-motorised traffic. This will support the Council's Active Travel Strategy and its ambition to make walking or cycling the natural choice for shorter journeys, in turn helping to reduce road traffic congestion, improve journey times, and contributing to carbon reduction in the County.

We would like to invite your feedback on the proposals, so that we can better understand which active travel routes and public rights of way are considered important by our communities, and what maintenance activities stakeholders might like us to prioritise.

This is a public consultation that is being promoted on the Council's social media channels. We would also appreciate you promoting this consultation locally in your parish communities, to encourage wide participation, so we can gauge residents' views.

The consultation is open for responses until Monday 16th September. I have attached a background document to this email, but you can also access the consultation website here: <https://consultcambs.uk.engagementhq.com/active-travel-hierarchy>. Please feel free to circulate this link amongst your local residents. You can do this by sharing social media posts that started from 22 July on the County Council's channels, which will be continuing in the weeks ahead.

Please direct any questions about the consultation to assetdatastrategy@cambridgeshire.gov.uk Daniel Ashman - on behalf of the Highway Asset Management Team
Background document to the consultation attached.

7.4 CCC Bus Franchising consultation (deadline 20 November)

“Welcome to the Cambridgeshire and Peterborough Combined Authority (CPCA) bus franchising consultation.

Cambridgeshire and Peterborough Combined Authority (CPCA) is holding a formal consultation which will inform a decision by the Mayor of Cambridgeshire and Peterborough on how to reform buses across the area.

The franchising consultation is taking place over 14 weeks between Wednesday 14 August and Wednesday 20 November 2024 and as one of our statutory consultees, I would like to invite you to take part.

How to take part – please use the below options to participate:

Option 1:

We are holding six stakeholder events and would welcome your attendance at one of the events so that you can share your views. Please use this link to find out more information about the six events and to book your place at one of them <https://forms.office.com/e/tUW5vmegdu>. Due to limited space, invitations are restricted to one person per organisation.

Please note that your organisation will be receiving a paper copy of this letter in the post over the next couple of days. This will give you the opportunity to RSVP via email but please use this online form if you are able to.

If you are unable to attend any of the events, a member of the Combined Authority's team would be happy to meet with you to discuss the Assessment and associated documents.

Please contact jackie.cockrill@cambridgeshirepeterborough-ca.gov.uk who will coordinate a meeting with an Officer from the Combined Authority. Please also get in touch with Jackie if you require any accessibility support to attend or take part in your chosen event.

Option 2:

You can participate online by visiting: <https://cpca-yourvoice.co.uk/bus-franchising-consultation/>

On the website you will find the relevant consultation documents, together with two questionnaires. A long questionnaire comprising 31 questions and a short one which comprises 11 questions. You can save your answers and return to your questionnaire if you would like more time to complete it.

Option 3:

If you would prefer a paper copy of the consultation documents or large print versions, please contact: consultations@cambridgeshirepeterborough-ca.gov.uk or call us on: 01480 277180. You can also request a copy in the following languages: Polish, Lithuanian, Portuguese and Urdu.

Background to the bus franchising consultation

In March 2023, Cambridgeshire and Peterborough Combined Authority launched 'The Road to Better Buses' strategy, which sets out five key ambitions for buses in Cambridgeshire and Peterborough:

- Add more buses to the network
- Provide bus users with better information
- More reliability across the network
- Nicer, better-quality buses
- Better value for money for users

A year on, the Combined Authority's board has committed more than £13.5million and agreed to three major initiatives to progress our journey on the Road to Better Buses including:

- The introduction of 30 new routes across Cambridgeshire and Peterborough
- The introduction of a £1 fare for young people under the age of 25
- To consult on how buses are run across Cambridgeshire and Peterborough

Our vision for Better Buses

The majority of buses across Cambridgeshire and Peterborough are currently run on a purely commercial basis. We believe our ambitions will only be realised if we change this to have greater influence and control over how buses are run. 81% of respondents to our last survey agreed.

We commissioned independent transport consultants, ITP, to undertake a detailed assessment of Cambridgeshire and Peterborough's transport needs and to provide an outline business case assessment for bus reform. Two approaches have been outlined in the assessment: a Franchising solution and an Enhanced Partnership (EP).

Under a franchised network, the Combined Authority would contract bus operators to run services on its behalf but have control over the routes, frequency, fares and overall standards of the region's buses. An alternative Enhanced Partnership solution, while producing benefits over the current bus service provides less control over the routes, frequency and overall delivery of the services. This means, as a result, while both an Enhanced Partnership and Franchising can provide enhanced networks, franchising offers the region more control to specify the desired network, levels of service and integrated fares and ticketing, ensuring a more unified and accessible network.

Franchising also allows CPCA to deliver its strategic objectives; to have full influence over outcomes and the efficient delivery of bus service improvements to passengers and bus network changes. The EP is less likely to deliver the strategic outcomes as it leaves key decisions around the network in the hands of bus operators (as per the status quo) with any outcomes subject to negotiations with operators.

Before a final decision is made (due to be on Wednesday 22nd January 2025), we are required by law to seek views from statutory consultees. We are now consulting and would welcome your feedback.

If you would like to help the Combined Authority to promote this consultation, we are very happy to send you a package of leaflets and posters. If this is of interest to your organisation please email consultations@cambridgeshirepeterborough-ca.gov.uk to request the promotional materials."

Judith Barker
Executive Director of Place and Connectivity

7.5 CAPALC Model Biodiversity Policy
Attached.

7.6 Consultation on proposed reforms to the National Planning Policy Framework and other changes to the planning system (deadline 24 September)
Consultation documents are available at this link:

- 7.7 Dead cherry tree on Vicarage Fields open space – to consider quotation
A quotation for £450 has been received for removal of the tree.
- 7.8 Resident – grass cutting around Vicarage Fields roundabout
“I would be grateful if you could remind your new Contractor that he needs to mow the grass around the Roundabout every time he mows the grass on the main field.
I would also recommend that you request a credit note for the last two visits covering work not done, £200 should about cover the time not spent doing the work.”
- 7.9 Leeds Day Solicitors - Transfer of Land west side of London Road, St Ives pursuant to S106 Agreement
8. **Closure of meeting**

HEMINGFORD GREY PARISH COUNCIL FINANCIAL STATEMENT

£

Sep-24

Balance B/Forward	340677.25
ADJ'S + Chq's Approved at Previous Meeting/Between Meetings	
Adjustments	
Payments	
SALARIES	-1,938.76
HDC	LEASE
	-56.25
PCC CHURCH	EASTER GRANT
	-300.00
M DI GAETANO	EXPENSES SUMMER CRAFT SESSIONS
	-184.18
M DI GAETANO	GRANT SUMMER CRAFT SESSIONS
	-49.89
R WATERS	EXPENSES IT MS WORD
	-59.99
KETTERING PLAYSAFE	ROSPA WORKS
	-569.64
K&M LIGHTING	STREETLIGHT MAINTENANCE
	-88.74
K&M LIGHTING	STREETLIGHT MAINTENANCE
	-107.18
RURAL SERVICES PARTNERSHIP	ANNUAL MEMBERSHIP
	-60.00
DEFIB WORLD	DEFIBRILLATOR BATTERY
	-254.59
HEMINGFORD HORTICULTURE	GRASSCUTTING
	-1,021.82
KETTERING PLAYSAFE	ROSPA WORKS
	-336.00
KETTERING PLAYSAFE	SWING REPAIR
	-285.60
HEMINGFORD HANDYMAN	GATE REPAIR ALLOTMENT
	-78.00
HDC	BIN EMPTYING 24-25
	-4,850.69
ICO	ANNUAL FEE
	-35.00
SSE	STREETLIGHTING ENERGY
	-336.85
SSE	STREETLIGHTING ENERGY
	-348.03
Receipts	
PLOT D3	MEMORIAL FEE
	150.00
PLOT OLD410B	INTERMENT FEE
	350.00
SANTANDER	BANK INTEREST
	36.77
SANTANDER	BANK INTEREST
	38.03
<i>Total Fund movement</i>	-10,386.41
Balance revised after adjustments	330,290.84

Bank Reconciliation			
Item	Funds	Statement	Outstanding
Unity Trust Current Acc	87,221.46	87,304.50	-83.04
Unity Savings Acc	140,569.81	140,569.81	
Santander Current Acc	59,497.58	59,497.58	
Santander Deposit Acc	43,001.99	43,001.99	
Total	330,290.84	330,373.88	-83.04

Expenditure for month	Amount (£)
SALARIES & PENSION	
BUCHANS	GRASSCUTTING MAY
	2,120.78
BUCHANS	GRASSCUTTING JUNE
	1,252.28
LGS SERVICES	ADMIN SUPPORT JUNE
	2,616.07
LGS SERVICES	ADMIN SUPPORT JULY
	2,561.56
LGS SERVICES	ADMIN SUPPORT AUG
	2,590.39
THE WAVE	ALLOTMENT WATER
	105.51
ICCM	MEMBERSHIP
	100.00
Total Expenditure	11,346.59

Balance c/f	318,944.25
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Notes:

Late invoices will be brought to the meeting.

**Check outstanding Buchans can be released

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Hemingford Grey Parish Council – CA0128**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

29/08/2024

Hemingford Grey Parish Council

EWG report and proposals to Parish Council meeting Monday 9th September 2024

- Proposal for the expenditure of £500 on trees and associated items.

Justification- 4 dead or diseased trees removed or in the process of being removed from Vicarage Fields and Daintree Green so they need replacing with additional trees added where possible.

- Proposal that Council accepts the Biodiversity report from EWG.
- Proposal that council approves the Terms of Reference for the Call for Sties Task and Finish Group.
- Proposal that the Clerk writes to the new owner of land on the Meadow welcoming him to the parish and also asking about his management strategy for the land as Hemingford Meadow is within the Hemingfords Conservation area and is a much loved and used area.
- Council is asked to note that concerning the idea of a compost toilet on Daintree Green that the allotment holders were roughly 50/50 in supporting and opposing the idea. EWG as the next stage will formally ask the Football Club about their intentions on usage of Daintree Green over the next five years and also visit Swavesey Allotments where a compost toilet was installed a few years ago.
- Council is asked to note the following activities and dates

Yes Development Hedge weeding Saturday 28th September 2-4pm

Litter Pick Saturday October 26th 11am

Tree planting Sunday December 1st 11am

Hemingford Grey Parish Council and biodiversity

Introduction

Under the 2012 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Currently biodiversity falls within the remit of the Environment Working Group (EWG) that reports to the Parish Council.

The council is responsible for the maintenance of three green open spaces (Daintree Green, Vicarage Fields, Yes Development), cemetery and various verges and footpaths.

The key tenet of the council is to balance the needs of the residents for recreation with protecting and enhancing biodiversity.

Actions to date

- Establishment of Environment Working Group. Chaired by a councillor with a membership of councillors and residents.
- Grounds maintenance contract- now in third year of operation includes a mowing specification which varies according to user needs and biodiversity needs. For example, No Mow May in two areas and areas around bollards and edges of areas only mown at the end of summer.
- Three wildflower beds developed by volunteers
- Supported HDC with Alternative Land Management for their verges within the parish. 5 such verges of which 2 adopted by local residents for wildflower and bulb planting.
- Chair of EWG attends HDC's Annual Climate Conference
- Annual litter picks undertaken
- Trees planted when and where possible with native species or trees attractive to residents and birds being chosen.
- Snowdrops and other bulbs planted by volunteers
- 2024 series of environmental events provided by Groundwork for families and the Cubs and Scouts
- Creation of six dead hedges following the laying of a hedge.

Proposed next steps

- Review of the information currently available on biodiversity within the parish; development of a biodiversity strategy and achievable action plans resulting from the strategy.
- Continuation of tree and bulb planting
- Refinement of grounds maintenance contract to increase the areas mown less often
- Continuation of community events provided by specialist-subject to budget availability

- Annual litter picks and explore Cubs and Scouts undertaking litter picks in summer months and basic biodiversity audits
- Bird boxes check and repair
- Start to record the species in the three main green spaces and on ALM verges
- Encourage adoption of further ALM verges (HDC responsibility)
- Work with other organisations such as Cubs, Scouts and Gardeners Society
- Encourage residents and businesses support and participation through events, Newsletters and website.
- Development of Master plan for Yes Development to ensure the green spaces are managed for recreational use and also improve biodiversity.
- All planning applications to be considered in relation to their possible impact on biodiversity.
- Involvement with the Local Plan process for Huntingdonshire District Council to include the two sites nominated by the Parish Council for green infrastructure for the parish.

Hemingford Grey Parish Council- Task and Finish Group- Huntingdonshire District Council- Local Plan revision and call for sites.

The Parish Council nominated two sites in HDC's Call for Sites. Both sites were nominated for Green Spaces with potential uses to include woodland, cemetery, junior football pitches and leisure. The two sites were also nominated by their owners for housing.

Terms of Reference

- To understand the Local Plan process
- To determine the actions needed should the two sites make it through to the next stage of the Call for Sites process.
- To appoint additional members to the task group when appropriate
- To present a report to council in January 2025 including revised Terms of Reference if appropriate.

Membership- Councillor Anne Meredith, Chris Bowden, Helen Peat, Graham Tucker.

Council is asked to note that some professional input may be required and so there may be financial implications for the council.

Notes from meeting 17th July 2024

In attendance-Cllr Anne Meredith, Chris Bowden and Helen Peat. Apologies Graham Tucker.

1. Members agreed the TOR for the group
2. Immediate actions- to gather information on the next stage of the call for sites process and if council can submit additional information at that stage.
AM to ask Cllr Sanderson for advice.
3. Potential Actions needed if sites accepted for the next stage
 - A. Base line surveys of sites- birds, flora, mammals, invertebrates etc
Issues- access to land and expertise within the parish
 - B. Existing Green Space evaluation
 - C. Further information on potential uses of land- cemetery (water table??), football pitches, parking, loos, woodland, pond. Biodiversity net gain and desire of footpaths linking to Yes Development and school.

Next meeting late September 2024.

THE ACTIVE TRAVEL HIERARCHY CONSULTATION

INTRODUCTION

Cambridgeshire County Council is the local highway authority for Cambridgeshire and wishes to seek your input into the development of its Active Travel Hierarchy. Please take the time to review this background information and provide your feedback.

CONTENTS

- 1 – What is a maintenance hierarchy?
- 2 – What is 'active travel'?
- 3 – The Active Travel Hierarchy
- 4 – What is the effect on maintenance standards?
- 5 – What about Public Rights of Way?
- 6 – What the Active Travel Hierarchy will not do
- 7 – What are we doing now?
- 8 – Your opportunity to comment
- 9 – Other information about the consultation
- 10 – Consultation timeline

1. WHAT IS A MAINTENANCE HIERARCHY?

The Council maintains a wide range of highways across a network comprising 4,550km of roads; 2,936km of footways, over 550km of designated cycleways, and over 3,000km of public rights of way.

Decisions on the maintenance and management of the highway are underpinned by a robust, risk-based approach that applies to the whole network. This approach is critical to managing and repairing defects in the highway that are a hazard to road users.

The Council uses the concept of hierarchies to set a number of key maintenance standards, such as the frequency at which a road is inspected and how quickly defects are repaired. This enables us to prioritise maintenance activities on more important highways. For example, a busy road would attract higher standards than one which is lesser used. Currently, the hierarchies we use focus on the extent of use by motor vehicles.

2. WHAT IS ACTIVE TRAVEL?

The national Cycling and Walking Investment Strategy aims to “make walking and cycling the natural choices for shorter journeys, or as part of a longer journey”¹, and the Council adopted its Active Travel Strategy in 2023, which you can see here: [Cambridgeshire's Active Travel Strategy Adopted March 2023](#).

The term ‘active travel’ within the Strategy refers to walking and cycling, but also includes other modes of travel and use of mobility aids as shown below.



walking



cycling



wheelchairs



pushchairs



mobility
scooters



adapted
cycles



e-cycles



cycle
freight

The Council is committed to walking, cycling and wheeling as key uses of our highway network, to support the aim of enabling and encouraging a shift away from journeys being made by private car.

- Please note that when using the term ‘wheeling’, we include the use of wheelchairs, powered wheelchairs, mobility scooters, rollators and other mobility aids to move around the highway network.

¹ [The second cycling and walking investment strategy \(CWIS2\) - GOV.UK \(www.gov.uk\)](#)

We also recognise the importance of our highways and public rights of way to other users, such as those who walk, cycle or horse ride for leisure, recreational or commercial activity. Although uses such as this are not included within the definition of 'active travel', as part of this consultation we welcome input from all types of highway user so that a wide range of needs and interests can be considered.

3. THE ACTIVE TRAVEL HIERARCHY

The Council wishes to develop an approach for supporting and promoting active travel, as well as facilitating other non-motorised use, through the development of active travel hierarchies, which will enable maintenance to be prioritised according to measures such as the level of use of a route, its strategic importance and the risk to users. In January 2024 this intention was set out in a report to the Council's Highways and Transport Committee, which you can find here: [Document.ashx \(cmis.uk.com\)](Document.ashx (cmis.uk.com))

The Active Travel Hierarchy will be about managing and directing the maintenance activities that the Council carries out on its active travel routes and Public Rights of Way. Implementing a hierarchy that helps the Council to prioritise these activities will benefit all highway users: By ensuring that more important routes are maintained as a priority, users will experience better journeys, and more people will be encouraged to walk and cycle. This will help to reduce the amount of motor traffic on our road network, therefore contributing to reduced traffic congestion and carbon emissions across the County.

4. WHAT IS THE EFFECT ON MAINTENANCE STANDARDS?

Following conclusion of this consultation, the Active Travel Hierarchy will be further developed and refined. We will then assess the need to prioritise maintenance of the different routes identified in the Hierarchy against the resources available to manage our highway network, in order to determine what maintenance standards are appropriate. Your input to the consultation will therefore be valuable in helping us to understand this picture more clearly.

The County Council already uses maintenance hierarchies on its road network to help determine the following:

- frequency of safety inspections
- thresholds for repair of potentially dangerous defects
- speed of repair for potentially dangerous defects
- allocation of budget for maintenance of different types of highway asset
- prioritisation of capital maintenance schemes for different types of highway asset
- prioritisation of winter services, such as road gritting.

These are the sort of maintenance activities that might be subject to change on our active travel network as a part of the Active Travel Hierarchy.

5. WHAT ABOUT PUBLIC RIGHTS OF WAY?

We recognise that Public Rights of Way (PROW) are a distinct part of the highway network, with many rural PROW presenting a unique opportunity for leisure journeys and wellbeing

activities. The Hierarchy does not seek to change this. However, a number of Cambridgeshire's PROW do form parts of well-used active travel routes, so it is appropriate to consider PROW as a constituent part of the Active Travel Hierarchy. However, we have deliberately categorised PROW into a standalone hierarchy to ensure that their legal status and diverse character can be recognised.

Including PROW within the Active Travel Hierarchy consultation will help us to identify those parts of the PROW network that are more important and well-used, so that we can consider how maintenance actions could be prioritised accordingly and suitably for the intended use. It will also give us a greater understanding of which PROW our communities and stakeholders wish to safeguard.

6. WHAT THE ACTIVE TRAVEL HIERARCHY WILL NOT DO

The Active Travel Hierarchy will not promote physical or legal changes to the highway network (for instance, changes to the surface or status of a PROW), which are subject to other legal and administrative processes.

Please also note that this consultation is not intended to be a highway fault reporting tool. If you wish to report a highways defect, please do so here: [Cambridgeshire County Council - ReportIt](#)

7. WHAT ARE WE DOING NOW?

Three draft hierarchies are under development this time, intended to reflect the different types of use that take place on different sections of the highway network. These hierarchies will form constituent parts of the Active Travel Hierarchy.

- **The Walking and Wheeling Hierarchy.** This includes highways where walking/wheeling is permitted (eg, roads and footways), but which are not recorded as Public Rights of Way.
- **The Cycling Hierarchy.** This includes highways where cycling is permitted (eg, roads and cycleways), but which are not recorded as Public Rights of Way.
- **Public Rights of Way.** This includes all Public Footpaths, Bridleways, Restricted Byways and Byways Open to All Traffic.

To date the content of the hierarchies has been based upon a consideration of:

1. *The importance of the sections of highway to users* (eg, where a route links localities or important destinations like schools or workplaces)
2. *The level of risk to users* (eg, where pedestrians have to share spaces with motor traffic, or a cycleway next to a high-speed road)
3. *The level of use of that section* (eg, how many people use the route)

The draft hierarchies have been developed using a data-driven approach to the above criteria, reflecting factors such as proximity to local services and workplaces.

8. YOUR OPPORUNITY TO COMMENT

We want to ensure that communities, user groups and stakeholders have the chance to input into the development and refinement of the hierarchies by understanding which active travel routes and Public Rights of Way are important to them. A consultation website has been set up, which you can view here: <https://consultcambs.uk.engagementhq.com/active-travel-hierarchy>

- **Hierarchy Maps**

For the **Walking and Wheeling, and Cycling Hierarchies**, we have created County-wide maps which show how each highway has been designated within the draft hierarchies. These maps are based on our data-driven assessment and initial oversight by officers. Please note that category 1 represents the most important highway for the relevant mode of travel, followed by category 2 and so on. We would like your feedback on how the highways shown in these hierarchies have been categorised.

Public Rights of Way have not been categorised in this way and at this time we are seeking community and user input to help identify which Public Rights of Way are considered most important by users and stakeholders.

Mapping has been created to enable respondents to give location-specific feedback about each of the hierarchies and our Public Rights of Way. We also welcome your written comments, which can be added when you give feedback on a particular location. You can view the map here: www.cambridgeshire.gov.uk/active-travel-hierarchy-map

Where appropriate, your feedback will be used to enhance the draft hierarches, which will be reviewed and updated following this consultation exercise. The finalised Active Travel Hierarchy will be considered by the Council's Highways and Transport Committee.

- **General consultation**

There is also a further questionnaire for general feedback on the principles related to an Active Travel Hierarchy, seeking your preferences on priority maintenance activities. You can view this survey here: [Active Travel Hierarchy: your feedback | Consult Cambridgeshire \(engagementhq.com\)](https://www.cambridgeshire.gov.uk/active-travel-hierarchy-your-feedback)

We would welcome your views, or those of your organisation, on the draft hierarchies.

In order that we can better understand the feedback we receive, we would value it if respondents could provide contact details² or information about any organisation they might be representing, such as a parish council.

² You do not have to give us any personal information. Any personal information will be collected and used in line with Data Protection legislation under the Council's public task and our responsibilities under the Highways Act 1980. Your contact details will not be shared with any third party and will only be used to seek clarification or to provide an update on this consultation. We will only store personal data for 12 months after the consultation results have been analysed and the associated report published. We will not publish any personal details you do give us, but may publish our response, and include it in public reports, with personal details removed. Personal

9. OTHER INFORMATION ABOUT THE CONSULTATION

A series of Frequently Asked Questions have been developed, which you can see on the consultation web page here: [FAQs | Active Travel Hierarchy | Consult Cambridgeshire \(engagementhq.com\)](#)

Please be aware that if a particular highway is not shown where you would expect it to be on one of the three hierarchies, it will most likely appear on one of the other two hierarchies. This will be because of how the highway is legally classified in our highway records. This may be of relevance in cases where cycling has been permitted on Public Footpaths, often in urban areas. In such cases the affected route will be shown on the PROW maps. We still welcome your feedback on these routes.

If a route is not shown on any of the maps, this is most likely because the route is not recorded as a highway maintained by Cambridgeshire County Council. You can still provide feedback about these routes by adding comments about them in our general consultation, but please be aware that routes which are not considered to be maintainable by the County Council cannot ultimately be shown on the Active Travel Hierarchy.

10. CONSULTATION TIMELINE

This consultation will be open for responses from **22 July 2024** until **16 September 2024**.

data will be held securely, in accordance with data protection legislation. Further details about how we use this data and the rights you have around this can be found at www.cambridgeshire.gov.uk/privacy