

THE STUKELEYS PARISH COUNCIL

Annual Parish Council Meeting held on 9th May 2016 at 8:00pm at the Little Stukeley Village Hall

Present:	Stuart Bell
Councillors:	Karl Gasson Barrie James Michael Monk Sally Smith Stef van den Haak Michael Womersely-Carter
Clerk:	Carole Pollock
County and District Councillors:	County Councillor Peter Ashcroft
Members of the Public:	One member of the public

Meeting commenced at 9:00pm
Vice Chair Barrie James Chaired the meeting for item 1.

1 Election of Chairman

Cllr Michael Monk proposed Cllr Barrie James to be Chairman; Cllr Stuart Bell seconded this proposal. Cllr Sally Smith proposed Cllr Karl Gasson to be Chairman; Cllr Stef van den Haak seconded this proposal. A secret ballot was requested by Cllr Michael Monk. A ballot was held and Cllr Karl Gasson was duly elected. It was **RESOLVED** Cllr Karl Gasson to be Chairman for next 12 months.

The Parish Council thanked Cllr Sue Parkin for the way she had steered the Parish Council during her term as Chairman through a number of very important decisions.

Cllr Karl Gasson took the chair for the remainder of the meeting.
Cllr Barrie James left the meeting.

2 Election of Vice-Chairman

Cllr Karl Gasson proposed Cllr Sally Smith to be Vice-Chairman, seconded by Cllr Stef van den Haak. There being no other nominations it was **RESOLVED** Cllr Sally Smith to be Vice Chairman for next 12 months.

3 Declaration of acceptance of office of Chairman.

The Chairman signed a declaration of acceptance of office which was witnessed by the Parish Clerk.

4 Review and confirmation of the ToR

- a **Rights of Way Committee**
The ToR were reviewed and confirmed.
- b **Lighting Committee**
The ToR were reviewed and confirmed.
- c **Playing Fields Committee**
The ToR were reviewed and confirmed.
- d **Finance Committee**
The ToR were reviewed and confirmed.
- e **Personnel Committee**
The ToR were reviewed and confirmed.
- f **Planning Committee**
The ToR were reviewed and confirmed.

5 Nominations to the following Committees and offices:

- a **Rights of Way Committee**
Cllr Stuart Bell proposed Cllrs Philip Hobson, Karl Gasson and Sally Smith as nominees for the Rights of Way Committee, seconded by Cllr Stef van den Haak. **RESOLVED**

Cllrs Philip Hobson, Karl Gasson and Sally Smith to be members of the Rights of Way Committee for next 12 months.

b Lighting Committee

Cllr Stef van den Haak proposed Cllrs Stuart Bell, Michael Womersely-Carter and Sally Smith as nominees for the Lighting Committee, seconded by Cllr Karl Gasson.

RESOLVED Cllrs Stuart Bell, Michael Womersely-Carter and Sally Smith to be members of the Lighting Committee for next 12 months.

c Playing Fields Committee

Cllr Karl Gasson proposed Cllrs Michael Womersely-Carter, Philip Hobson and Sally Smith as nominees for the Playing Fields Committee, seconded by Cllr Stuart Bell. **RESOLVED**

Cllrs Michael Womersely-Carter, Philip Hobson and Sally Smith to be members of the Playing Fields Committee for next 12 months.

d Finance Committee

Cllr Stuart Bell proposed Cllrs Karl Gasson, Stef van den Haak and Philip Hobson as nominees for the Finance Committee, seconded by Cllr Michael Wormsley-Carter

RESOLVED Cllrs Karl Gasson, Stef van den Haak and Philip Hobson to be members of the Finance Committee for next 12 months.

e Personnel Committee

Cllr Sally Smith proposed Cllrs Karl Gasson, Stef van den Haak and Stuart Bell as nominees for the Personnel Committee, seconded by Cllr Michael Wormsley-Carter.

RESOLVED Cllrs Karl Gasson, Stef van den Haak and Stuart Bell to be members of the Personnel Committee for next 12 months.

f Planning Committee

Cllr Stuart Bell proposed Cllrs Sue Parkin, Michael Wormsley-Carter, Karl Gasson and Stuart Bell as nominees for the Planning Committee, seconded by Cllr Stef van den Haak.

RESOLVED Cllrs Sue Parkin, Michael Wormsley-Carter, Karl Gasson and Stuart Bell to be members of the Planning Committee for next 12 months.

g Tree Warden and Deputy Tree Warden

Cllr Karl Gasson proposed Cllr Sue Parkin to be Tree Warden, seconded by Cllr Michael Wormsley-Carter. **RESOLVED** Cllr Sue Parkin to be Tree Warden for next 12 months. Cllr

Sally Smith proposed Cllr Karl Gasson to be Deputy Tree Warden, seconded by Cllr Stef van den Haak. **RESOLVED** Cllr Karl Gasson to be Deputy Tree Warden for next 12 months

h Dog Warden

Cllr Karl Gasson proposed Cllr Sally Smith to be Dog Warden, seconded by Cllr Michael Monk. **RESOLVED** Cllr Sally Smith to be Dog Warden for next 12 months.

i Highways Warden

Cllr Michael Monk proposed Michael Reynolds to be Highways Warden, seconded by Cllr Stuart Bell. **RESOLVED** Michael Reynolds to be Highways Warden for next 12 months.

j Webmaster

Cllr Sally Smith proposed Cllr Karl Gasson to be Webmaster, seconded by Cllr Stef van den Haak. **RESOLVED** Cllr Karl Gasson to be Webmaster for next 12 months.

k Maintenance of Public Open Spaces and Verges Warden

Cllr Karl Gasson proposed Cllr Stef van den Haak to be Maintenance of Public Open Spaces and Verges Warden, seconded by Cllr Stuart Bell. **RESOLVED** Cllr Stef van den Haak to be Maintenance of Public Open Spaces and Verges Warden for next 12 months.

6 Review and confirmation of the Council's

a Standing Orders - Reviewed and confirmed

b Financial Regulations – Reviewed and confirmed

c Representation on external bodies and arrangements for reporting back:

i Cllr Stuart Bell proposed Cllrs Philip Hobson, Sue Parkin, Michael Wormsley-Carter and non-councillor Diane Gee as nominees for the Traffic Group, seconded by Cllr Sally Smith. **RESOLVED** Cllrs Philip Hobson, Sue Parkin, Michael Wormsley-Carter and non-councillor Diane Gee to be members of the Traffic Group for next 12 months. The Parish Clerk also to attend meetings of the Traffic Group.

ii Cllr Sally Smith proposed Cllr Sue Parkin to represent the Parish Council at the Joint Parish Liaison Group meetings and to regularly advise and report back to the Parish Council. This nomination was seconded by Cllr Stuart Bell. **RESOLVED** Cllr Sue Parkin to represent the Parish Council at the Joint Parish Liaison Group meetings for next 12 months. . The Parish Clerk also to attend meetings.

iii Cllr Karl Gasson proposed Cllr Stuart Bell to represent the Parish Council at the

Local Joint Committee meetings and to regularly advise and report back to the Parish Council. This nomination was seconded by Cllr Michael Monk.

RESOLVED Cllr Stuart Bell to represent the Parish Council at the Local Joint Committee for next 12 months.

- d** **Inventory of assets** - Reviewed and confirmed.
- e** **Risk Assessment and arrangements for insurance cover in respect of all insured risks** - Reviewed and confirmed.
- f** **Complaints Procedure** - Reviewed and confirmed.
- g** **Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998** - Reviewed and confirmed.
- h** **Disability Access Policy** - Reviewed and confirmed.
- i** **Staff Grievance Procedure and Staff Disciplinary Policy** - Reviewed and confirmed.
- j** **Code of Conduct** - Reviewed and confirmed.
- k** **Dispensations Procedure** - Reviewed and confirmed.
- l** **Voluntary and Community Sector Grants Policy**- Reviewed and confirmed
- m** **Training Statement of Intent**- Reviewed and confirmed
- n** **Membership of other Bodies** - Membership to CAPALC and SLCC were reviewed and confirmed

7 Setting of the dates, times and places of Ordinary Meetings of the Council for the year 2016/17.

It was **RESOLVED** that the dates of the Parish Meetings for the year 2016/17 to be held on every first Monday (that are not Bank Holidays) of the month (except August and January) alternating between the village halls of Great Stukeley and Little Stukeley. The next meeting is therefore scheduled for the 6th June 2016 at Great Stukeley Village Hall.

8 To receive and approve Apologies for Absence

Apologies were received and approved from Councillors Sue Parkin and Philip Hobson.

9 Councillors' Declaration of Disclosable Pecuniary and Other Interests

Cllr Stuart Bell declared an interest in item 19 as an employee of Huntingdon District Council.

10 Public Participation Session

No presentations made.

11 County/ District Councillors' Update

No further reports.

12 Minutes of the previous meetings

The Minutes of the meeting held on the 4th April 2016 were agreed as a correct record and signed after the spelling of Cllrs Womersely Carter and Stef van den Haak names were amended.

13 Matters Arising from the previous meeting

The Minutes Action Plan was reviewed.

Cllr Stef van den Haak left the meeting.

14 For Information Only

15 Alconbury Weald

Good progress is being made with the Enterprise Zone, and a planning application for an unit for a large company should be submitted soon. The Alconbury Weald Campus and Home Alconbury Weald brochures were distributed and discussed. Hopkin Homes have launched their sale of the first batch of homes in Alconbury Weald and have taken 18 reservations on the 8 houses released. The Head Teacher for the Alconbury Weald School is currently working out of the club building and would like meet with the Parish Council. Cllrs Stuart Bell and Michael Monk stated that they were impressed with the quality and professionalism of the Alconbury Weald scheme at this stage in the development.

16 Village Maintenance, Highway Issues, Faults and Repairs

a It was **RESOLVED** to approve the purchase of consumables needed for tree trimming to the value of £50.

b After discussion, it was **RESOLVED** not to seek compensation from the contractor for damage to the Ermine Street trees.

17 To consider updates and reports received on current issues on the following:

- a Playing Fields
No further update.
- b Rights of Way
No further update.
- c Traffic Group
No further update.
- d Allotments
No further update.
- e Website
No further update.
- f Village Street Lighting
The redirection of the freephone contact number to Cllr Stuart Bell's telephone number to be investigated.
- g Parish Magazine
No further update.
- h Training
No further update.
- i Queen Elizabeth II Commemorative Medals
i Distribution arrangements to be discussed at the next meeting.

18 Financial Matters

a RESOLVED that the following accounts be approved and paid:

i	Clerk's salary	Chq 1926	C. Pollock (April)	£	436.82
ii	Clerk's Expenses	Chq 1927	Office & Other Exps	£	38.25
iii	T & S Gardening	Chq 1928	Grass Cutting	£	1,118.40
iv	E-on	Chq 1929	Electricity	£	77.39 plus VAT
v	Easiprint	Chq 1930	Printing Costs (May)	£	225.00
vi	SLCC	Chq 1931	Training Costs(50%)	£	29.50 plus VAT
vii	K Gasson	Chq 1932	Reimbursement of BT Freephone charges	£	36.26
viii	K Gasson	Chq 1933	Reimbursement for Strimmer & Safety Helmet	£	112.88
ix	The Tower Mint	Chq 1934	QEII 90 th B/D Medals	£	246.30 plus VAT
x	K&M Lighting Svcs	Chq 1935	Street light repair	£	60.00 plus VAT
xi	Mark Ritchie	Chq 1936	Refund of deposit (allotments)	£	10.00
xi	Philip Hobson	Chq 1937	Refund of deposit (allotments)	£	10.00

b The Parish Council considered and reviewed three quotations received for Parish Council Insurance cover for 2016/17. It was **RESOLVED** to insure with Hiscox Insurance under a three year long term agreement at an annual premium of £893.83.

c The Annual Return 2015/16 Section One was agreed and signed.

d The Annual Return 2015/16 Section Two was agreed and signed. The 2014/15 Financial Statements were approved.

19 Planning

a Outstanding Matters

To receive a report on the status and progress

b Application determined by HDC

To note the outcome

c Applications awaiting determination by HDC

To note the outcome

d New Applications

To consider new applications

i Montgomery House, 25 Stukeley Park, Chestnut Grove, Great Stukeley - 16/00514/HHFUL – Internal modifications to ground floor, landscaping alterations to front & side gardens and single-storey extension.

The Planning Committee made the following assessment:

The internal alterations should not cause any material concern, but the development of a single storey extension needed to be considered. A previous application to enclose the loggia had been approved by the Parish Council but had not been undertaken. The statement accompanying the application stated: *“The design intention is that the new extension, by both being lower than the loggia, and set back from the front elevation of the main house, will be hierarchically subservient to the main house and to the loggia, while contributing to the overall textured journey from low-pitched top hipped roof, via the lower flat roof and pitched roofs, across to the hipped garage roof.”*

Considering this statement the Planning Committee did not have any material concern. It was **RESOLVED** to recommend approval.

- ii **Montgomery House, 25 Stukeley Park, Chestnut Grove, Great Stukeley - 16/00515/LBC** – Internal modifications to ground floor, landscaping alterations to front & side gardens and single-storey extension
After discussion it was **RESOLVED** to recommend approval.
- iii **Alconbury Weald, Ermine Street - 16/00752/REM** – Submission of reserved matters (appearance, layout, landscaping, scale and mass) in respect of the construction of a mixed use Innovation, Manufacturing, Engineering Building (iMET) including office, research and development and a training facility.
After discussion it was **RESOLVED** to recommend approval recognising the important function of this building to the Enterprise Zone.
- iv **Alconbury Weald, Ermine Street - 16/05004/CCM** – Section 73 application to develop land without complying with condition 4 (details of the flue and fuel tank) of planning permission H/5001/15/CW for temporary change of use of building 4002 to an advanced biofuel demonstration centre.
As the application was consistent with the extant planning permission for temporary uses on the site and raised no material concerns; it was **RESOLVED** to recommend approval.
- e **Implications of the closure of the American Base at RAF Alconbury**
The Parish Clerk to seek confirmation from HDC that the agreed meeting on the 23rd May will take place following the recent election.
- f **Neighbourhood Plan**
The Neighbourhood Plan is now at the consultation stage.

20 Correspondence

The following correspondence was noted as received:

- a Email: Came & Co – Council Matters Spring 2016
- b Emails: Rural Services Network- Weekly News Digests
- c Email: HDC – Street Naming & Numbering Notification
- d Email: CC Peter Ashcroft – Temporary Road Closure
- e Email: A14 March 16 Forum Presentation slides
- f Email: HDC – 2016-17 Community Chest Press Issue
- g Email: HDC – Training Seminar Slides
- h Email: Hunts Forum - Newsletter
- i Email: Rebecca Britton - Recent U&C / Hopkins Press Releases
- j Email: HDC - CIL Meaningful Proportion payment - The Stukeleys
- k Email: HDC - Neighbourhood and Community Planning

21 Publications Received

22 Matters for Future Consideration

- a Allotment perimeter tree planning and seat
- b Defibrilator co-ordinator
- b Review of cheque signatories

Meeting closed at 22:45 pm

Next Meeting:

Monday 6th June at 7:30pm – Great Stukeley Village Hall, Great Stukeley