

MINUTES

The Annual Parish Council Meeting of The Stukeleys was held on Monday 8 May 17 at 7.15pm in Little Stukeley Village Hall

Present Karl Gasson (Chairman), Sophie Day, Terry Pinner, David Robinson Parish Councillors.
Ms Ramune Mimiene, Clerk.
3 Members of the public
CCC Cllr P Ashcroft

OPEN MEETING

Each person wishing to address the council will be allowed to speak for a maximum of 3 minutes subject to the Chairman's discretion. This part cannot be longer than 15 minutes.

Annual Parish Meeting will be held on Mon 22 May 17 at 7.15pm at LSVH.

**2017/18
05/214**

To Elect a Chairman

Nomination: TP

Proposal:

Proposed by Councillor DR, seconded by Councillor KG, all in favour, and it was RESOLVED that TP is elected a Chairman.

Carried

Chairman signed the Declaration of acceptance of office form.

Cllr TP has been a Cllr for 40 years before, 38 of which he was a chairman.

05/215

To Elect a Vice - Chairman

Wait till Cllr S Smith is present.

05/216

To Receive and Approve Apologies and Reasons for Non Attendance

05/216.1

The Clerk reported that PC Cllrs P Hobson, S Parkin, S van den Haak, sent apologies for absence.

05/217

Declarations of Interests for Members (Disclosable Pecuniary Interests)

05/217.1

No declarations of interest.

05/218

HDC and CCC Cllrs reports

05/218.1

CCC P Ashcroft read the report, hard copy of which is attached to these Minutes.

Thank you expressed to CCC Cllr P Ashcroft for the support over the years. PC wishes to P Ashcroft all the best in the future.

05/219

To Receive and Approve the Minutes of the Parish Council Meeting 3 April 17

Proposal:

Proposed by Councillor KG, seconded by Councillor SD, all in favour, and it was RESOLVED that the minutes of 3 Apr 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

05/220

Matters arising from those Minutes and previous meetings (action plan circulated to members)

05/220.1

Action Plan circulated, discussed, and updated accordingly.

05/220.2

Cllr DR raised concerns re: verges in both villages. Cllrs TP, KG and DR will investigate further. To approach Highways Officer.

DR, TP
KG

05/220.3

Clerk took a box of documents to the Archives (the box was provided by the previous Clerk at the handover day).

05/221

To Note 1 Councillor Vacancy

05/221.1

Due to a resignation of a Cllr M Womersley-Carter there is 1 Vacancy on the Parish Council. Vacancy Notice for a Parish Councillor was issued, HDC informed. Notice is on PC Notice Boards and website. A bye-election to fill the vacancy will be held within 14 days (not counting Sat and Sun) from 3 May 17 if ten electors for the parish give notice in writing claiming such an election to Returning Officer at HDC.

Cllr KG will put the Note advertising the Vacancy into the Parish magazine.

Cllr TP asked for a summary of the minutes to go into monthly newsletter.

KG
Clerk

05/222

To discuss and agree content for the Annual Parish Meeting on Mon 22 May 17

05/222.1

Annual Parish Meeting agreed to be held on Mon 22 May. A list of Village Representatives and Voluntary Organizations in the Parish to be finalised. Clerk needs groups' email addresses so that Invitations to the meeting could be sent. Agenda needs to be circulated and published on Thu this week. Some contact details were found in the Parish magazine. It was agreed to do the leaflet drop through every household door. Clerk to email the Agenda to Cllr DR. 550 copies will be printed for deliveries. Thank you to Cllr DR.

PC
Clerk
DR

05/223	Alconbury Weald	Issues raised about the re-routing of the traffic. Email to review was sent by R Britton but no opportunity to make any changes.	
05/219	Planning		
05/219.1	<u>Outstanding matters:</u>	05/219.2 <u>Applications determined by HDC:</u> Clerk circulated Planning spreadsheet which was noted and approved by the members.	
05/219.3	<u>Applications awaiting determination by HDC,</u> list circulated to members.	05/224.4 <u>New Applications</u>	
1) 17/00802/REM Proposal: Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 31 flats (of which 8 affordable), 6 townhouses and all associated engineering and earth works, including ground remodelling, hard and soft landscaping and ancillary works. Site Address: Alconbury Weald Ermine Street Little Stukeley.	<i>Recommend approval:</i> In line with outline planning application and raises no further issues.	Proposal: Proposed by Councillor KG, seconded by Councillor DR, all in favour, and it was RESOLVED that this planning consultation to be approved.	Carried
2) 17/00079/REM Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 101 dwellings (of which 6 affordable), 1183 sqm of A1, A3, & D1 floorspace, 5059 sqm of B1a/B1b/B1c floorspace, highways works (including creation of temporary construction access from Ermine Street) and all associated engineering & earth works, including ground remodelling formal landscaping and ancillary works. Alconbury Weald Ermine Street Little Stukeley PC would not need to make any further response.	05224.5 <u>Consultations</u>	1) CCC: Consultation on the proposed 2017 revision of the Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development, The consultation period will run for 6 weeks from 6 April until 18 May 2017., received 6 Apr 17 The list to validate is provided, the link is provided. No comments, acknowledge the receipt. Cllr KG and DR will look at it.	KG, DR
2) Houghton and Wyton Neighbourhood Plan: Proposed Alternative Modifications will be available for you to view and comment between the following dates, Start date: 07/04/17 16:00, End date: 22/05/17 17:00. Please select the following link to view this event http://consult.huntingdonshire.gov.uk/portal/pp/nps/hw-altmod Noted by PC.	05/224.6	<u>Neighbourhood Plan</u>	DR
3 sessions carried. About 40 people turned up. Completed documents returned. Next few sessions to be booked. The Grant money when received will need to be spent within the calendar year.	Regarding the completion of the Project plan it was agreed to seek Houghton and Wyton NP advice. The NP group needs more people to help.	Cllr TP will further investigate CIL money spending opportunities. The advice received from HDC confirms that PC cannot use CIL money for the NP production.	TP
05/225	Finance – Budget Reports	05/225.1 <u>Banking Situation and Mandates:</u> Cllr SD is waiting to hear from the Bank that she is the approved signatory now. Cllr DR is in process of finalising the mandate.	SD, DR Clerk
Change of address mandate form for the Clerk and removal of Cllr Michael Womersley-Carter from the signatories list.	Proposal: Proposed by Councillor KG, seconded by Councillor SD, all in favour, and it was RESOLVED that the bank mandate re: change of Clerk's address and removal of Cllr M Womersley-Carter is to be signed.	05/226.2 <u>Year End Accounts:</u> Cashbook balance as at 31 Mar 17 Current a/c ££30,124.58 Business a/c £40,502.71 and Bank Balance as at 31 Mar 17: Current a/c £30,497.54 (unpresented chqs of £372.96) and Business a/c £40,502.71.	Carried
05/226.3 <u>Bank reconciliation statement as at 31 Mar 17:</u> Carried by Clerk, approved by PC.	05/226.4 <u>Income and Expenditure against the Budget Report up to 31 Mar 17 –</u> Carried by Clerk, presented to full Council, approved by PC.	05/226.5 <u>Note Income Received:</u> £111 (Recycling Credits and Allotment Rent)	
05/226.6 <u>Expenditure for approval 8 May 17:</u>	Ramune Mimiene	The Stukeleys Parish Council	

Note: According to SLCC (Society of Local Council Clerks) and NALC (National Association of Local Councils) 2016 – 2018 National Salary Award there is 1% increase to be implemented from 1 Apr 17.

Proposal: Proposed by Councillor KG, seconded by Councillor DR, all in favour and it was Carried RESOLVED that the 1% increase to be accepted.

Date	Chq No.	Payee and Description	Amount
8 May 17	2031	R Mimiene, Clerk salary Apr 17	£450.31
8 May 17	2032	Expenses on running cost of the Council: Mar monthly allowance £26.00, + mileage £6.29 and parking £0.80.	£33.09
8 May 17	2033	HMRC: Tax deductions from Clerk's salary Apr 17, payable to Post office Ltd	£36.60
8 May 17	DD	Pensions contribution 5% Clerk contribution £25.63 and PC contribution £25.63, total deducted £51.26 for Apr 17	£51.26
8 May 17	2034	Easiprint – printing the May 17 magazines	£210.00
8 May 17	2035	CAPALC Membership fees 2017/18	£291.54
8 May 17	2036	Pete Lummis, Works for Lighting column at St Bartholomew's Church	£20.00
		<i>Note: A new Invoice for Apr 17 for £99.89 received on 8 May 17 making the total for Mar and Apr 17 £194.26</i>	
8 May 17	2037	E-ON Electricity Mar 17 for £94.37 and Apr 17 for £99.89	£194.26
8 May 17	2038	Ridyards Grass cutting in the parish Mar 17 for £810.00 and Apr 17 for £1,140. <i>Note: To check re: amendment to Mar Invoice. Credit note for £60 received. Payment amended accordingly.</i>	1,890.00
8 May 17	2039	Came & Company PC Insurance Cover 01/06/2017 to 31/05/2018	£936.70
		<i>Note: It was agreed to reimburse Cllr KG re: Invoice paid</i>	
8 May 17	2040	34SP.com – 1) Domain name Renewal (18 Apr 17 to 18 Apr 19) for Thestukeleys-pc.gov.uk £65.00 2) Domain name Renewal (6 Apr 17 to 6 Apr 19) for Thestukeleyspc.org.uk £15.00 3) Professional Hosting Renewal (6 May 17 to 6 May 18) for Thestukeleys-pc.gov.uk £71.40	151.40
		Total May 17 expenditure:	£4,265.16

Proposal: Proposed by Councillor DR, seconded by Councillor SD, all in favour and it was Carried RESOLVED that all items listed in 05/226.6 are to be paid.

05/225.7 To Approve Annual Return Section 1 – Annual Governance Statement 2016/17

Proposal: Proposed by Councillor KG, seconded by Councillor DR, all in favour and it was Carried RESOLVED that AR Section 1 is approved.

05/225.8 To Approve Annual Return Section 2 – Accounting Statements 2016/17

Proposal: Proposed by Councillor DR, seconded by Councillor KG, all in favour and it was Carried RESOLVED that AR Section 2 is approved.

Variances form agreed.

05/225.9 To Approve Internal Auditor's Report 2016/17

Proposal: Proposed by Councillor KG, seconded by Councillor SD, all in favour and it was Carried RESOLVED that Internal Auditor report is approved.

Clerk will receive Internal Auditor's recommendations in due course.

05/225.10 To Approve Assets Register - Approved

Checks are regularly done.

05/225.11 To discuss the purchase of Parish Council Mobile phone (to be used for streetlights faults reporting and possible contact number for the Parish Council) – Cllr DR will supply a mobile phone. PC needs to purchase a sim card as suggested tonight. DR
PC

05/226 To Review Policy Documents

05/226.1 Standing Orders – defer to Finance Committee meeting Finance

05/226.2 Financial Regulations – new model issued by NALC – defer to Finance Committee Meeting Finance

05/226.3 Assets Register – defer to Finance Committee meeting Finance

05/226.4 Risk Assessments: all 4 Risk Assessments (Dog warden, Tree, Highways warden and Strimmer Risk Assessment). Personnel committee is working on Risk Assessments, next meeting is set for Tue 23 May 17. Personnel

05/226.5 Financial Risk Assessment – PC requires Finance Committee to meet. Clerk to check if Cllr SvdH could host the meeting on Sat morning in her house. Clerk
Finance

- 05/226.6 Disability Access Policy
Proposal: **Proposed by Councillor KG, seconded by Councillor SD, all in favour and it was Carried**
RESOLVED that Disability Access Policy is to be approved.
- 05/226.7 Staff Grievance Procedure and Staff Disciplinary Policy – defer to Personnel Meeting on 23 May 17
- 05/226.8 Dispensations Procedures
Proposal: **Proposed by Councillor KG, seconded by Councillor DR, all in favour and it was Carried**
RESOLVED that Dispensation Procedures to be approved.
- 05/226.9 Voluntary and Community Sector Grants Policy
Proposal: **Proposed by Councillor KG, seconded by Councillor TP, all in favour and it was Carried**
RESOLVED that Voluntary and Community Sector Grants Policy to be approved.
- 05/227 Village Maintenance and Repairs**
- 05/227.1 HDC: Environmental Maintenance request, email from HDC 12 Jan 17 request to confirm if the data regarding the land ownership is correct and request to provide details of maintenance regimes of PC sites in the table provided, including who carries out the work and the frequency of the work – defer to the next meeting in Apr 17 – It is with Cllr TP now. TP
Clerk
- 05/227.2 Outcome after Play areas Inspection: Cllr TP reported that all works in progress. TP
- 05/227.3 Grass cutting new contract – 3 issues raised with the contractor re: the works. Explanation received. The payment for ‘Checking the tree belts’ which was not agreed with PC was included into the Invoice for payment. 2nd issue is that grass in Church Road in GS was not cut, PC now requested it to be added to the schedule. Also issue raised re: Ermine street verge – PC is asking to cut this verge back to the boundary Clerk
It was agreed that grounds maintenance committee needs to meet. Clerk to ask Cllr S Parkin if she would host.
It was agreed to instruct the grass cutting contractor to cut the grass at LSVH before 19 May 17.
Note since meeting: Clerk instructed the contractor.
- 05/228 Highways Issues, Faults and Repairs**, to review outstanding issues
Verges as discussed under Agenda item 05/220.2 today.
- 05/229 To consider updates and reports on current issues on the following:**
- 05/229.1 Playing Fields:
Bill to be issued re: PF use.
Clerk issued the Notice and emailed to Cllr TP as agreed at the last meeting. To resend as Clerk
Notice not received.
Due to Cllr resignation, there is one Vacancy on PF committee.
- 05/229.2 Rights of Way:
Rights of way report presented by Cllr P Hobson. To defer to the next meeting when Cllr PH is present.
- 05/229.3 Traffic Group:
Cllr MWC has now resigned. Back with the council.
- 05/229.4 To consider solutions to the regular issue of HGVs being mis-guided by their satnav to use Church Way, Little Stukeley to access RAF Alconbury, Cllr K Gasson
To be taken of the Agenda.
- 05/229.5 Allotments:
- 05/229.5.1 Reply from D Silsby received that he is happy to take over. Invite to APM.
- 05/229.5.2 Composting area near the allotments. Contractor is keen to create a composting system. Clerk Clerk
asked for a costed proposal and seek advice on maintenance. No reply received.
- 05/229.6 Website:
- 05/229.6.1 34SP.com Invoices received:
1) Domain name Renewal (18 Apr 17 to 18 Apr 19) for Thestukeleys-pc.gov.uk £65.00
2) Domain name Renewal (6 Apr 17 to 6 Apr 19) for Thestukeleyspc.org.uk £15.00
3) Professional Hosting Renewal (6 May 17 to 6 May 18) for Thestukeleys-pc.gov.uk £71.40
- 05/229.7 Village Street Lighting:
PC agreed to reimburse Pete Lummis for the works to Lighting column at St Bartholomew’s Church. Invoice for £20 received for investigation of light spillage issues and advice PC of proposed solution.

- 05/229.8 Parish Magazine
Research carried by Cllr SD. Parish Magazine group to meet and agree. Magazine group
- 05/229.9 Training – No update.
- 05/230** **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**
- 05/230.1 In progress. Cllr DR took that over. DR
- 05/231** **Correspondence**
- 05/231.1 MAGPAS air ambulance is asking for a grant. It was agreed not to contribute.
- 05/232** **Councillors' questions**
Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.
- 05/232.1 PC received CIL money. At the Annual Parish Meeting PC is planning to ask parishioners how they would like the money to be spent. One of the suggestions is electronic Notice Board. Cllr KG is prepared to investigate. Agenda item for APM.
- 05/232.2 Cllr DR reported a broken goal post in LS. That would also be a perfect project to qualify for CIL money. LSVH committee have to make a request to PC re: new goal post. Cllr DR will do that.
- 05/232.3 Thank you expressed to KG for being a chairman. Thank to go you into parish magazine. Clerk
- 05/233** **Date of the next meeting:** Mon 5 Jun 17 at GSVH.

Meeting finished at 9.32pm.

These minutes are considered draft until ratified at the next The Stukeleys Parish Council meeting

Date

Chairman: Terry Pinner