

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 6 Nov 17 at 7.15pm in Great Stukeley Village Hall

Present Terry Pinner (Chairman), Sally Smith (Vice-Chairman), Karl Gasson, Sue Parkin, Sophie Day, Tim Close, Shaun Burton, Parish Councillors.
Ms Ramune Mimiene, Clerk.
1 member of the public.
D Silsby, Chairman to Allotment Committee and Allotment Association
HDC Cllr K Baker.
CC Cllr T Rodgers

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.*

Member of the public raised a question re: The Traffic Calming issues at Ermine Street. The report, prepared by R Britton, U&C, was provided to the resident. This is going to be discussed tonight by full PC under the Agenda item 11/317.

Cllr TP noted that HDC Cllr T Sanderson is not a Cllr for The Stukeleys ward.

2017/18

11/311

To Receive and Approve Apologies and Reasons for Non Attendance

11/311.1

The Clerk reported that PC Cllrs P Hobson and D Robinson sent apologies for absence.

11/312

Declarations of Interests for Members (Disclosable Pecuniary Interests)

11/312.1

Cllr SD declared an interest in planning application Ref No: 17/01811/FUL.

11/313

To Receive and Approve the Minutes of the Parish Council Meeting 2 October 2017

Proposal:

Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED that the minutes of 2 October 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

11/314

To Receive and Approve the Minutes of the Finance Committee Meeting 23 October 17

Proposal:

Proposed by Councillor KG, seconded by Councillor SB, all in favour, and it was RESOLVED that the minutes of 23 Oct 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

11/315

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

11/315.1

Action Plan circulated, discussed, and updated accordingly.

Clerk to remove the action from the list re: Cllr SD to become a Signatory.

11/316

Item 11/319.10 is carried forward:

GSVH application to The Stukeleys PC for CIL Funding for the Great Stukeley Village Hall Improvements, application received from David Silsby, Chairman of VH Committee

11/316.1

D Silsby presented a detailed Report/Application to The Stukeleys Parish Council (report circulated to full PC prior to the meeting) for the CIL Funding for Great Stukeley Village Hall Improvements.

PC agreed in principle to help GSVH with CIL money. PC will need 3 quotes for all jobs listed down in the application. PC suggested a plaque stating that the VH was renovated using CIL funds, be installed afterwards. Parish Council might be able to fully cover the expenditure required but this needs further decision.

PC will encourage LSVH to apply for CIL funding too.

Proposal:

Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED to agree in principle to help GSVH to carry VH Improvements using CIL funds.

Carried

11/316.2

D Silsby also reported on Allotments. The cabin fully preserved. Thank you to PC. 6 plots available now. Re: the composting on site (to be used by contractors for grass cuttings in the villages), there was a general feeling by allotment holders that this compost bin is not required as D Silsby, chairman of Allotment Association, had already had to put a notice up that it is private, and no garden waste allowed to be disposed at the allotments. DS considers that composting bins could cause a big problem as extra traffic would be going up and down the road and there is always an option that various waste will be taken there. If to put it into the allotments area, who will be looking after the compost as it needs turning. It will sit there, rot and be messy. It was agreed that it is a good idea but might not work on the site. This item is on the Agenda and full PC will discuss it later tonight.

- 11/317** **HDC and CCC Cllrs reports**
 11/317.1 HDC Cllr K Baker reported that Council met in Oct. PC members asked Cllr KB to provide some more information on Combined Authority. **KB**
DS leaves the meeting
- 11/318** **Planning**
 11/318.1 Outstanding matters: None.
 11/318.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.
 11/318.3 Applications awaiting determination by HDC, list circulated to members.
 11/318.4 New Application:
 1) a) Proposal: Retrospective change of use of building to dwelling. Erection of single storey 3 bay car port/garage/store building. Site Address: 1 Low Road Little Stukeley Huntingdon. Reference: 17/01811/FUL *Received from HDC 23 Oct 17, comments by 13 Nov 17*
 b) Proposal: Erection of single storey 3 bay car port/garage/store building. Site Address: 1 Low Road Little Stukeley Huntingdon Reference: 17/01811/FUL Received 6 Oct 17 (PC comments by 27 Oct 17) requested extension
 Cllr SD declared interest.
 PC agreed to Approve this application: Entirely acceptable use of the area.
Proposal: **Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED that this planning consultation to be Approved.** **Carried**
- 2) *To be amended by HDC as the wrong site address submitted: 17/01900/TREE T1 large Ash at the rear boundary of the church. House behind is heavily shaded by the dense crown of the tree – propose a 20% thin to the crown and a 3 metre crown raise from the ground level to let light pass through, Land at 67 Ermine Street, GS. – Updated info received on 9 Oct 17 – the address corrected into Church of Jesus Christ of Latter Day Saints Ermine Street, GS, comments by 26 Oct 17, latest for PC comments 3 Nov 17*
PC submitted planning recommendations to HDC issued by Planning Committee with the delegated powers. PC recommended approval: Parish Council agrees with this planning consultation. No reasons to object.
Proposal: **Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED that this planning consultation to be Approved.** **Carried**
- 3) Proposal: Red horse chestnut tree – crown reduction by 15 feet and crown thinning by approx. 25%, Site address: 12 Owl End GS, Reference: 17/02089/TREE – *received 9 Oct 17 (PC comments by 26 Oct 17, extension gained till 7 Nov 17)*
 It was agreed to recommend Refusal to this planning consultation, on the basis, of the effect to the tree.
Proposal: **Proposed by Councillor SB, seconded by Councillor SP, 3 voted to refuse, 3 abstained, and it was RESOLVED that this planning consultation to be Refused.** **Carried**
- 4) Proposal: Erection of two detached dwellings with garaging. Site Address: Land North East Of 114 And 116 Owl End Great Stukeley. Reference: 17/02140/OUT – PC comments by 16 Nov 17
 Recommend Refusal: Unacceptable use of land.
Proposal: **Proposed by Councillor KG, seconded by Councillor TB, 1 Cllr voted to approve this planning application, and it was RESOLVED that this planning consultation to be Refused.** **Carried**
CC Cllr TR joins the meeting.
- 11/318.5 Consultations
 Housing & Economic Land Availability Assessment: October 2017 will be available for you to view and comment between the following dates: Start date: 04/10/17 18:00 End date: 03/11/17 16:30 Please select the following link to view this event:
<http://consult.huntingdonshire.gov.uk/portal/pp/helaa/helaa-10-2017> 5 Oct 17
 In process.
- 11/318.6 Agreserves Land

A notification received that HDC has been undertaking a call for sites consultation recently. Notwithstanding the emerging Neighbourhood Plan (NP), Agreserves submitted the sites for consideration for housing development.

It was noted by Agreserves that these are just potential sites for development and will depend on the progress of the NP and the preferred locations for development.

Plans discussed by PC. These are potential sites put forward by Agreserves who are responding to HDC query. PC to write a letter to Agreserves, KG will draft a letter, PC will do everything within its power to refuse this.

KG

11/318.7 Neighbourhood Plan (NP), update
No update.

CC report CC Cllr TR reported that the audit is signed off. Bus services are being withdrawn and in discussion now.

At the moment, the ruling group is proposing to raise council tax by the permitted 2% for adult social services but not by the extra 2% for other services.

Even the extra 2% would not go very far in solving the council's funding problems but would at least provide just over £5 million extra to invest in roads, libraries and children's services, for example.

The main issue discussed at the most recent Full Council meeting on October 17th was the proposed closure of 19 out of 40 Children's Centres in order to save £1 million from a previous budget of £5 million.

11/319 **Finance – Budget Reports**

11/319.1. To consider and Approve Finance Committee recommendations re: Budget and Precept 2018/19
3.5% increase on precept. PC within the budget this year. Slightly less of the surplus. To approve at Dec PC.

11/319.2 Bank Mandates: further update re: Cllrs D Robinson and Terry Pinner bank mandate; outcome
There are 5 signatories: Cllrs Sally Smith, Susan Parkin, Karl Gasson, Sophie Day and Terry Pinner.

Regarding the recent issues with NatWest bank, Cllr KG carried a research and provided PC with the flyer of a Unity Trust bank. It was recommended to further investigate further the possibility of moving banks. Agenda item for the next meeting.

Proposal: **Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED to further investigate Unity Trust for further banking.**

Carried

11/319.3 Bank Balances, Cashbook and Bank reconciliation statement as at 30 Sep 17:

Current a/c bank balance is £97,858.78

Business Reserve a/c/Saver a/c bank balance is £40,504.72.

Capital Reserve a/c bank balance is £1.02.

Bank reconciliation is carried up to 30 Sep 17. Noted by PC.

11/319.4 Income and Expenditure against the Budget Report up to 30 Sep 17 – Carried, presented to PC, noted.

11/319.5 To Note CIL Income, report presented to PC prior to the meeting

11/319.6 Letter from HMRC received re: Paying PAYE at the Post Office. From 15 Dec 17 PC will no longer be able to make payments to HMRC this way. Suggested ways are: DD, online or telephone banking. To consider the matter.

DD set up re: Payments to HMRC as approved at Oct PC Minute 10/300.6

To further Consider Internet and Telephone banking

Cllr SS and Clerk visited the NatWest branch in Huntingdon but did not get the information required.

Clerk contacted NatWest business line re: Internet & Telephone Banking, there are two options:

1) Free service: 3 signatories have to sign the form, but only 1 user can actually put payments on and authorize them. In this case it cannot be a Clerk and it would have to be a signatory.

2) Another option is – service for £20 per month. Clerk can be an administrator and 2, 3 or 1 Councillor/s would have the option to log in and authorize the payments.

Also re: PAYE payment to HMRC – NatWest suggested that a letter signed by 3 signatories (containing all HMRC details a/c no, sort code, etc) saying that 'PC allows to transfer money to HMRC' will need to be taken into a bank every month by one of the Signatories with their ID. It cannot be done by the Clerk.

PC still can pay HMRC by chq and post it. .

11/319.7.7 Expenditure for approval 6 Nov 17

Ridyard's Invoice No 15985 for Oct 17 grass cutting received for £960.00.

The Invoice received on 4 Nov 17 from Mr M.J. Newman re: Flower bed maintenance at the Millennium Sign, LS for £36.00. As it is budgeted for, Clerk suggested Mr Newman Invoice should be paid at Nov PC. It was approved earlier in the year when Mr Newman approached PC re: this spending.

Cllr SB is happy to do GS sign flowers (free of charge).

SB

Date	Chq No.	Payee and Description	Amount
6 Nov 17	2083	Royal British Legion: Wreath donations x 2 (S137)	£70.00
6 Nov 17	2084	Ridyard's: villages maintenance/grass cutting Oct 17 – Invoice received	£960.00
6 Nov 17	2085	E-ON: Electricity Invoice Sep 17	£99.89
6 Nov 17	2086	Easiprint Invoice Nov magazines – Invoice received	£198.90
6 Nov 17	2087	Anglian Water: Water charges Stukeley Allotments Owl End 15/07/17 – 14/10/17	£12.10
6 Nov 17	2088	Clerk wages Oct 17	£450.11
6 Nov 17	2089	Clerk Expenses on running cost of PC Oct 17	£38.17
6 Nov 17	2090	HMRC – tax deductions Oct 17, payable to Post Office Ltd	£36.80
	DD	NEST – Clerk pensions contributions Sep 17	£51.26
6 Nov 17	2091	Mr M. J. Newman: Flowerbed maintenance at the Millenium Sign, LS	£36.00
<i>Total Nov 17 Expenditure:</i>			£1,953.23

Proposal: **Proposed by Councillor SS, seconded by Councillor SP, all in favour and it was RESOLVED that all items listed in 11/319.7 are to be paid.** **Carried**

11/319.8 To approve Finance Committee recommendations and implementations made by the Internal Auditor for the Year Ended 31 Mar 17

Approved.

11/319.9 Outcome re: Phone for PC use

The phone provided is locked to EE and cannot be easily unlocked. It was agreed to buy a Tesco phone up to £50. Clerk already purchased a £10 top up.

Proposal: **Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED to purchase a Tesco phone for PC use for up to £50.** **Carried**

11/320 To Review and Approve Policy Documents

11/320.1 Standing Orders – outcome after Finance Committee meeting. Cllr DR will update the document. DR

11/320.2 Financial Regulations – outcome after Finance Committee Meeting. Cllr DR will update the document. DR

11/320.3 Assets Register – outcome after Finance Committee meeting. Checked by Finance committee, need the last photos of the assets. Clerk, TC

11/320.4 To Approve Finance committee recommendations to create a Risk Assessment and Management document – Cllr SD agreed to create the document. A template is going to be emailed by the Clerk. SD

Note since meeting: Clerk emailed the example of the Financial Risk Assessment on 7 Nov 17.

11/321 Village Maintenance and Repairs

HDC: To consider the outstanding 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, with Cllr TP, *in progress*
PF is owned by PC. Forms filled in and delivered to HDC.

11/322 Highways Issues, Faults and Repairs, to review outstanding issues

11/322.1 LHI application re: change to speed limits in the parishes, Cllr S Burton

No feedback from CCC. Awaiting the response.

11/322.2 Report on Highways faults received from Mr Renolds, presented by Cllr SP. Cllr SP will list down the pot holes, Cllr TP will check the exact location and will let the Clerk know. The Clerk will log the pot holes and other issues on CCC online fault reporting system (<https://highwaysreporting.cambridgeshire.gov.uk/>) and will circulate the details to full PC for Cllrs to report too. Clerk PC

11/322.2 Choking of grass verge, Little Stukeley, outcome

Sorted. Contractors removed the branches obscuring the vision. Item now closed.

11/322.3 The Stukeley's Women's Institute will be celebrating its one hundredth birthday in Feb 2018. WI approached PC and requested a permission to place a seat in Great Stukeley for the village use. Suggested location is either adjacent to the notice board in Church Road or on the grass area opposite in Moorfield Way. The letter was circulated to full PC.

- PC suggested the seat is installed by the NB. Thank you expressed for WI offer.
Note since meeting: Clerk replied to WI. PC will need to sort out the maintenance of the bench.
- 11/322.4 Weight limit issues and the outcome
 Reply by M Monk from Chris.Moseley@turners-distribution.com re: weight limit in the villages. M Monk visited the site and informed PC that from the A14 onto the A141 towards Huntingdon, on the left-hand side, before the roundabout turning left into The Stukeleys, there is a signpost for 7.5t weight limit that is concealed by overgrown trees and bushes that need cutting back. This was brought to PC attention. Cllr KG reported the overgrown sign to Highways via CCC online fault reporting system. When it is attended by the Highways it may help to reduce any other lorries coming through the village in the future.
- 11/323 **Freedom of Information Request**
 Further correspondence received. It is not addressed to The Stukeleys PC. Noted by PC.
- 11/324 **To consider updates and reports on current issues on the following:**
 11/324.1 Playing Fields:
 Play Areas Visual inspection carried by Cllr SD and the Clerk on 5 Oct 17, circulated to PC members. To further consider and agree the Routine/Operational Risk Assessments of the play areas (the form is on PC website) and to note Annual Play Areas inspection run by PI (Play Inspections), due in Nov 17
 Cllr SD asked could the title be changed into 'Visual check', Cllr KG will change it. KG
 Cllr SD is happy to carry on visual inspections of both Play Areas in GS and LS.
 Some issues raised, and this needs to have a proper process in place. Agenda item for the next PC. PF committee members are: SD, PH, SS and TP.
 Clerk to re-circulate both reports of visual inspection carried in Oct 17 to full PC before the next Clerk meeting. Clerk
 Football income to check. Stukeley Meadows team needs to be invoiced, Clerk to check the Clerk Minutes of the last year and find out what was actually agreed.
Clerk contacted the Stukeley Meadows team. Awaiting to reply.
CC Cllr TR leaves the meeting
- 11/324.2 Rights of Way:
 No update.
- 11/324.3 Allotments:
 11/324.3.1 To further discuss the proposal of the compost bin (2 quotes received, awaiting the 3rd one)
 Members discussed it and voted. It was agreed not to install the compost bin.
- Proposal: Proposed by Councillor SP, seconded by Councillor TC, 4 in favour of not having the compost bins, 2 voted for the bins, and it was RESOLVED not to install the Compost bins at the Allotments at GS. Carried**
- 11/324.3.2 Allotment rent Invoices sent out to tenants. Agreements for the new tenants to be signed.
 Invoices sent. New tenancy agreements issued and signed by the Allotment Committee Chairman DS.
- 11/324.4 Website:
 No report.
- 11/324.5 Village Street Lighting:
 No update.
- 11/324.6 Parish Magazine
 Neither Clerk nor SD receive any request for the PC minutes to be printed by WI.
- 11/324.7 Training
 To consider training for 3 Parish Councillors run by CAPALC (3 sessions at a price of around £30.50 per session (price might vary, depending on the number of candidates)) – Training budget for parish Cllrs.
 Personnel committee recommended approval to this training. Cllrs SD, TC and SB will go on Councillor training.
- Proposal: Proposed by Councillor SS, seconded by Councillor KG, all in favour, and it was RESOLVED to recommend approval. Carried**
- 11/325 **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**

Cllr DR reported on his absence to full PC by email regarding the long-standing item on electronic storage. PC legal requirements require us to store signed paper copies of our minutes which are eventually archived in Cambridge Archive Services (CAS). CAS informed Cllr RD that they have no capacity to store any documents or otherwise in electronic form, however, that may change in the not too distant future. Until then, PC will have to find their own solution. We currently have the ability to store our email on the server with our web-site. Cllr DR will discuss that further with Cllr KG. Clerk also backs-up her laptop to an external hard drive. PC should consider how we store other electronic documentation such as contracts or other legal documents in a more robust way. There are various paid for services that allow storage in the cloud/ internet in secure storage, these cost upwards of £7-10/month. To progress this item, PC should audit our documents and decide what we want to keep and then consider our options. Cllr DR will work with the Clerk to do that audit and then if necessary draft a storage policy that would lead us to an appropriate decision.

11/326 To consider the future additional venue for Parish Council Meetings, as suggested to include the Alconbury Weald, outcome

It was found out that Ermine Street Church Academy would charge PC the rent of £10p/hr for PC meeting. It was agreed to have every 3rd meeting at Ermine Street Church Academy. Clerk to find out the availability and have the 1st meeting in 2018 at Ermine Street Church Academy.
Note since meeting: Clerk emailed Ermine Street Church Academy.

11/327 Correspondence - list circulated prior to the meeting.

Circulated prior to the meeting. Dealt with.

11/327.1 Re: The Chicane at the North end of Little Stukeley, phone call received today from the resident who wishes that these chicanes are removed as they are deadly dangerous and do nothing to improve road safety. Wait and see what happens with road improvement.

11/327.2 PC maintains the hedge at the Church, GS – Cllr TP was approached by PCC re: Further cut back of the hedge. PC asked for the specification for the works needed. Then PC will make a decision. Cllr TP will seek the specification which will be presented to PC and if approved the Clerk will instruct the contractors to attend the hedge.

Members of the public left the room.

11/328 EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

To Recommend Finance Committee recommendations to award the Annual Increment to the Clerk from Sep 2017. Pay scales circulated.

Finance committee met and recommended an annual increment for the Clerk. Personnel Committee agreed. PC discussed the issue tonight and agreed to award the Clerk with the Annual Increment and backpay to Sep 17. Hourly rate increased by £0.453 p/hr.

Proposal: Proposed by Councillor KG, seconded by Councillor TC, all in favour and it was RESOLVED that the Clerk is awarded an Annual Increment. Carried

Council thanked the Clerk for the hard work and look forward to working many years ahead.

11/329 Councillors' questions

11/329.1 Cllr TC raise a question of the noise which is increased by the widening of A1.

11/329.2 Cllr TC reported a van selling fast food which is regularly parked on MOD land. It was agreed that Cllr TP will approach Jacky Ireland at MOD. TP

Note since meeting: Cllr TP approached MOD and found out that the van is on MOD land and that MOD are now investigate this.

11/330 Date of the next meeting: Mon 4 Dec 17 at LSVH.

Meeting finished at 9.37pm.

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

Date

Chairman: Terry Pinner