

THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

Clerk to the Council: -
Ms Ramune Mimiene
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9 May 2018

Dear Member,

You are hereby summoned to attend the **Annual Parish Council Meeting** which will be held on **Monday 14 May 2018 at 7.15pm at Ermine Street Church Academy**, to deal with the following business:

Public and Press are invited to attend



Ms R Mimiene – Clerk & RFO
to The Stukeleys Parish Council
9 May 2018

NOTICE and AGENDA

15 MINUTE OPEN MEETING 7.15pm to 7.30pm

Members of the council will be available between 7.15pm and 7.30pm when members of the public can address the Council in an open surgery session. 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 so that the formal meeting is started promptly at 7.30pm.

- 05/420 To Receive and Approve Apologies and Reasons for Non Attendance
- 05/421 Elect a chairman
- 05/422 Elect a vice chairman
- 05/423 Chairman's Opening Remarks
- 05/424 Declarations of Interests for Members (Disclosable Pecuniary Interests)
- 05/425 To Receive and Approve the Minutes of the Parish Council Meeting 9 Apr 2018
- 05/426 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)
- 05/427 Elections 3 May 2018 - Uncontested Election – 5 Nominations received
- 05/428 To consider 4 Vacancies on Parish Council and note Councillor responsibilities – To consider co-opting 4 Councillors
- 05/429 HDC and CCC Cllrs reports
- 05/430 Councillor email Addresses
- 05/431 Alconbury Weald, update

05/432 Planning

05/432.1 Outstanding matters – list attached

05/432.2 Applications determined by HDC – list attached

05/432.3 Applications awaiting determination by HDC – list attached

05/432.4 New Applications:

1. CCC: H/5005/18/CW Temporary change of use of buildings 4002 and 4003 and adjacent land to form an advanced bio-fuel demonstration and production centre (Sui Generis) for the processing of waste coffee grounds, including installation of plant and machinery, temporary buildings, ancillary storage and associated works, Building 4002 and 4003, Alconbury Airfield, Alconbury Weald, PE28 4WX, received on 18 Apr 18
2. Proposal: New dwelling, Site Address: 32 Green End Great Stukeley Huntingdon, Reference: 18/00678/FUL – extension granted till 15 May 18
3. Proposal: Alterations and refurbishment of listed building. Refurbishment, partial demolition and conversion of curtilage listed stable (Barn C) to holiday lets (C3 use). Demolition of modern timber stables (Barns A and D) and replacement with holiday lets Barn H (C3 use), demolition of open Barn F, Site Address: Pringle Farm Pringle Way Little Stukeley, Reference: 18/00720/LBC and 18/00719/FUL
4. Proposal: Demolition of motel, services and petrol filling station and change of use from lorry park, motel, services and petrol filling station, to lorry park, incorporating container storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting Site Address: Alconbury Services Rusts Lane Alconbury Reference: 18/00707/FUL
5. Proposal: The erection of 3 x 4 bedroom dwellings, Site Address: Land Opposite 91 Ermine Street Little Stukeley, Reference: 17/02513/FUL – *revised site plan received on 4 May 18*

Appeal: to 15/00749/FUL Top Farm Ermine Street Alconbury Huntingdon PE28 4EW, Change of use from parking and maintenance of 2 HGV lorries and 2 Trailers and a pickup truck to a mixed use of parking and maintenance of 2 HGV lorries and 2 Trailers and a pick up truck and the storage and sale of aggregates. Including the construction of new aggregate storage bays. *Appeal in progress.*

05/432.5 Consultations – no new received in the period.

05/432.6 Agreserves Land – outcome

05/432.7 Neighbourhood Plan: Stukeleys Neighbourhood Plan Steering Group

05/433 General Power of Competence – Clerk now qualified – restriction - to use the power PC need 80% of the Cllrs to be elected

05/434 Finance – Budget Reports

05/434.1 To Approve Year End accounts:

05/434.1.1 Bank Balances, Cashbook and Bank reconciliation statement as at 31 Mar 18

04/408.1.2 Income and Expenditure against the Budget Report up to 31 Mar 18

05/434.2 Changes to external audit. Internal auditor visit set for 18 May 18 at 2pm

05/434.3 To Approve AGAR (Annual Return)

05/434.3.1 AGAR: To Approve Section 1 - Annual Governance Statement 2017/18

05/434.3.2 AGAR: To Approve Section 2 - Accounting Statements 2017/18

05/434.4 Change of banks: Unity Trust, in progress

05/434.5 Expenditure for approval 14 May 2018:

| Date | Chq No. | Payee and Description | Amount |
|-----------|---------|---|------------------|
| 14 May 18 | 2130 | Clerk salary Apr 18 | £470.30 |
| 14 May 18 | 2131 | Tax deductions form Clerk's salary Apr 18 | £41.60 |
| 14 May 18 | 2132 | Clerk expenses on running cost of PC Apr 18 (list attached to the payments) | £48.90 |
| 14 May 18 | DD | Pensions contribution to NEST Apr 18 | £53.88 |
| 14 May 18 | 2133 | Easiprint Inv No 2696 printing Mar magazines | £217.00 |
| 14 May 18 | 2134 | Wave Water supply to allotments Owl End 15/01/18 to 09/04/18 | £11.17 |
| 14 May 18 | 2135 | Ridyards grass cutting Apr 18 | £750.00 |
| 14 May 18 | 2136 | E-ON – awaiting the Invoice | £109.88 |
| 14 May 18 | 2137 | CAPALC membership renewal 2018/19 | £313.44 |
| | | <i>Total May 18 Expenditure:</i> | <i>£2,016.17</i> |

05/434.6 To consider CIL (Community Infrastructure Levy) funding spending:

- 1) GSVH and LSVH applications, outcome. PC are awaiting for the Quotes and will have a separate meeting for each VH to discuss and approve the best quotes.
- 2) To consider getting the quotes for bark replacement/ rubber matting at LS Play Area. To agree to use CIL funding.
- 3) To consider the potential crossing by the VH GS. Speed limit already 30 m p/h there.
- 4) To consider installing streetlights Ermine str towards Green End, GS (this query is with U&C at the moment)

05/435 To Review and Approve Policy documents (yearly procedure)

05/435.1 New Model of Standing Orders issued in 2018 by NALC including GDPR

05/435.2 Risk Assessments and arrangements for insurance cover

05/435.3 Financial Risk Assessment – approve with the amendment suggested by the Finance Committee (Budget has to be set by RFO and the Finance Committee)

05/435.4 Complaints Procedure

05/435.5 Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 – Review Freedom of Information document

05/435.6 Disability Access policy –

05/435.7 Staff Grievance Procedure and Staff Disciplinary Policy

05/435.8 Code of Conduct

05/435.9 Dispensation Procedure

05/435.10 Voluntary and Community Sector Grants Policy

05/435.11 Training Statement of Intent

05/435.12 Membership of other Bodies

05/436 To discuss the GDPR legislation: Preparation for the new regulation. DPO. Personal Data Audit Questionnaire carried. Policy documents, Consent forms, Privacy Notices to be discussed and Approved.

05/437 Village Maintenance and Repairs

05/438 Highways Issues, Faults and Repairs, to review outstanding issues;

05/438.1 LHI application re: change to speed limits in the parishes, outcome outstanding, Cllr S Burton

05/439 To consider updates and reports on current issues on the following:

05/439.1 Playing Fields:

05/439.1.1 Play Areas:

Annual and Visual Inspection reports for GS and LC Play Areas - last visual inspection carried by Cllr S Day on 29 Mar 18, checks to be carried monthly

05/439.1.2 Football club, follow up letter and chase up Invoice sent, no outcome

05/439.2 Rights of Way – diversion of a public right of way No 11 and other issues

05/439.3 Allotments – to sign one new tenant agreement

05/439.4 Website

05/439.5 Village Street Lighting

05/439.6 Parish Magazine

05/439.7 Training

05/440 Community Defibrillators – PC is looking for a volunteer to run Great Stukeleys defibrillator

05/441 Electronic storage of PC documents: IT Issues and Repository of Correspondence

05/442 Relocation of the Village Sign, with U&C

05/443 Correspondence

05/444 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.

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.

05/445 To note New paycales 2018/19 issued by CAPALC. Personnel Committee to meet before Jul PC and carry Clerk's appraisal

05/446 Date of the next meeting: Annual Parish Meeting/Assembly Mon 21 May 18 at 7.15pm at Little Stukeley VH and Parish Council Meeting Mon 4 Jun 18 at LSVH.

Signed (Clerk) Ramune Mimiene



Date: 9 May 2018