

THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

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

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Monday 4 June 2018 at 7.15pm** at **Little Stukeley Village Hall**, to deal with the following business:
Public and Press are invited to attend



Ms R Mimiene – Clerk & RFO
to The Stukeleys Parish Council
30 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.

06/447 To Receive and Approve Apologies and Reasons for Non Attendance

06/448 Declarations of Interests for Members (Disclosable Pecuniary Interests)

06/449 To Receive and Approve the Minutes of the Annual Parish Council Meeting 14 May 2018

06/450 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)

06/451 To consider 2 Vacancies on Parish Council and note Councillor responsibilities – To consider co-opting 2 Councillors

06/452 HDC and CCC Cllrs reports

06/453 Councillor email Addresses and Committees & Working parties

06/454 Alconbury Weald, update

06/455 Planning

06/455.1 Outstanding matters – list attached

06/455.2 Applications determined by HDC – list attached

06/455.3 Applications awaiting determination by HDC – list attached

06/455.4 New Applications:

18/01091/TREE Reduce Sycamore tree (frame work pollard) as the tree is getting too big and is shading the garden also the growth in centre of the tree don't look great the leafs are very thin. Remove 5 meters out of the top of the tree and reduce the sides to match. Site address: Old Lodge 67 Ermine Street, GS

06/455.5 Consultations –

Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018 <https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-minerals-and-waste-local-plan/>

06/455.6 Invitation to speak at Development Management Committee 29 May 18 re: 18/00455/HHFUL 9 Church Way, LS. Retrospective Erection of a garage /store and stable block. *Note: PC approved this planning consultation.*

06/455.7 Neighbourhood Plan: Stukeleys Neighbourhood Plan Steering Group

06/456 Finance – Budget Reports

06/456.1. Bank Balances, Cashbook and Bank reconciliation statement as at 30 Apr 18

06/456.2 Income and Expenditure against the Budget Report up to 30 Apr 18

06/456.3 To approve increase in Internal auditor service from £39.50 p/hr to £42.50p/hr from 2018/19, mileage is in line with Inland Revenue and will stay at £45p per mile

06/456.4 Change of banks: Unity Trust, in progress - To approve signatories, bank mandates and Unity Trust applications

06/456.5 To note the chq payment raised approved on 21 May 18:

Date	Chq No.	Payee and Description	Amount
21 May 18	2138	Came & Company Insurance cover 01/06/18 to 31/05/18	£974.17
		Total:	£974.17

06/456.6 Expenditure for approval 4 Jun 18:

Date	Chq No.	Payee and Description	Amount
4 Jun 18	2139	Clerk salary May 18	£470.10
4 Jun 18	2140	Tax deductions form Clerk's salary May 18	£41.80
4 Jun 18	2141	Clerk expenses on running cost of PC May 18 (list attached to the payments)	£21.94
4 Jun 18	DD	Pensions contribution to NEST May 18	£53.88
4 Jun 18	2142	Easiprint Inv No 2747 printing Jun magazines	£259.50
4 Jun 18	2143	Canalbs Ltd – Internala udit 2017/18	£118.55 (incl £19.80 VAT)
4 Jun 18	2144	Ridyards hedge cutting 8 Nov 18 (Invoiced only now)	£288.00 (incl £48 VAT)
4 Jun 18	2145	Michael Newman reimbursement re: Flower bed LS Millenium Sign	£42.50
4 Jun 18	2146	E-ON – awaiting the Invoice	Awaiting the Inv
		<i>Total Jun 18 Expenditure:</i>	£1,296.27

06/456.6 To further 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 – *Clerk approached 3 suppliers, awaiting for the quotes*
- 3) To consider the potential crossing by the VH GS. Speed limit already 30 m p/h there – *PC approached U&C*
- 4) To consider installing streetlights Ermine str towards Green End, GS (this query is with U&C at the moment)
- 5) Allotment communal shed: request by Allotment Association to divide the shed and consider Community Flower meadow management

06/457 To discuss the GDPR legislation: Preparation for the new regulation. DPO. Personal Data Audit Questionnaire carried. Policy documents prepared for PC approval, Consent forms, Privacy Notices to be discussed and Approved.

- 1) Social Media and Electronic Communication Policy
- 2) Information and Data Protection Policy
- 3) List of Documents for Retention or Disposal
- 4) Subject Access Request Form (SAR)
- 5) Consent form
- 6) Privacy Notice staff, Councillors and Role Holders
- 7) General Privacy Notice
- 8) Data Audit Schedule/ Mapping
- 9) Cyber Security Checklit
- 10) Security Incident Response Policy
- 11) Information Sharing Agreement
- 12) Data protection Sharing Agreement

06/458 Village Maintenance and Repairs

06/459 Highways Issues, Faults and Repairs, to review outstanding issues;

06/459.1 LHI application re: change to speed limits in the parishes, outcome outstanding, Cllr S Burton

06/460 To consider updates and reports on current issues on the following:

06/460.1 Playing Fields:

06/460.1.1 Play Areas:

Annual and Visual Inspection reports for GS and LC Play Areas - May 18, reports from Cllr SB and TC.

06/460.1.2 Football club

06/460.2 Rights of Way – diversion of a public right of way No 11 and other issues

06/460.3 Allotments

06/460.3.1 To consider Risk Management/H&S.

06/460.3.2 Consider the CIL money to be spent on dividing the communal shed into 27 sections – 1 for each plot, it is under Agenda item CIL

06/460.3.3 To consider the Community Flower meadow management

06/460.4 Website

06/460.5 Village Street Lighting

06/460.6 Parish Magazine – to approve Community Funded Advertising Policy and consider Magazine issues

06/460.7 Training

06/460.8 Three Horseshoes Pub – outcome after the letter was sent in Apr 18, Cllr BH

06/461 Community Defibrillators – PC is looking for a volunteer to run Great Stukeleys defibrillator

06/462 Electronic storage of PC documents: IT Issues and Repository of Correspondence

06/463 Relocation of the Village Sign, with U&C

06/464 Correspondence

06/465 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.

06/466 Date of the next meeting: 2 Jul 18 at Ermine Street Church Academy

Signed (Clerk) Ramune Mimiene



Date: 30 May 2018