

# THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

Clerk to the Council: -  
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27 June 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Monday 2 July 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  
27 June 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.

- 07/468 To Receive and Approve Apologies and Reasons for Non Attendance**
- 07/469 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
- 07/470 To Receive and Approve the Minutes of the Parish Council Meeting 4 Jun 2018**
- 07/471 To Receive and Approve Finance Committee Meeting Minutes 11 Jun 18**
- 07/472 To Receive and Approve the Minutes of Extraordinary Parish Council Meeting 25 Jun 18**
- 07/473 Matters arising from those Minutes and previous meetings** (*action plan circulated to members*)
- 07/474 To consider co-option to fill 2 Vacancies on Parish Council**
- 07/475 HDC and CCC Cllrs reports**
- 07/476 Councillor email Addresses and Committees & Working parties**
- 07/477 Alconbury Weald, update**
- 07/478 Planning**
  - 07/478.1 Outstanding matters – list attached
  - 07/478.2 Applications determined by HDC – list attached

07/478.3 Applications awaiting determination by HDC – list attached

07/478.4 New Application:

Proposal: The erection of 3 x 4 bedroom dwellings, Site Address: Land Opposite 91 Ermine Street Little Stukeley, Reference: 17/02513/FUL

07/478.5 Consultations –

07/478.6 Neighbourhood Plan: Stukeleys Neighbourhood Plan Steering Group

07/478.7 Local Plan 2036, comments by Tim Slater

## 07/479 Finance – Budget Reports

07/479.1. Bank Balances, Cashbook and Bank reconciliation statement as at 31 May 18

07/479.2 Income and Expenditure against the Budget Report up to 31 May 18

07/479.3 Change of banks: Unity Trust, Application is now completed, signed (there are 6 signatories for the new a/cs, Cllr PT will be added as an additional signatory when the a/c is opened) and posted to Unity Trust, in progress

07/479.4 Expenditure for approval 2 Jul 18:

Date	Chq No.	Payee and Description	Amount
2 Jul 18	2146	E-ON streetlights energy May 2018	£117.31 (of which £5.59 VAT)
2 Jul 18	2147	Clerk salary Jun 18	£470.30
2 Jul 18	2148	Tax deductions form Clerk's salary Jun 18	£41.60
2 Jul 8	2149	Clerk expenses on running cost of PC Jun 18 (list attached to the payments)	£42.46
2 Jul 18	2150	Pensions contribution to NEST Jun 18	£26.94
2 Jul 18	2151	Ridyard Invoice Grass cutting May 2018	£1,530.00 (of which £255.00 VAT)
2 Jul 18	2152	HDC – Uncontested elections May 2018	£135.00
		<i>Total Jul 18 Expenditure:</i>	£2,363.61

07/479.5 Due to no meeting in August 2018 Clerk is seeking PC approval in principle of Clerk's July wages, expenses, NEST contribution and Tax deductions (amounts are normally very similar, just tax deductions might slightly vary (July payroll to be carried at the end of July and all Payroll details will be presented to PC) and ICO membership which expires on 12 Aug 18 (therefore no Invoice received yet). Clerk will issue the chqs for signing at the beginning of August 2018.

07/479.6 To further consider CIL (Community Infrastructure Levy) funding spending.

To approve Finance Committee Suggestions that PC pays Grounds Maintenance using CIL funds

- 1) GSVH and LSVH applications, outcome. Cllr BH is analysing GSVH quotes provided at the last meeting in Jun 2018. To note the advice provided by SLCC re: PC claiming VAT back.
- 2) Quotes for bark replacement/ rubber matting at LS Play Area. PC agreed to use CIL funding – Clerk approached 3 suppliers. 1 site visit made and 1 quote received from Wicksteed, circulated to PC. Clerk also approached Rtc Safety and Play Maintain, awaiting to for the site visit dates and quotes. In process.
- 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
- 6) Consider using CIL money on the communal shed, as suggested by The Allotment Association to divide the shed into 27 sections – 1 for each plot. PC sought a quote from Allotment Association.

**07/480 To further 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) Electronic Communication Policy
- 2) Information and Data Protection Policy
- 3) List of Documents for Retention or Disposal
- 4) Subject Access Request Form (SAR) – *To consider one email re: SAR received*
- 5) Consent form
- 6) Privacy Notice staff, Councillors and Role Holders
- 7) General Privacy Notice
- 8) Data Audit Schedule/ Mapping
- 9) Cyber Security Checklist
- 10) Security Incident Response Policy
- 11) Information Sharing Agreement
- 12) Data protection Sharing Agreement

**07/481 Village Maintenance and Repairs**

**07/482 Highways Issues, Faults and Repairs**, to review outstanding issues;

**07/483 To consider updates and reports on current issues on the following:**

07/483.1 Playing Fields:

07/483.1.1 Play Areas: Annual and Visual Inspection reports for GS and LC Play Areas - reports from Cllrs SB and TC.

07/483.1.2 Football club – do not require the facility anymore

07/483.2 Rights of Way

07/488.2.1 Diversion of a public right of way No 11 and other issues

07/488.2.2 Route 12: Ermine Street footpath /cycle path issues raised by parishioner, issue is with U&C

07/483.3 Allotments

07/483.3.1 To Approve Risk Management/H&S.

07/483.3.2 To consider the Community Flower meadow management

07/483.3.3 To sign a new Tenancy Agreement for Plot 9a

07/483.4 Website

07/483.5 Village Street Lighting

07/483.6 Parish Magazine – To review: PC agreed to review the advertising matter in the parish magazine. HDC informed about the outcome, confirmation received on 27 Jun 18.

07/483.7 Training – CAPALC training on Fri 29 Jun 18 approved by PC by email due to Training funds being available

07/483.8 Three Horseshoes Pub – outcome after the letter was sent in Apr 18, Cllr BH

07/483.9 Trees in the villages:

07/483.9.1 A tree in the grounds of LSVH, resident email received re: issues with that particular tree encroaching into the garden, email received on 20 Jun 18

07/483.9.2 A tree in the GSPF – issues, quotes for the works to be carried and further suggestions, Cllr SB

**07/484 Community Defibrillators – PC is looking for a volunteer to run Great Stukeleys defibrillator**

**07/485 Electronic storage of PC documents: IT Issues and Repository of Correspondence**

**07/486 Relocation of the Village Sign, with U&C**

**07/487 Correspondence**

**07/488 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.*

**07/489 Date of the next meeting:** Mon 3 Sep 18 at 7.15pm at GSVH

Signed (Clerk) Ramune Mimiene



Date: 27 June 2018