

THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

Clerk to the Council: -
Ms Ramune Mimiene
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29 August 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Monday 3 September 2018** at **7.15pm** at **Great 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
29 August 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.

09/490 To Receive and Approve Apologies and Reasons for Non Attendance

09/491 Declarations of Interests for Members (Disclosable Pecuniary Interests)

09/492 To Receive and Approve the Minutes of the Parish Council Meeting 2 July 2018

09/493 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)

09/494 To Consider Co-option to fill 2 Vacancies on Parish Council

09/495 HDC and CCC Cllrs reports

09/496 Councillor email Addresses and Committees & Working parties

09/497 Alconbury Weald, update

09/498 Planning

09/498.1 Outstanding matters – list attached

09/498.2 Applications determined by HDC – list attached

09/498.3 Applications awaiting determination by HDC – list attached

09/498.4 New Applications:

- 1) Proposal: New dwelling Site Address: Land Between 24 And 32 Green End Great Stukeley Reference: 18/01728/FUL.
- 2) Proposal: Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new roundabout from the A141 including drainage, landscaping and associated works. Site Address: Land West Of The East Coast Mainline Railway And North Of Spittals Way Huntingdon. Reference: 18/01577/REM
- 3) Proposal: Reserved matters application for 192 dwellings for appearance, layout, scale, landscape and access in respect of Key Phase 1 pursuant to outline planning permission 1201158OUT. Site Address: Alconbury Airfield Ermine Street Little Stukeley Reference: 18/01536/REM
- 4) Proposal: Erection of a two storey dwelling replacing a former dwelling (new design to replace 2 previously approved schemes see 16/02705/FUL) and associated works. Site Address: 1 Lodge Farm Cottage Low Road Little Stukeley Reference: 18/01391/FUL. Received 20 Jul 18, *PC comments by*
- 5) Proposal: Construction of single storey side and rear extensions to provide an annexe for a wheelchair user, Site Address: 32 Church Road Great Stukeley Huntingdon, Reference: 18/01316/HHFUL
- 6) Proposal: PARISH COUNCIL CONSULTATION – APPLICATION REF. 18/01217/FUL
The erection of a building to accommodate the Headquarters and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles, with associated landscaping, car parking, and boundary treatment, with access from Ermine Street. Building 252 RAF Alconbury Ermine Street Little Stukeley Huntingdon PE28 4WX MAGPAS – PC comments submitted within the time frame provided by HDC.

09/498.5 Consultations – None received

09/498.6 Neighbourhood Plan: Stukeleys Neighbourhood Plan Steering Group

09/498.7 Local Plan 2036

09/499 Finance – Budget Reports

09/499.1. Bank Balances, Cashbook and Bank reconciliation statement as at 31 July 18

09/499.2 Income and Expenditure against the Budget Report Jun & Jul 18

09/499.3 Change of banks: Unity Trust, update

09/499.4 Internal auditor appointment for 2018/19. PC to agree on the number of visits for this financial year.

09/499.5 Chq payment to RHD Building Solutions agreed to be paid by full PC by email, chq payment issued on 19 Jul 18:

<u>Date</u>	<u>Chq .</u>	<u>Payee and Description</u>	<u>Amount</u>
19 Jul 18	2156	RHD Building Solutions: Deposit for Materials LSVH wall & path	£3,412.50
		Total:	£3,412.50

09/499.6 As agreed at July PC in principle, July Payroll has now been carried and the payments raised:

<u>Date</u>	<u>Chq No.</u>	<u>Payee and Description</u>	<u>Amount</u>
1 Aug 18	2157	Ramune Mimiene, Clerk's wages July 18	£502.31
1 Aug 18	2158	HMRC: Tax deductions from Clekr's wages July 18	£50.00

1 Aug 18	2159	Ramune Mimiene, Expenses on running cost of PC July 18	£55.65
1 Aug 18	DD	NEST pensions contribution July 18	£58.14
		Total July payments:	£666.10

09/499.7 Expenditure for approval 3 Sep 18:

Date	Chq No.	Payee and Description	Amount
3 Sep 18	2160	RDH Building Solutions Invoice re: LSVH refurbishment	£11,891.46 (of which £1,981.91 VAT)
3 Sep 18	2161	R Mimiene, Clerk wages Aug 18	£510.70
3 Sep 18	2162	HMRC Tax deductions from Clerk's wages Aug 18(due to tax code change)	£1.20
3 Sep 18	2163	R Mimiene, Expenses on running cost of PC Aug 18	£31.05
3 Sep 18	DD	NEST pensions contribution Aug 18	£53.88
3 Sep 18	2164	E-ON Streetlighting Jun £113.53 and Jul £117.31	£230.84 (£11.00 of which VAT)
3 Sep 18	2165	Wave: Water Charges Stukeley Allotments Owl End 10/04/18 – 06/07/18	£11.57
3 Sep 18	2166	Easiprint Ltd Magazines £208.00 July 18, £227.80 Aug and £227.80 Sep magazines	£663.60
3 Sep 18	2167	BT bill – reimburse Cllr K Gasson	£258.61
3 Sep 18	2168	K&M Lighting Services – replaced P42 photocell PC03 Low Rd	£78.00 (VAT £13.00)
3 Sep 18	2169	Ridyards Ltd grass cutting July 18	£810.00 (VAT £135.00)
		Total Aug 18 Expenditure:	£14,540.91

09/499.8 CIL (Community Infrastructure Levy) funding spending. PC received HMRC advice on VAT reclaim

- 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 – thick wet pour at LS Play Area.

09/500 To consider the Amended Standing Orders issued by NALC in July 2018

09/501 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

09/502 Village Maintenance and Repairs

09/503 Highways Issues, Faults and Repairs, to review outstanding issues;

09/504 To consider updates and reports on current issues on the following:

09/504.1 Playing Fields:

09/504.1.1 Play Areas: Annual and Visual Inspection reports for GS and LC Play Areas - reports from Cllrs SB and TC.

09/504.1.2 Football club – Invoice for 2018/19 season paid by the Football Club

09/504.2 Rights of Way

09/504.2.1 Diversion of a public right of way No 11 and other issues

09/504.2.2 Route 12: Ermine Street footpath /cycle path issues raised by parishioner, further questions raised by the resident re: works carried previously

09/504.3 Allotments

09/504.3.1 To Approve Risk Management/H&S,Cllrs B Hulstrom & T Close

09/504.3.2 To consider the Community Flower meadow management

09/504.4 Website

09/504.5 Village Street Lighting – Streetlight PC 03 LS repaired

09/504.6 Parish Magazine – Draft Policy re: Community Funded Advertising, review and outcome

09/504.7 Training

09/504.8 Three Horseshoes Pub – outcome after the letter was sent in Apr 18, Cllr BH

09/504.9 Trees in the villages:

09/504.9.1 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

09/504.9.2 A tree in the GSPF – issues, quotes for the works to be carried and further suggestions, Cllr SB

09/504.9.3 Outcome re: tree outside the boundary of 1a Church Road, GS, Cllr K Gasson

09/505 Electronic storage of PC documents: IT Issues and Repository of Correspondence

09/506 Relocation of the Village Sign, with U&C

09/507 Correspondence

09/508 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.

09/509 Date of the next meeting: Mon 1 Oct 2018 at LSVH

Signed (Clerk) Ramune Mimiene



Date: 29 Sep 2018