

# THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

Clerk to the Council: -  
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26 September 2018

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Monday 1 October 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  
26 September 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.

- 10/510 To Receive and Approve Apologies and Reasons for Non Attendance
- 10/511 Declarations of Interests for Members (Disclosable Pecuniary Interests)
- 10/512 To Receive and Approve the Minutes of the Parish Council Meeting 3 Sep 2018
- 10/513 To Receive and Approve Finance Committee Meeting Recommendations 10 Sep 2018
- 10/514 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)
- 10/515 To Consider Co-option to fill 2 Vacancies on Parish Council
- 10/516 HDC and CCC Cllrs reports
- 10/517 Councillor email Addresses and Committees & Working parties
- 10/518 Alconbury Weald, the Local Plan update and the Country Park, T Slater
- 10/519 Planning
  - 10/519.1 Outstanding matters – list attached
  - 10/519.2 Applications determined by HDC – list attached
  - 10/519.3 Applications awaiting determination by HDC – list attached

#### 10/519.4 New Applications:

- 1) Proposal: A single storey height rear extension to existing dwelling, alteration of hip roof and erection of garage with access from Church Road. Erection of new 3 bedroom dwelling and garage with access from Church Road. Site Address: 63 Park View Great Stukeley Huntingdon Reference:
- 2) 18/01707/FULProposal: EIA Scoping Opinion Site Address: Land North West Of Ermine Business Park Ermine Street Great Stukeley Reference: 18/70210/SCOP

#### 10/519.5 Neighbourhood Plan: Stukeleys Neighbourhood Plan Steering Group

### 10/520 Finance – Budget Reports

10/520.1. Bank Balances, Cashbook and Bank reconciliation statement as at 31 Aug 18

10/520.2 Income and Expenditure against the Budget Report Aug 18

10/520.3 Change of banks: Unity Trust, update. Funds Transfer mandate signed and posted to Unity Trust.

10/520.4 To Note External Auditors Report and Notice for the accounts Year Ended 31 Mar 18

10/520.5 Precept 2019/20 notification from HDC – submission of PC request by 14 Dec 18

10/520.6 To consider Lap Top for PC use

10/520.7 Expenditure for approval 1 Oct 18 (Chq no or bank transfer to be agreed on the day):

| Date     | Chq No. | Payee and Description   | Amount   |
|----------|---------|---|--|
| 1 Oct 18 |         | GDP Membership suggested by CAPALC up to 31 Mar 19  | £50.00   |
| 1 Oct 18 |         | DRC Blinds – CIL spending. LSVH   | £1,1611.00   |
| 1 Oct 18 |         | External auditors for year end a/c 31 Mar 18  | £400.00  |
| 1 Oct 18 |         | R Mimiene, Clerk wages Sep 18   | £510.70  |
| 1 Oct 18 |         | HMRC Tax deductions from Clerk's wages Sep 18   | £1.20  |
| 1 Oct 18 |         | R Mimiene, Expenses on running cost of PC Sep 18  | £31.08   |
|          |         | <i>Jul 18 Payment was deducted and submitted to HMRC correctly, amend the NEST payment adding underpayment for Jul 18 for £4.26</i> |  |
| 1 Oct 18 | DD      | NEST pensions contribution Sep 18   | £53.88 +<br>underpayment Jul<br>18 for £4.26 =<br>£58.14 |
| 1 Oct 18 |         | Ridyards Ltd grass cutting Aug 18   | £1,320.00 (incl<br>£220 VAT)                             |
| 1 Oct 18 |         | Easiprint Ltd Oct 18 magazines  | £227.80  |
|          |         | <i>Total Oct 18 Expenditure:</i>  | £14,209.92   |

10/520.8 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 meeting in Jun 2018.
- 2) Quotes for bark replacement/ rubber matting – thick wet pour at LS Play Area.

### 10/521 To further discuss the GDPR legislation:

- 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

**10/522 Village Maintenance and Repairs**

10/522.1 Green Belt maintenance

**10/523 Highways Issues, Faults and Repairs**, to review outstanding issues;

**10/524 To consider updates and reports on current issues on the following:**

10/524.1 Playing Fields:

10/524.1.1 Play Areas: Annual and Visual Inspection reports for GS and LC Play Areas - reports from Cllrs SB and TC.

10/524.1.2 GSPF: consider re-hedging and re-fencing

10/524.2 Rights of Way

10/524.2.1 Diversion of a public right of way No 11 and other issues

10/524.2.2 Route 12: Ermine Street footpath /cycle path issues raised by parishioner, further questions raised by the resident re: works carried previously

10/524.3 Allotments

10/524.3.1 To Approve Risk Management/H&S,Cllrs B Hulstrom & T Close

10/524.3.2 To consider the Community Flower meadow management

10/524.4 Website

10/524.5 Village Street Lighting

10/524.6 Parish Magazine

10/524.7 Training

10/524.8 Trees in the villages:

10/524.8.1 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

10/524.8.2 A tree in the GSPF – issues, quotes for the works to be carried and further suggestions, Cllr SB

**10/525 Electronic storage of PC documents: IT Issues and Repository of Correspondence**

**10/526 Relocation of the Village Sign, with U&C**

**10/527 Correspondence**

**10/528 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.*

**10/529 Date of the next meeting:** Mon 5 Nov 2018 at Ermine Street Church Academy

Signed (Clerk) Ramune Mimiene



Date: 26 September 2018