

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 9 April 2018 at 7.15pm at Little Stukeley Village Hall

Present Terry Pinner (Chairman), Sally Smith, Sue Parkin, Shaun Burton, Tim Close, Parish Councillors.
Ms Ramune Mimiene, Clerk.
3 members of the public
David Silsby, Chairman of Allotment Association

OPEN MEETING *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.*

A resident raised a question re: streetlighting down Ermine street to Green End, GS. Can new streetlights (need about 5 lights) be installed there using CIL money? Or is it included in U&C improvement plans? To check.

Note since meeting: Cllr SP and Clerk attended JPCLG Meeting on Tue 10 Apr 18 and was advised the R Britton, U&C will check is this included in the Ermine Street Improvement plans.

The letter regarding works at Three Horseshoes Public House, Ermine Street, GS was posted after being agreed by PC.

Resident checked does PC have the answer to his query raised a few meetings ago regarding the free advertising and the length of the adverts at The Stukeleys Parish magazine. Cllr TP presented some info obtained from the resident re: local charity donations and events & beneficiaries.

Cllr SS joins the meeting.

It was noted that no accounts provided when requested. It was found out that it is not a registered charity therefore it is a business. Voting will be taken under the Agenda item No 04/414.6.2.

2018/19

04/398

04/398.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that PC Cllrs S Day and K Gasson sent apologies for absence.

04/399

04/399.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

04/400

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 5 March 2018

Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the minutes of 5 Mar 2018 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

04/401

04/401.1

Matters arising from those Minutes and previous meetings (action plan circulated to members)

Action Plan circulated, discussed, and updated accordingly.

Item 07/12/16 – the issue of the dangerous tree on the boundary of the Great Stukeley Playing Fields: No definition. Cllr TP found out that the boundary is not registered to anybody. Tree surgeon to look at the tree, Cllr SB to arrange that.

SB

04/402

Proposal:

To Approve Finance Committee Minutes 28 March 18

Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the minutes of 28 March 2018 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

04/403

04/403.1

To Consider Vacancies on parish council and note Councillor responsibilities

PC was notified re: Uncontested Elections. 5 nominations received by HDC. May Agenda Item: Co-opton of Cllr SS. There are still Vacancies on PC.

04/404

HDC and CCC Cllrs reports

No reports.

04/405

04/405.1

To consider Councillor email addresses, item brought up at Finance meeting, Cllrs T Close and S Burton to raise the matter

It was notified by Finance committee that Cllr email addresses have to be 'gov.uk' as everyone else on the council. Wait till Cllr KG is back. Next PC meeting is at school and there is internet therefore Cllr KG could help Chairman to set up a proper email address if Cllr TP brought his lap top to the meeting with him.

04/406

04/406.1

Alconbury Weald, update

Cllr SS received an email from T Slater saying that U&C are keen to fund his services to PC as an advisor. It was agreed that PC need T Slater's help.

- Proposal:** **Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED to accept Tim Slater help and advice as suggested by U&C.** **Carried**
Clerk confirmed that with T Slater.
- 04/406.2 On 5 Mar 18 Rebecca Britton reported that they received the final clearance on safety audit and so can now book the road space for works so U&C hope to have an update within a week and to be able to update in the Parish Newsletter next month.
 R Britton reported that this work will also now include the new bus stop in Little Stukeley.
- 04/407 Planning**
- 04/407.1 Outstanding matters: None.
- 04/407.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.
- 04/407.3 Applications awaiting determination by HDC, list circulated to members.
- 04/407.4 New Applications:
- 04/407.4.1 **Proposal:** Retrospective erection of a garage/store and stable block, Site Address: 9 Church Way Little Stukeley Huntingdon, Reference: 18/00455/HHFUL, PC sought *extension which was provided by HDC.*
 Recommend Approval because it sits comfortable within the village boundary. No detrimental effect to the street scene or local area.
- Proposal:** **Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED to recommend approval to this planning consultation.** **Carried**
- 04/407.4.2 **Proposal:** Amendment to application 1301037FUL for extension of C2 and change of C4, Site Address: Building 3051 Alconbury Airfield Ermine Street, Reference: 18/00477/S73
 PC agreed that no response to the above needed.
- 04/407.4.3 **Proposal:** Proposed small extension to front, Site Address: 4 Beech Avenue Great Stukeley Huntingdon, Reference: 18/00521/HHFUL
 Recommend Approval because it does not affect the street scene. No reason to object.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend approval this planning consultation.** **Carried**
- 04/407.5 Consultations – None received in this period.
- 04/407.6 Agreserves Land – No further outcome.
- 04/407.7 Neighbourhood Plan (NP)
 Cllr SB looked at some plans and is now waiting to receive an initial copy of the NP. Cllr SB is **SB** happy to work on the plan and form a working party.
- 04/408 Finance – Budget Reports**
- 04/408.1 Change of banks: Unity Trust, outcome
 Waiting for the outstanding payments and closing the year end.
- 04/408.2 Bank Balances, Cashbook and Bank reconciliation statement as at 28 Feb 18:
 Current a/c bank balance is £134,457.17 (2 outstanding payments)
 Business Reserve a/c/Saver a/c bank balance is £40,511.47
 Capital Reserve a/c bank balance is £1.02.
 Bank reconciliation is carried up to 28 Feb 18. Noted by PC.
- 04/408.3 Income and Expenditure against the Budget Report up to 28 Feb 18 – noted.
- 04/408.4 Year End accounts - changes to the External audit noted by PC; Internal auditor visit set for 18 May 18
- 04/408.5 Expenditure for approval 9 April 18
Invoice for the streetlighting received for £103.22 (incl £4.92 VAT).
- | Date | Chq No. | Payee and Description | Amount |
|----------------------------------|---------|---|-----------|
| 9 Apr 18 | 2123 | Clerk salary Mar 18 | £463.27 |
| 9 Apr 18 | 2124 | Tax deductions form Clerk's salary Mar 18 | £40.00 |
| 9 Apr 18 | 2125 | Clerk expenses on running cost of PC Mar 18 (list attached to the payments) | £67.78 |
| 9 Apr 18 | DD | Pensions contribution to NEST Mar 18 | £52.98 |
| 9 Apr 18 | 2126 | Easiprint Inv No 2635 printing Mar magazines | £217.00 |
| 9 Apr 18 | 2127 | Ermine Street Church Academy, room hire for PC meeting | £20.00 |
| 9 Apr 18 | 2128 | Ridyards Inv 16321 grass cutting Mar 18 | £690.00 |
| 9 Apr 18 | 2129 | E-ON – Streetlights: Electricity Mar 18 | £103.22 |
| <i>Total Apr 18 Expenditure:</i> | | | £1,654.25 |
- Proposal:** **Proposed by Councillor SB, seconded by Councillor SP, all in favour and it was RESOLVED that all items listed in 04/408.5 are to be paid.** **Carried**
- 04/408.6 CIL funding: GSVH and LSVH applications

As discussed and agreed at previous PC meetings, PC will need 3 quotes for each job planned and then PC will pay the chosen contractor directly.
PC agreed to meet when all the quotes are collected. VH to inform PC when they have the quotes ready. PC agreed to do one VH at a time. It was noted that PC do not want to take control over the VHs.

LSVH: Cllr SS brought all the deeds and documentation for LSVH for discussion tonight. The Parish Council is already the Custodian Trustee of LSVH. Cllr SS will make a copy of the deeds for the PC file. SS

GSVH: PC are not the Trustees of the GSVH. D Silsby informed PC that quotes need to be finalised as some are now out of date. DS will scan and email the quotes to the Clerk who will circulate to full PC. The works could be carried over August when it is a quiet period.

HDC offered the meeting with PC to discuss CIL funding. Suggested day is Fri 11 May 18 at 2pm. Clerk to inform Finance committee and Chairman nearer the time if HDC confirms the availability on that day.

04/409 To Review and Approve Policy Documents

03/388.1 To approve Financial Regulations with the amendment made by Finance Committee at their meeting on 28 Mar 18. To Note and discuss further Finance Committee recommendations listed in the Minutes: Noted and agreed. Finance

Proposal: Proposed by Councillor SS, seconded by Councillor SP, all in favour and it was RESOLVED that Financial Regulations are approved. Carried

04/410 To discuss the GDPR legislation: Preparation for the new Power

CAPALC emailed explaining that all councils will have an option to participate in a County wide DPO scheme.

The cost of being part of the county wide scheme will be an annual cost of £50 for councils with a spend above £25,000 and less than £200,000.

Proposal: Proposed by Councillor TC, seconded by Councillor SB, all in favour and it was RESOLVED to approve the payment of £50.00 towards DPO suggested by CAPALC. Carried

04/411 Elections 3 May 2018

PC was informed about the Uncontested Elections. 5 Cllrs are standing.

04/412 Village Maintenance and Repairs -

04/412.1 Grass cutting expenditure 1 Apr 17 to 31 Mar 18 total £10,296.00 (VAT £1,716.00, net amount £8,580.00) – spreadsheet included into monthly circulation of accounts.

04/413 Highways Issues, Faults and Repairs, to review outstanding issues

04/413.1 LHI application re: change to speed limits in the parishes, Cllr S Burton

Still waiting for the response from the County Council.

04/414 To consider updates and reports on current issues on the following:

04/414.1 Playing Fields:

04/414.1.2 Play Areas

Visual checks of both PA carried by Cllr SD.

Bark replacement at LS Play area – matting? Could be funded by CIL money. Agenda item.

Wait till new council elected in May 18.

04/414.1.2 Football club, outcome

Outstanding amount of £350 for Sep 17 to Sep 18 season. No bank statement received for Mar 18 yet. If no payment received in Mar (still awaiting bank statement to check that) final reminder to be sent.

04/414.2 Rights of Way:

Cllr TP reported that Footpaths No 11 is still in discussion.

04/414.3 Allotments:

2 new tenancy agreements signed tonight by David Silsby, the Chairman of the Allotment Association.

04/414.4 Website:

Cllr SB noted that website needs updating as there is still some old info. KG

04/414.5 Village Street Lighting: changing to LED lights using the original posts.

04/414.6 Parish Magazine - further issues re: advertising in the magazine

- 04/414.6.1 Clerk updated the Income and Expenditure spreadsheet. The spreadsheet is included into monthly accounts which were circulated to full PC prior to the meeting.
Income from advertising 1 Apr 17 to 31 Mar 18 £1,541.00
Expenditure – printing cost of the monthly magazine £2,483.00
- 04/414.6.2 As the matter raised under the open meeting session. PC agreed that normal rate needs to be applied to the advertiser in question. Articles are free of charge but limited to 2 pages.
- Proposal: Proposed by Councillor TC, seconded by Councillor SP, 3 in favour, 1 abstention, and it was RESOLVED that normal advertising rate is to be applied for the adverts discussed tonight. Carried**
- 04/414.7 Training
Cllr SD apologized that she could not attend the meeting tonight.
- 04/415 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**
Revisit this issue when PC knows a bit more about GDPR. PC
- 04/416 Relocation of the Village Sign**
As reported at the last PC meeting this matter is with U&C. Cllr SB will make a flower bed around it.
Cllr SB raised a question about the potential crossing by the VH GS. Speed limit already 30 m p/h there. Traffic regulation orders. It is planned to attend the meeting as advised by HDC and find out could CIL money be used for this project.
- 04/417 Correspondence** - list circulated prior to the meeting.
Item No 2 – Clerk reported that further emails received re: FOI. Clerk sought HDC advise and replied to the email received re: FOI request providing HDC contact details (request was to view the full electoral register for the years listed in the email). PC received yet another email addressed to 4 surrounding Parish Councils. Email was circulated to full PC. PC yet again agreed not to respond any further as per PC email sent to the respondent previously.
Note since meeting: Further emails received.
- 04/418 Councillors' questions**
- 04/318.1 Litter in the village is the concern. Finance
- 04/318.2 HDC – Set a meeting re: CIL spending as advised by HDC, Finance Committee, Chairman and Clerk
Clerk to attend. Clerk
Chairman
- 04/318.3 Thank you expressed to Cllr Sue Parkin for all the years at the Parish Council working for the Community of The Stukeleys. PC wish Cllr SP a happy retirement.
- 04/318.4 Clerk to write to Cllr Sophie Day thanking for all work she did for the Stukeleys villages. Clerk
- 04/419 Date of the next meeting:** Annual Parish Council Meeting Mon 14 May 2018 at 7.15pm at Ermine Street Church Academy and Annual Parish Meeting/Assembly on Mon 21 May 18 at 7.15pm at Little Stukeley VH.

Meeting finished at 8.45pm.

These minutes are considered draft until ratified at the next The Stukeleys Parish Council meeting

Date

Chairman: Terry Pinner