

## MINUTES

The Annual Parish Council Meeting of The Stukeleys was held on Monday 14 May 2018 at 7.15pm at Ermine Street Church Academy

Present Terry Pinner (Chairman), Karl Gasson, Sally Smith, Shaun Burton, Tim Close, Paula Tuck, Bob Hulstrom Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
3 members of the public  
H Raby, Churchwarden GS  
R Britton, U&C  
CCC Cllr T Rodgers  
HDC Cllr T Sanderson

### 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.*

PC welcomed the new HDC Cllr Tom Sanderson and a new PC Cllr Paula Tuck. There are 2 Vacancies on the Parish Council.

Thank you expressed from Mr H Raby for looking after the church yard.

2 residents opposed to the new development at 32 Green End.

1 more resident opposed to 32 Green End, objection attached to the consultation papers.

2018/19

*3 members of the public leave the meeting.*

### 05/420 To Receive and Approve Apologies and Reasons for Non Attendance

05/420.1 The Clerk reported that there were no Cllr apologies.

### 05/421 Elect a Chairman

Nomination: TP

**Proposal: Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED that TP is elected a Chairman.**

Carried

*Chairman signed the Acceptance of Office form. Register of Member's Interests form to be filled in and returned to the Clerk.*

### 05/422 Elect a Vice - Chairman

Nomination: TC

**Proposal: Proposed by Councillor KG, seconded by Councillor PT, all in favour, and it was RESOLVED that TC is elected a Vice - Chairman.**

Carried

*A Vice - Chairman signed the Acceptance of Office form and Register of Member's Interests form.*

*Members signed the Acceptance of Office and Register of Member's Interests forms.*

### 05/423 Chairman's Opening Remarks

05/423.1 Chairman welcomed everyone.

### 05/424 Declarations of Interests for Members (Disclosable Pecuniary Interests)

05/424.1 Cllr TP declared interest in Agenda Items 05/432.3 and 5: Pringle farm and 91 Ermine Street.

### 05/425 To Receive and Approve the Minutes of the Parish Council Meeting 9 April 2018

**Proposal: Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that the minutes of 9 April 2018 be accepted and signed as a true record of the meeting.**

Carried

*Chairman signed the Minutes.*

### 05/426 Matters arising from those Minutes and previous meetings (action plan circulated to members)

05/426.1 Action Plan circulated, discussed, and updated accordingly.

### 05/427 Elections 3 May 2018 - Uncontested Election – 5 Nominations received

5 duly elected Councillors.

### 05/428 To Consider 4 Vacancies on parish council and note Councillor responsibilities – To Consider c-opting 4 Councillors

Nomination: Sally Smith

**Proposal: Proposed by Councillor KG, seconded by Councillor SB, all in favour, and it was RESOLVED that Sally Smith is co-opted to the Parish Council.**

Carried

Nomination: Robert Hulstrom.

**Proposal: Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED that Robert Hulstrom is co-opted to the Parish Council.**

Carried

There are 2 Vacancies for the Parish Councillor.

05/429

### HDC and CCC Cllrs reports

CCC Cllr TR reported that re: 91 Ermine Street planning consultation, applicant is not allowed to cross CCC land. Pothole seminar attended.

Tom Sanderson HDC Cllr for The Stukeleys – if reporting potholes, please inform him as well. HDC Cllr TS can be contacted by email [tom.sanderson@huntingdonshiredc.org.uk](mailto:tom.sanderson@huntingdonshiredc.org.uk)

CCC Cllr TR leaves the meeting.

05/430

### To consider Councillor email addresses,

Cllr KG will add 2 new Cllr email addresses and will sort Cllr TP email address too.

KG

05/431

### Alconbury Weald, update

RB, U&C presented the verbal report.

CCCC had to rerun a safety audit process, as they missed out a section of the scheme when they did the first survey. U&C are chasing CCC every couple of days and are lined up so that as soon U&C receive the news from CCC, they can book the road space and start work.

RB stressed out that the works will still be delivered significantly before they were planned to be delivered. The commitment in Section 106 is for implementation by the occupation of the 250<sup>th</sup> home, and we are currently on about 105. Nonetheless U&C are committed to delivering it with all speed, and are also progressing the Southern Access to the site, from the A141 with a similar zeal. RB offered PC to have a meeting with U&C and planners which will be useful for all and especially new Cllrs.

It was reported to RB that Allotments flooded in one corner - 1<sup>st</sup> plot on the left which is flooded for the second winter now. RB will send some contractors to have a look.

05/432

### Planning

05/432.1

Outstanding matters: None.

05/432.2

Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

05/432.3

Applications awaiting determination by HDC, list circulated to members.

05/432.4

#### New Applications:

1. CCC: H/5005/18/CW Temporary change of use of buildings 4002 and 4003 and adjacent land to form an advanced bio-fuel demonstration and production centre (Sui Generis) for the processing of waste coffee grounds, including installation of plant and machinery, temporary buildings, ancillary storage and associated works, Building 4002 and 4003, Alconbury Airfield, Alconbury Weald, PE28 4WX, *received on 18 Apr 18*

This consultation is now closed. No PC comments submitted.

2. Proposal: New dwelling, Site Address: 32 Green End Great Stukeley Huntingdon, Reference: 18/00678/FUL – *extension granted till 15 May 18*

Three residents comments/objections received.

PC agreed to recommend refusal: Because of the density of the site being inappropriate.

Proposal:

**Proposed by Councillor KG, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend refusal to this planning consultation.**

Carried

*Cllr TP leaves the room.*

3. Proposal: Alterations and refurbishment of listed building. Refurbishment, partial demolition and conversion of curtilage listed stable (Barn C) to holiday lets (C3 use). Demolition of modern timber stables (Barns A and D) and replacement with holiday lets Barn H (C3 use), demolition of open Barn F, Site Address: Pringle Farm Pringle Way Little Stukeley, Reference: 18/00720/LBC and 18/00719/FUL

Recommend approval: the same reasons apply as stated before. Recommend Approval:

Because of the enhancement to the site.

Proposal:

**Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED to recommend approval to this planning consultation.**

Carried

*RB leaves the meeting*

4. Proposal: Demolition of motel, services and petrol filling station and change of use from lorry park, motel, services and petrol filling station, to lorry park, incorporating container storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting Site Address: Alconbury Services Rusts Lane Alconbury. Reference: 18/00707/FUL

No PC comments to be submitted.

5. Proposal: The erection of 3 x 4 bedroom dwellings, Site Address: Land Opposite 91 Ermine Street Little Stukeley, Reference: 17/02513/FUL – revised site plan received on 4 May 18 PC refused previously. Outside of the village boundary.  
 Recommend Refusal: Use the same response as previously submitted.  
 Recommend Refusal: Because Little Stukeley is identified as an ‘infill village’ in the Huntingdonshire Local Plan and further identified as a ‘small settlement’ in the draft local plan. The proposed development is outside of the village environmental limits and none of the conditions apply that would qualify this site for countryside development. Additionally, the proposed development is part of the area considered to be important buffer between Little Stukeley and Alconbury Weald.

**Proposal:** **Proposed by Councillor BH, seconded by Councillor KG, all in favour, and it was RESOLVED to recommend Refusal to this planning consultation.**

**Carried**

Appeal: to 15/00749/FUL Top Farm Ermine Street Alconbury Huntingdon PE28 4EW, Change of use from parking and maintenance of 2 HGV lorries and 2 Trailers and a pickup truck to a mixed use of parking and maintenance of 2 HGV lorries and 2 Trailers and a pick up truck and the storage and sale of aggregates. Including the construction of new aggregate storage bays.

*Appeal in progress. Noted by PC.*

05/432.5 Consultations – None received in this period.

05/432.6 Agreserves Land – No further outcome. Remove from the Agenda.

05/432.7 Neighbourhood Plan (NP) – The Stukeleys Neighbourhood Plan Steering Group

There might be one interested person to lead the group. Chase it up.

**KG**

**05/433 General Power of Competence – Clerk now qualified – restriction - to use the power PC need 2/3 of the Cllrs to be elected**

*Amendments:* The number of members of the council that have been declared to be elected, weather at ordinary elections or at by-election, is equal or greater than two-thirds of the total number of members of the council’. Which is total of 67%, not 80% as stated on the Agenda. With the total of 9 Members, 6 must be elected. PC has 5 only therefore does not qualify.

**05/434 Finance – Budget Reports**

05/434.1 To Approve Year End Accounts: Cashbook, I&E report, Bank Reconciliation for Mar 18 and full year 1 Apr 17 to 31 Mar 18.:

05/434.1.1 Bank Balances, Cashbook and Bank reconciliation statement as at 31 Mar 18

Current a/c balance £133,103.20.

Reserve a/c balance £40,513.08

Capital Reserve a/c balance £1.02.

Bank Reconciliation carried. Approved.

05/344.1.2 Income and Expenditure against the Budget Report up to 31 Mar 18 – noted.

05/344.2 Changes to external audit. Internal auditor visit set for 18 May 18 at 2pm

05/434.3 To Approve AGAR (Annual Return)

05/434.3.1 AGAR: To Approve Section 1 - Annual Governance Statement 2017/18

**Proposal:** **Proposed by Councillor KG, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend approval to Section 1 Annual Governance Statement 2017/18. 2 abstaining**

**Carried**

05/434.3.2 AGAR: To Approve Section 2 - Accounting Statements 2017/18

**Proposal:** **Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend approval to Section 2 Accounting Statements 2017/18.**

**Carried**

05/434.4 Change of banks: Unity Trust, in process. Now as the financial year is closed the action will be taken with the new Council. Mandates can now be signed by new members.

05/434.5 Expenditure for approval 14 May 18

It was agreed to provide GSVH a/c no for the textile bank credits.

Date	Chq No.	Payee and Description	Amount
14 May 18	2130	Clerk salary Apr 18	£470.30
14 May 18	2131	Tax deductions form Clerk's salary Apr 18	£41.60
14 May 18	2132	Clerk expenses on running cost of PC Apr 18 (list attached to the payments)	£48.90
14 May 18	DD	Pensions contribution to NEST Apr 18	£53.88
14 May 18	2133	Easiprint Inv No 2696 printing Mar magazines	£217.00
14 May 18	2134	Wave Water supply to allotments Owl End 15/01/18 to 09/04/18	£11.17
14 May 18	2135	Ridyards grass cutting Apr 18	£750.00
14 May 18	2136	E-ON – streetlighting Apr 18	£109.88
14 May 18	2137	CAPALC membership renewal 2018/19	£313.44
		<i>Total May 18 Expenditure:</i>	<b>£2,016.17</b>

<b>Proposal:</b>	<b>Proposed by Councillor SB, seconded by Councillor KG, all in favour and it was RESOLVED that all items listed in 05/434.5 are to be paid.</b>	<b>Carried</b>
05/434.6	To consider CIL (Community Infrastructure Levy) funding spending: <ol style="list-style-type: none"> <li>1) GSVH and LSVH applications, outcome. PC will consider each application separately. LSVH and GSVH to submit the quotes to the clerk who will inform full PC.</li> <li>2) To consider getting the quotes for bark replacement for rubber matting at LS Play Area. To agree to use CIL funding – To seek 3 quotes.</li> <li>3) To consider the potential crossing by the VH GS. Speed limit is already 30 m p/h there. Ask RB, U&amp;C how it would affect Ermine street enhancement scheme. Can U&amp;C confirm there is a crossing planned or would they consider installing one? <i>Note since meeting: Clerk approached RB, U&amp;C. Awaiting the response.</i></li> <li>4) To consider installing streetlights Ermine str towards Green End, GS - with U&amp;C.</li> </ol>	Clerk
<b>05/435</b>	<b>To Review and Approve Policy and other Documents</b>	
05/435.1	New Model of Standing Orders issued in 2018 by NALC including GDPR	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED that New Model of Standing Orders is approved.</b>	<b>Carried</b>
05/435.2	Risk Assessments and arrangements for insurance cover	
<b>Proposal:</b>	<b>Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED that Risk Assessments are approved.</b>	<b>Carried</b>
05/435.3	Financial Risk Assessment - approve with the amendment suggested by the Finance Committee: 'Budget has to be set by RFO and the Finance Committee'.	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED that Financial Risk Assessment is approved.</b>	<b>Carried</b>
05/435.4	Complaints Procedure	
<b>Proposal:</b>	<b>Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED that Complaints Procedure is approved.</b>	<b>Carried</b>
05/435.5	Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 – Review Freedom of Information document	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED that Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 are approved.</b>	<b>Carried</b>
05/435.6	Disability Access policy	
<b>Proposal:</b>	<b>Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED that Disability Access policy is approved.</b>	<b>Carried</b>
05/435.7	Staff Grievance Procedure and Staff Disciplinary Policy	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED that Staff Grievance Procedure and Staff Disciplinary Policy are approved.</b>	<b>Carried</b>
05/435.8	Code of Conduct	
<b>Proposal:</b>	<b>Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED that Code of Conduct is approved.</b>	<b>Carried</b>
05/435.9	Dispensation Procedure	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED that Dispensation Procedure is approved.</b>	<b>Carried</b>
05/435.10	Voluntary – no document found.	
05/435.11	Training Statement	
<b>Proposal:</b>	<b>Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED that Training Statement is approved.</b>	<b>Carried</b>
05/435.12	Memberships of other Bodies	

- Proposal:** Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED Carried  
that Memberships of other Bodies are approved.
- 05/436** To discuss the GDPR legislation: Preparation for the new regulation. DPO. Personal Data Audit Questionnaire carried. Policy documents, Consent forms, Privacy Notices to be discussed and Approved.  
Clerk to liaise with the new Cllr PT and finalise all documents for the adoption at the next meeting. PT, Clerk
- 05/437** **Village Maintenance and Repairs -**  
There are issues with potholes at Green End, GS and Low Rd, LS (reported to CCC).
- 05/438** **Highways Issues, Faults and Repairs**, to review outstanding issues  
05/438.1 LHI application re: change to speed limits in the parishes, Cllr S Burton  
Still waiting for the response from the County Council. U&C applied for the same as well. No decision yet.
- 05/439** **To consider updates and reports on current issues on the following:**  
05/439.1 Playing Fields:  
05/439.1.1 Play Areas  
Visual checks to be carried monthly  
Cllr SB – will carry GS play area monthly inspection. The from on website, log in details will be provided by Cllr KG. **SB, KG**  
Cllr TC – will carry monthly risk assessments of LS play area. Cllr KG will provide the log in details. **TC, KG**  
The issue of the dangerous tree was brought to PC attention. The tree in question is on the boundary of the Great Stukeley Playing Fields. Cllr TP found out that the boundary is not registered to anybody. **SB**  
Cllr SB reported that the tree was inspected. 3 quotes to be obtained.  
Cllr SB reported trees which are on Highways, they need attention too. Cllr SB will log the details on CCC online reporting system. **SB**  
05/439.1.2 Football club, outcome **Clerk**  
Full amount of £595.00 is now paid. Invoice for 18/19 season to be sent.
- 05/439.2 Rights of Way:  
Cllr TP is a member of this group.
- 05/439.3 Allotments:  
Look brilliant.
- 05/439.4 Website:  
Nothing to report.
- 05/439.5 Village Street Lighting:  
We are on the list of replacing for LED lights, works scheduled for Oct 18.
- 05/439.6 Parish Magazine – None.
- 05/439.7 Training  
Nothing to report.
- 05/440** **Community Defibrillators – PC is looking for a volunteer to run Great Stukeleys defibrillator**  
Keith Winter carries LS defibrillator checks and is willing to continue doing this.  
Janet & Barry Nunley carries GS defibrillator checks.
- 05/441** **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**  
Defer to the next meeting.
- 05/442** **Relocation of the Village Sign**  
05/442.1 Nothing to report.
- 05/443** **Correspondence - list circulated prior to the meeting. Noted.**
- 05/444** **Councillors' questions**  
Litter picking was brought up.
- 05/445** **EXCLUSION OF THE PUBLIC AND PRESS**  
**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.**  
**To note New Payscales 2018/19 issued by CAPALC. Personnel Committee to meet before Jul PC and carry Clerk's appraisal**

**Proposal:** Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED Carried that new Payscales are approved.

**05/446** **Date of the next meeting:** Annual Parish Meeting/Assembly on Mon 21 May 18 at 7.15pm (SB) at Little Stukeley VH and Parish Council Meeting Mon 4 Jun 18 at LSVH

Meeting finished at 9.30pm.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman: Terry Pinner