

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 3 Sep 2018 at 7.15pm at Great Stukeley Village Hall

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Karl Gasson, Sally Smith, Shaun Burton, Parish Councillors.
Ms Ramune Mimiene, Clerk.
5 members of the public.
S Burton, U&C.
CCC Cllr T Rodgers

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.*

2 members of the public spoke re: Magazine and advertising issues, expressing their concerns re: suggested Draft Policy. PC explained that the Policy is created to benefit the community.

A resident expressed concerns re: Tumuli (Great Stukeley) that has some large trees with branches that are over hanging his garden. One branch has already broken off due to the storms earlier this year and the resident is concerned the overhanging branches could do the same and damage the outdoor sheds.

4 members of the public leave the meeting.

2018/19

09/490

09/490.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that Cllr K Gasson sent apologies for lateness. Cllrs P Tuck sent apologies for absence. Cllr B Hulstrom absent.

09/491

09/491.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

Cllr KG declared interest in Agenda item Finance 09/499.7 payment Chq No 2167.

09/492

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 2 Jul 2018

Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that the minutes of 2 July 2018 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

09/493

09/493.1

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

Action Plan circulated and updated accordingly.

09/494

To Consider 2 Vacancies on parish council and note Councillor responsibilities – To Consider c-opting 2 Councillors

In progress.

09/495

HDC and CCC Cllrs reports

Cllr SB spoke re: Traffic calming which finally commenced. Meeting is going to be set with U&C re: Country Park Workshop. The aim is to make the area more attractive and rural reducing the road and railway noise.

Cllr KG joins the meeting

09/496

To consider Councillor email addresses and Committees & Working parties

Keep this item on the Agenda till 2 Vacancies on PC are filled.

09/497

Alconbury Weald, update

Back in July 18 Cllrs attended the site visit organized by U&C. The Agenda included:

- Scene setting: background and context
- Site Tour
- Questions
- Forward planning including how U&C take forward engagement with the PC and the village on:
 - o Southern Gateway – with first application for the connection due in in a few weeks
 - o Country Park / Green buffer – vision, design, process
 - o Next phase: “Town Centre hub”
 - o Local Plan

SB U&C informed PC that U&C have the permission to commence works on the Ermine Street enhancement works through The Stukeleys. Works started on 20 Aug 18, signs went up to advise of the impending works. With the start of works confirmed, U&C were printing and distributing the leaflet to residents, about the works. This will then also be accompanied on a phase by phase basis by Breheny dropping to the affected houses with the local team members number to liaise with on issues.

Country Park workshop - options for an afternoon or evening session agreed on 18 September at 5.30pm. at the Club, the reminder email will be sent.

To establish a bit of a working group, which brings together the PC, Neighbourhood Plan or other groups / reps who have something to input would be very helpful. Certainly, we would like heritage input for example linked to Prestley Wood.

The Warbler explains what's going on and lists the events.

GS Allotments: one corner was flooded by rain water badly, details and further info obtained from PC.

09/498

Planning

09/498.1 Outstanding matters: None.

09/498.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

09/498.3 Applications awaiting determination by HDC, list circulated to members.

09/498.4 New Application:

1) Proposal: New dwelling Site Address: Land Between 24 And 32 Green End Great Stukeley Reference: 18/01728/FUL.

Recommend Approval: No reason to object.

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

Carried

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

Recommend Approval: No reason to object.

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

Carried

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

Recommend Approval: No reason to object.

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

Carried

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

Recommend Approval: Seems to be a reasonable development.

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

Carried

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

No PC comments made.

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.

Recommend Refusal:

The Stukeleys Parish Council recommends refusal.

The Parish Council considers this location to be unsuitable for helicopter operation. We have considered the following material planning considerations in reaching our recommendation:

1. Incompatible or unacceptable use – there are two long-established homes in close proximity to the proposed helicopter landing zone. Those existing homes will be subjected to very high levels of noise and disturbance intermittently and unpredictably. No mitigation measures can fully compensate for the noise of a large, powerful helicopter taking off just yards away. The siting of a helicopter operation centre at this location is incompatible with the existing housing.

2. Noise or disturbance – it will not be possible for the applicant to adequately mitigate the noise and disturbance caused by the proposed activities and it is not reasonable to site the proposed operation at the proposed location when a number of other, more suitable locations exist within the Alconbury Weald scheme.

The Stukeleys Parish Council requests HDC planners to consider that this application is made, in part, in response to an urgent need for MAGPAS to relocate from its current site. The landowner at the proposed site, Urban & Civic, considers that, of all the land available to it at Alconbury Weald, only this site meets the requirement immediately. It is however beyond dispute that other, more suitable locations will be available in time at the Alconbury Weald site that would not cause loss to adjacent landowners. Urban & Civic with their client, MAGPAS, should consider temporarily locating the helicopter operation away from existing residential locations until such time as a permanent site, which is also separated from residential users, becomes available.

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

Carried

09/498.5 Consultations - None

09/498.6 Neighbourhood Plan (NP) – The Stukeleys Neighbourhood Plan Steering Group. PC liberated some funds and do now have sufficient funds to employ a Co-ordinator to create the project plan. Cllr SB agreed to speak to some people and get to quote by the end of this week. PC will need 3 quotes.

09/499 Finance – Budget Reports

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

Income in Jun & Jul 18: £120.00 from advertising in the PC magazine and £350 payment made by Football Club.

Current a/c balance as at 31 July 18 £194,040.47

Reserve a/c balance £40,519.97

Capital Reserve a/c balance £1.02.

09/499.2 Income and Expenditure against the Budget Report up to 31 Jul 18 – noted.

09/499.3 Change of banks: Unity Trust, update

On 12 Jul 18 further documents were requested by Unity Trust. Financial Regulations, meeting minutes and other requested paperwork submitted to Unity Trust. 2 accounts are now opened. Transfer to be made. Finance committee will discuss the payment process and will bring suggestions for PC approval.

09/499.4 Internal auditor appointment for 2018/19. PC to agree on the number of visits for this financial year – Finance Committee to discuss and make recommendations.

Finance Committee

09/499.5 Chq payment to RHD Building Solutions proposed by Cllr SS, seconded by Cllr SB all in favour, agreed by email and chq payment issued on 19 Jul 18 (due to no meeting in August):

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

Proposal: **Proposed by Councillor SS, seconded by Councillor SB, all in favour and it was RESOLVED that the Invoice listed above in 09/499.5 is to be paid.**

Carried

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

Date	Chq No.	Payee and Description	Amount
1 Aug 18	2157	Ramune Mimiene, Clerk's wages July 18	£502.31
1 Aug 18	2158	HMRC: Tax deductions from Clerk'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 Aug 18 payments:			£666.10

Proposal: **Proposed by Councillor SS, seconded by Councillor TP, all in favour and it was RESOLVED that the Invoices listed above in 09/499.6 are to be paid.**

Carried

09/499.7

Expenditure for approval 3 Sep 18:

PC agreed to add one more payment to Sep payments: Premier Gas Services for the works to be carried at LSVH using CIL funding

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 Street lighting 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)
3 Sep 18	2170	Premier Gas Services: Installation of the new Heating System at LSVH using CIL funding	£6,378.00 (VAT(1,063))

Total Sep Payments: £20,918.91

Proposal: **Proposed by Councillor TC, seconded by Councillor SS, all in favour and it was RESOLVED that the Invoices listed above in 09/499.7 including the Invoice to Premier Gas Services are to be paid.** **Carried**

09/499.8

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

- 1) GSVH and LSVH applications, outcome. Quotes and Invoices being received, some of which are already paid and works started.
- 2) Quotes for bark replacement/ rubber matting – thick wet pour at LS Play Area
 - a) Rtc Safety – agreed to have a site visit and provide quotes. Site visit planned for Tue 10 Jul 18 between 2 and 4pm, they are travelling from Brighton and will notify when they are about half an hour away. Cllr TP agreed to meet them on site.
 - b) Play Maintain suggested by PC annual inspection provider PI (Play Inspection which do not carry maintenance works) – agreed to quote, awaiting the site visit.
 - c) Wicksteed – Quotes received, submitted to PC.

Cllr SS agreed to analyze and review the Quotes for the next PC meeting.

SS

09/500

To Consider the Amended Standing Orders issued by NALC in July 2018**Proposal:****Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED that Amended Standing Orders are approved.****Carried**

09/501

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.

Work in progress. PC agreed to wait till Cllr PT is present.

PT

09/502

Village Maintenance and Repairs

09/502.1

Hedge at the back of LSVH PF – as per contract not cut well but as explained by Cllr TP it is kept this way to keep the noise away. Therefore, it is tidy just not trimmed very deep.

09/502.2

Sink hole at cycle way – reported by Cllr TP and works carried by highways.

09/502.3

Complaints are being received re: Hedges in GS which do not belong to PC. Vegetation down Ermine street from Green End till industrial estate on the same side of the cycle way. Clerk to instruct the contractor to attend the hedges, Cllr TP will show around.

Clerk
TP

Regarding other hedges – PC agreed to write to residents asking them to trim their hedges which encroach into the highway or offer residents that PC contractors will cut it but PC will invoice them. Cllr KG will let Clerk have the addresses.

KG

- 09/503** **Highways Issues, Faults and Repairs**, to review outstanding issues
No 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
Cllr SB - GS play area monthly inspection. **SB**
Cllr TC – carried LS play area monthly visual inspection in Jun 18. **TC**
09/504.1.2 Football club, Invoice for 2018/19 season paid by Football Club
- 09/504.2 Rights of Way:
09/504.2.1 Diversion of a public right of way No 11 and other issues – in the process with U&C.
09/504.2.2 Route 12: Ermine Street footpath/cycle path issues raised by parishioner, it was noted that this matter is with U&C. Clerk to inform the resident. – pavement refurbishment weeds coming through - **Clerk**
- 09/504.3 Allotments:
09/504.3.1 Risk Management/H&S – Clerk to email the template of the document to Cllr TC. **TC**
09/504.3.2 To consider the Community Flower meadow management. It may be discussed by the Country Park working party.
- 09/504.4 Website:
Clerk is having issues with PC emails. Cllr KG will approach the provider. **KG**
- 09/504.5 Village Street Lighting:
Streetlight PC03 LS repaired.
- 09/504.6 Parish Magazine – Draft Policy re: Community Funded Advertising, review and outcome
CCC Cllr TR joins the meeting
PC received 6 residents' emails/letters re: Draft Policy. It was resolved that magazine matters will be referred to the magazine committee to speed up the process.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor TC, all in favour and it was RESOLVED that the Draft Policy is to be approved with an addition that the received request is forwarded by the Clerk to Magazine Committee who deal with it.** **Carried**
- CCC Cllr TR noted that there is not much to report as August was a quiet month. LGSS admin cell services were mentioned. Cllr TR is a member of Shire Hall meeting group.
Cllr SB leaves the meeting
- 09/504.7 Training
Nothing to report.
- 09/504.8 Three horseshoes Pub – Cllr TC proposed to take this item off the Agenda.
- 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. Cllr SS reported that this matter is with LSVH committee.
09/504.9.2 A tree in the GSPF – PC is still not sure re: the ownership of this tree. Cllr SB will ask the tree surgeons to quote as agreed previously. **SB**
09/504.9.3 Resident email re: tree outside the boundary of 1a Church Rd.
Cllr KG sorted the concrete, residents agreed to maintain the area.
- 09/505** **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence** – in progress. **KG**
- 09/506** **Relocation of the Village Sign** – nothing to report.
- 09/507** **Correspondence** – due to issues with Clerk's lap top and PC emails the correspondence list was not circulated. It was noted that Cllrs are familiar with all correspondence in due course.
- 09/508** **Councillors' questions**
- 09/508.1 Cllr TP suggested to write a thank you letter to the girl who did the litter pick in the villages. **Clerk**
Contact info is in the magazine.
- 09/508.2 It was agreed that Cllr TP will put Oct PC Agenda on all NBs.
- 09/509** **Date of the next meeting: Mon 1 Oct 18 at 7.15 at LSVH**
- Meeting finished at 8.42pm.

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

Date

Chairman: Terry Pinner