

## MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 1 October 2018 at 7.15pm at Little Stukeley Village Hall

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Sally Smith, Paula Tuck, Andie Hallihan Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
1 member of the public.  
Ian Baskerville, an Architect re: Planning application for 63 Park View, Great Stukeley  
Tim Slater, Advisor  
HDC Cllr T Sanderson  
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.*

A member of the public approached PC re: a better signage on A1 for the lorries showing the route to Alcobury Weald. To approach Highways for a better signage.

New base gate to RAF Alconbury has a 7.5 tone limit. The member of the public already contacted U&C.

It was suggested to write to the magazine looking for volunteer group to monitor/count traffic through The Stukeleys.

*1 member of the public leaves the meeting.*

2018/19

10/510

10/510.1

#### **To Receive and Approve Apologies and Reasons for Non Attendance**

The Clerk reported that Cllr Karl Gasson, S Burton sent apologies for absence. Bob Hulstrom was absent.

10/511

10/511.1

#### **Declarations of Interests for Members (Disclosable Pecuniary Interests)**

None.

10/512

Proposal:

#### **To Receive and Approve the Minutes of the Parish Council Meeting 3 Sep 2018**

**Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes of 3 Sep 2018 be accepted and signed as a true record of the meeting.**

Carried

*Chairman signed the Minutes.*

10/513

Proposal:

#### **To Receive and Approve the Minutes of the Finance Committee Meeting 10 Sep 2018**

**Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes of 10 Sep 2018 be accepted and signed as a true record of the meeting.**

Carried

*Chairman signed the Minutes.*

10/514

10/514.1

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

Action Plan noted.

10/515

Proposal:

#### **To Consider 2 Vacancies on parish council and note Councillor responsibilities – To Consider Co-option**

Andie Hallihan expressed a wish to join the Council and presented himself to the Council.

**Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that Andie Hallihan is co-opted to The Stukeleys Parish Council.**

Carried

*Cllr AH signed the Declaration of Acceptance of Office and Register of Members' Interest form.*

10/516

#### **HDC and CCC Cllrs reports**

HDC Cllr SS looking for volunteers in all ages re: Health and Well-being. If anyone in the parish have any ideas on the activities, Cllr SS is very happy to listen to them as any input would really be very helpful. Please email HDC Cllr SS [sally.smith@huntingdonshire.gov.uk](mailto:sally.smith@huntingdonshire.gov.uk). Country Park development is with U&C, plans and consultation to follow.

HDC Cllr TS reported re: 17/02513/FUL Planning application Land Opposite 91 Ermine Street Little Stukeley – permission granted by the panel HDC. PC sent speakers, also HDC Cllrs were present. PC agreed to make a complaint based on the feedback received from parishioners against the planning department. It was noted that the info presented was factually incorrect. Establish the grounds on which PC are expressing the complaint and evidence it. Material differences are significant. HDC Cllr TS will report.

Also HDC Cllr TS reported on HDC car parking strategy which can be viewed via the link below:

<http://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?Cid=10235&Mid=7519&Ver=4>



Ramune Mimiene

- 10/517 To consider Councillor email addresses and Committees & Working parties**  
Cllr AH is invited to put his name down to any of the PC committees.
- 10/518 Alconbury Weald**, the Local Plan update and the Country Park, T Slater  
At the presentation by U&C in relation to the green buffer last month it was agreed that there would be a further session for councillors to refine ideas and parameters so that U&C can prepare some sketch / schematic schemes that will focus ideas.  
U&C will be suggesting dates for this second meeting in the near future- following an internal meeting next week.  
It was agreed to keep Country Park on the Agenda.
- CCC Cllr TR joins the meeting*  
CCC Cllr TR will be coming to every other meeting so that he could stay longer at The Stukeleys PC meeting. Cllr TR is on Shire Hall committee. Cllr reported that a lot of work done to potholes.
- 10/519 Planning**
- 10/519.1 Outstanding matters: None.
- 10/519.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.
- 10/519.3 Applications awaiting determination by HDC, list circulated to members.
- 10/519.4 New Application:  
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: 18/01707/FUL  
Approve: No reason to object.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED to recommend approval to this planning consultation.** **Carried**
- 2) Proposal: EIA Scoping Opinion Site Address: Land North West Of Ermine Business Park Ermine Street Great Stukeley Reference: 18/70210/SCOP  
Seek TS advice.
- 10/519.5 Neighbourhood Plan (NP) – Cllr KG will present the plan.
- 10/520 Finance – Budget Reports**
- 10/520.1 Bank Balances, Cashbook and Bank reconciliation statement as at 31 July 18  
At 31 Aug 18 difference between cashbook and banks statement is by £4.26 – the amount wrongly submitted to NEST pension scheme on 10 Aug 18 for July submissions. Clerk balanced a/cs adding the shortage to Oct payments.  
Current a/c balance as at 31 August 18 £194,348.50  
Reserve a/c balance £40,521.69  
Capital Reserve a/c balance £1.02.
- 10/520.2 Income and Expenditure against the Budget Report up to 31 Aug 18 – noted.
- 10/520.3 Change of banks: Unity Trust, update  
Account Transfer Request mandate sent to NatWest by Unity Trust. Clerk spoke to both banks and chased them up a few times. NatWest did not disclose certain information to the Clerk as Clerk is not a signatory. Cllr TP called the bank too. Due to funds not released yet but the request already sent, PC felt not to make any chq payments from the a/c which is going to be closed. It was agreed that Cllr TP and a Clerk get together and speak to both banks.  
*Note since meeting: Cllr TP and Clerk spoke to both banks on 2 Oct 18. NatWest finally confirmed that the request was received and the transfer will now be made. Might take up to 5 working days. Clerk to check Unity Trust balance and inform PC on the successful transfer.*
- 10/520.4 To Note External Auditors Report and Notice for the accounts Year Ended 31 Mar 18 – Noted.  
Notice is on the NBs and the PC website.
- 10/520.5 Precept 2019/20 notification received from HDC – submission of PC request by Fri 14 Dec 18  
Noted. Finance Committee are meeting on Mon 12 Nov 18 to draft the Budget and Precept 2019/20 suggestions.
- 10/520.6 To Consider purchasing a Lap top for PC use
- Proposal:** **Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED to approve the spending up to £750.00 to purchase a lap top for PC use.** **Carried**  
Cllr KG will look at the best option for PC use. PC will need to purchase a software too.

10/520.7

Expenditure for approval 1 Oct 18:

2 Invoices from GSVH missed Agenda. PC agreed to pay tonight. The amounts were approved by PC in principle when CIL spending was approved at 8 Jan 18 PC meeting.

Note: DRC amount amended to £1,611.00.

Date	Payment No.	Payee and Description	Amount
1 Oct 18	181001.1	GDP Membership suggested by CAPALC up to 31 Mar 19	£50.00
1 Oct 18	181001.2	DRC Blinds – CIL spending. LSVH	£1,611.00
1 Oct 18	181001.3	External auditors for year end a/c 31 Mar 18	£400.00
1 Oct 18	181001.4	R Mimiene, Clerk wages Sep 18	£510.70
1 Oct 18	181001.5	HMRC Tax deductions from Clerk's wages Sep 18	£1.20
1 Oct 18	181001.6	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 + underpayment Jul 18 for £4.26 = £58.14
1 Oct 18	181001.7	Ridyards Ltd grass cutting Aug 18	£1,320.00 (incl £220 VAT)
1 Oct 18	181001.8	Easiprint Ltd Oct 18 magazines	£227.80
1 Oct 18	181001.9	Alexander Green Office Interiors: delivery of the 120 chairs, GSVH	£114.00
1 Oct 18	181001.10	Alexander Green Office Interiors: chairs for the GSVH	£3,437.28

*Total Oct payments: £7,761.20*

**Proposal:** **Proposed by Councillor TC, seconded by Councillor PT, all in favour and it was RESOLVED that the Invoices listed above including the Invoices to Alexander Green office Interiors are to be paid.** **Carried**

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 last meeting in Jun 2018. In process.

GSVH provided an update on the planned expenditure, email circulated to full PC.

- 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 will analyse and review the Quotes, looking for more quotes as the ones provided are slightly for the different materials. Carry forward. **SS**

*CCC Cllr, HDC Cllr and 1 member of the public leave the meeting.*

10/521

### To discuss the GDP legislation

Cllr PT will liaise with Clerk and review the documents. **PT**

10/522

### Village Maintenance and Repairs

10/522.1

Green Belt maintenance – no grass cut this year. Verges to be used as conservation strip, flowers and orchids grow around the belt. PC agreed that the area from the road to the ditch needs to be cut, but the area to the field is to be left. Instruct the contractor.

10/522.2

Cllr TP reported that 2 Bus shelters and 1 Village identification board need cleaning again. It was agreed to instruct the local man who did the job before. **TP**

10/522.3

Strimmer needs repairing, action for Cllr TP. **TP**

10/523

### Highways Issues, Faults and Repairs, to review outstanding issues

10/523.1

It was agreed to approach Highways re: a better signage on A1 re: Lorries traveling to U&C. Clerk  
New traffic calming – is temporary – the whole pavement will be top coated.

- 10/524**      **To consider updates and reports on current issues on the following:**
- 10/524.1      Playing Fields:  
10/524.1.1 Play Areas  
Cllr SB - GS play area monthly inspection. Awaiting the results.      **SB**  
Cllr TC – carried LS play area monthly visual inspection on 26 Sep 18.      **TC**
- 10/524.2      10/524.1.2 PC cut the hedge round GS PF. Review football club access, Agenda item.
- 10/524.2      Rights of Way:  
10/524.2.1 Diversion of a public right of way No 11 and other issues – Remove from Agenda.  
10/524.2.2 Route 12: Ermine Street footpath/cycle path issues raised by the parishioner, resident      Clerk  
informed that this matter is with U&C.  
Hedges discussed at the last meeting are now done by the contractor.
- 10/524.3      Allotments:  
10/524.3.1 Risk Management/H&S – Clerk to email the template of the document to Cllr TC.      TC  
10/524.3.2 To consider the Community Flower meadow management. Agreed to remove this item  
from the future Agenda.
- 10/524.4      Website:  
No update.      KG
- 10/524.5      Village Street Lighting:  
No updates.
- 10/524.6      Parish Magazine – Draft Policy re: Community Funded Advertising, review and outcome  
Amendments to be added.  
Magazine committee will approach the editor, action for Cllrs TC and SS.      TC, SS
- 10/524.7      Training
- 10/524.8      Three horseshoes Pub – Cllr TC proposed to take this item off the Agenda.
- 10/524.9      Trees in the villages  
10/524.9.1 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. In  
progress.      SB  
10/524.9.2 A tree in the GSPF – PC agreed to deal with it. Cllr SB is seeking quotes from the tree  
surgeons. PC agreed to pay to get the tree sorted.
- Proposal:**      **Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED**      **Carried**  
**that PC will take over the maintenance of the tree in question.**
- 10/525**      **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of**  
**Correspondence**  
In progress.      KG
- 10/526**      **Relocation of the Village Sign**  
Nothing to report.
- 10/527**      **Correspondence** – dealt with.
- 10/528**      **Councillors' questions**  
None.
- 10/529**      **Date of the next meeting: Mon 5 Nov 18 at 7.15 at Ermine Street Church Academy**  
Meeting finished at 9.11pm.

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

5 Nov 18

\_\_\_\_\_  
Date

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Chairman: Terry Pinner  
Meeting was chaired by Vice Chairman Tim Close