

## MINUTES

### The Parish Council Meeting of The Stukeleys was held on Monday 4 March 2019 at 7.15pm at Great Stukeley Village Hall

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Sally Smith, Paula Tuck and Andie Hallihan Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
6 members of the public  
HDC Cllr T Sanderson  
Tim Slater, Planning Consultant

#### 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.*

Resident raised concerns regarding the proposed development at Land South West of November Cottage, Green End GS Application No 17/02261/FUL for 3 proposed dwellings. Application states there will be 3 dwellings but plans show 4.

2018/19

03/595

03/595.1

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

The Clerk reported Cllr S Burton sent apologies for absence.

03/596

03/596.1

03/596.2

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

Cllr PT declared a Personal Interest in Agenda Item 03/604.5.4.

Cllr AH declared a Personal Interest in Agenda Item 03/604.5.1.

03/597

Proposal:

#### **To Receive and Approve the Minutes of the Parish Council Meeting 4 Feb 2019**

**Proposed by Councillor PT, seconded by Councillor TC, all in favour, and it was RESOLVED that the minutes of 4 Feb 2019 be accepted and signed as a true record of the meeting.**

*Chairman signed the Minutes.*

Carried

03/598

Proposal:

#### **To Receive and Approve the Minutes of the Finance Committee Meeting 18 Feb 2019**

**Proposed by Councillor TC, seconded by Councillor AH, all in favour, and it was RESOLVED that the minutes of 18 Feb 2019 be accepted and signed as a true record of the meeting.**

*Chairman signed the Minutes.*

Carried

03/599

13/599.1

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

Action Plan noted.

03/600

#### **To Consider 3 Vacancies on parish council**

1 interested party attended the meeting to tonight.

03/601

03/601.1

03/601.2

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

HDC Cllr TS presented a verbal report.

*2 members of the public joined the meeting*

HDC Cllr SS presented a verbal report.

03/602

03/602.1

#### **Councillor email addresses and Committees & working parties**

The committees and working groups need new members to join. When 3 Vacancies on PC are filled this item will be removed from the Agenda.

PC

03/603

03/603.1

#### **Alconbury Weald, the Local Plan update and the Country Park**

T Slater presented a verbal report.

*Close the meeting*

1 resident expressed concerns re: The development at the Green End.

*Open the meeting*

03/604

03/604.1

03/604.2

03/604.3

#### **Planning**

To reinvigorate the Planning Committee, Cllr AH – carry this item forward to the next meeting.

TS is happy to assist.

Outstanding matters: Complaint PC wishes to make.

17/02513/FUL The erection of 3 x 4 bedroom dwellings, Land Opposite 91 Ermine Street Little Stukeley received.

A letter to be drafted by Cllr AH.

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

AH

TSP

- 03/604.4 Applications awaiting determination by HDC, list circulated to members.
- 03/604.5 New Application:
- 1) 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 – amended plans received 11 Feb 19, PC comments within 14 days  
Cllr AH declared a personal interest in this Agenda item.  
Recommend Refusal on the base that it is overdevelopment of the site in a low-density residential village setting.
- Proposal:** **Proposed by Councillor PT, seconded by Councillor TC, 1 abstention, all in favour, and it was RESOLVED that PC recommends Refusal to the above planning application.** **Carried**
- 2) Change of use of land to aggregate storage and erection of aggregate storage bays Site Address: Top Farm Alconbury Ermine Street Alconbury Reference: 19/00222/FUL – received 11 Feb 19, PC comments by 4 Mar 19  
Recommend Approval because it has no negative impact to the surrounding area.
- Proposal:** **Proposed by Councillor TP, seconded by Councillor SS, all in favour, and it was RESOLVED that PC recommends Approval to the above planning application.** **Carried**
- 3) Single storey flat roof rear extension and single storey pitched roof rear extension. Site Address: 2C Ermine Street Great Stukeley Huntingdon Reference: 19/00201/HHFUL  
No PC comments.
- 4) Proposed development for 3 dwellings Site Address: Land South West Of November Cottage Green End Great Stukeley Reference: 17/02261/FUL - *Revised plans (elevations, floor plans and site plans) received*  
Cllr PT declared a personal interest.  
PC agreed to recommend Refusal on the bases of the previous parish council recommendation to refuse. Additionally, the Parish Council are not satisfied with the information provided on the agricultural workers development area.
- Proposal:** **Proposed by Councillor TC, seconded by Councillor SS, 1 abstention, all in favour, and it was RESOLVED that PC recommends Refusal to the above planning application.** **Carried**
- 2 members of the public left the meeting.*
- 5) Application for approval of appearance, layout, landscaping and scale - in respect of the construction of 189 homes, pocket park, associated highways, landscaping and ancillary works (submitted under condition 15/18 of outline planning permission 1201158OUT). Site Address: Parcel 5 Senliz Road Alconbury Weald Reference: 18/02223/REM, amendments received on 22 Feb 19, comments within 21 day  
*TS, Planning Advisor, will look into this planning consultation and will email the Clerk the comments for PC consideration.*
- TS, Clerk  
PC
- 03/604.6 Neighbourhood Plan (NP) - Update on the Neighbourhood Plan, with recommendations for next steps  
*1 member of the public left the meeting*  
Cllr AH suggested to call a meeting to get people engaged. It was noted that people are interested. **AH**  
*TS left the meeting*
- 03/605**  
**03/605.1** **Finance – Budget Reports**  
Bank Balances, Cashbook and Bank reconciliation statement as at 31 Jan 19  
2 cashbooks presented to PC as well as two separate bank reconciliations carried: 1 for NatWest and 1 for Unity Trust.  
NatWest cashbook balance as at 31 Jan 19 £235,504.05  
Unity Trust cashbook balance as at 31 Jan 19 £11,990.44  
Clerk informed PC that the notification from NatWest regarding the closure of 3 PC accounts received today. Bank statements showing the final transfer and £0.00 balance received today.  
NatWest Bank balance as at 28 Feb 19 £0.00. Accounts Closed.  
Unity Trust bank balance as at 28 Feb 19 £293,098.79.  
PC to separate PC funds received in the form of Precept from:
- Reserves of £40,556.73
  - CIL funds available/ balance of £226,678.23 (after spending on the VHs and claiming back the VAT)
- 03/605.2 Income and Expenditure against the Budget Report up to 31 Jan 18 – noted.

*T R P.*

03/605.3 Change of banks: Unity Trust, update  
 Chairman and the Clerk went to the NatWest bank to meet the manager and questioned why the bank transfer did not happen yet. A chq transfer raised to Unity Trust by PC was accepted by the bank. The 2<sup>nd</sup> bank mandate which was hand delivered to the bank by the chairman, was lost. The 3<sup>rd</sup> mandate was provided to be filled in. Clerk obtained 3 signatures and hand delivered the mandate to NatWest. NatWest a/cs are now closed, as reported in the above Minutes No 03/605.1 and the remainder money transferred to Unity Trust by NatWest.

03/605.4 Lap top for PC use. The lap top purchased, software to be obtained.  
 PC need to obtain the Office for PC. Clerk to check with ex Cllr K Gasson which one to purchase - Business or Home Office 365.  
 Ex Cllr KG reported that he spoke to Microsoft support team who told it is OK to use an Office 365 Home account for the Parish Council's activities. The only issue is that PC would not get active support from Microsoft for that account and would have to rely on generic web support. Taking this as Microsoft's agreement PC can use the Home account. Clerk filed the email from Microsoft confirming the above for PC records.

03/605.5 The quote was approved by full PC at Feb meeting. Works to commence in Mar 19. To approve in advance the payment to Fenland Tree care (to be paid on the receipt of the Invoice at the end of Mar) £650 + VAT for removing the dead Elm trees from the side of the road and dispose all waste and £220 + VAT Plant 60 saplings and install stakes and tree guards

**Proposal:** **Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was RESOLVED that the payment for the approved works at Feb PC is to be made on the receipt of the invoice so it can be paid from 2018/19 PC budget.** **Carried**

03/605.6 To Finalise any outstanding issues raised by the Internal Auditor for 2017/18 financial year  
 PC checked step by step the Internal Auditor's recommendations. Thank you expressed to Cllr PT for sorting the Personnel and input in GDP Regulations.

03/605.7 Expenditure for approval 4 Mar 2019

Date	Chq No.	Payee and Description	Net	VAT	Total amount
4 Mar 19	190304.1	Wages Feb 19	-	-	£602.57
4 Mar 19	190304.2	HMRC Tax deductions from Clerk's wages Feb 19	-	-	£24.20
4 Mar 19	190304.3	Expenses on running cost of PC Feb 19	-	-	£40.91
4 Mar 19	190304.4	NEST pensions contribution Feb 19	-	-	£65.98
4 Mar 19	190304.5	E-ON Electricity Jan 19	121.02	6.05	£127.07
		2 <sup>nd</sup> Invoice for streetlighting for £130.82 received from E-ON for 01/02/19 – 28/02/19			
4 Mar 19	190304.6	E-ON Electricity Feb 19	124.59	6.23	£130.82
4 Mar 19	190304.7	Easiprint Mar 19 – awaiting the final bill for this Financial Year	-	-	£227.20
4 Mar 19	190305.8	CAPALC – Cllr training x 2 on 9 Feb 19	-	-	£150.00
4 Mar 19	190305.9	LSVH dates for the room hire for PC meetings	-	-	£to be confirmed
		Total Mar 19 Expenditure:	£245.61	£12.28	£1,368.75 (Payment to LSVH still to be added)

*TS left the meeting*

**Proposal:** **Proposed by Councillor TC, seconded by Councillor SS, all in favour and it was RESOLVED that the Invoices listed in 03/605.7 are to be paid.** **Carried**

03/605.8 CIL (Community Infrastructure Levy) funding spending, updated report circulated  
 1) GSVH and LSVH applications for CIL spending, outcome. Clerk created a spreadsheet listing all payments, VAT and balance. Email re: LSVH to full PC.  
 Waiting for the quotes  
 2) Quotes for bark replacement/ rubber matting – thick wet pour at LS Play Area  
 Quotes to be circulate by Cllr SS and overview will be provided at the same time.

SS

**03/606 Village Maintenance and Repairs**

03/606.1 General maintenance, issues and outcome

Cllr TP is working on the list of jobs to be carried in both parishes and will produce it for PC use.

TP

*TP*

- 03/607** **Highways Issues, Faults and Repairs**, to review outstanding issues  
03/607.1 It was reported that the state of Ermine Street is poor. Localized patching was carried by U&C contractor. PC agreed that next time the questions on how the end of the scheme will look like must be raised at the start of the project and developer has to be challenged while going forward.
- 03/608** **To consider updates and reports on current issues on the following:**  
03/608.1 Playing Fields:  
03/608.1.1 Play Areas: Visual Inspection reports for GS and LC Play Areas - monthly reports from Cllrs SB and TC. TC  
LS PA inspection is yet to be carried. SB  
03/608.1.2 Hedges cutting at LSVF  
Contractor cut the hedge last week. Invoice to come.  
To check the contract how many years still left.  
03/608.1.3 GSPF – The Football Club payment received in July 2018 for the coming season. PC to review the best use of the PF.
- 03/608.2 Rights of Way:  
Nothing to report.
- 03/608.3 Allotments:  
Allotment Association requested to have a portable toilet on site at the allotments. Clerk approached the Association asking for the costings and maintenance plan.
- 03/608.4 Website:  
Ex PC Cllr K Gasson agreed to carry on updating the PC website at no cost. PC thanked ex Cllr K Gasson.
- 03/608.5 Village Street Lighting:  
Nothing to report.
- 03/608.6 Parish Magazine  
03/608.6.1 Cllr SS was contacted by residents re: access to PC minutes as not everyone has access to internet to view the minutes on PC website nor wish to go to PC NBs to read them there. Clerk noted that this a statement is published in every issue of the magazine:  
*'Please note that the full set of Parish Council Minutes is displayed on the Notice Boards in both villages and on the Parish Council Website. A hard copy of the Minutes can be obtained either at the Parish Council Meeting or on the request from Ramune Mimiene, Clerk or Martyn Fox, the Editor of this newsletter'*.  
Clerk noted that she did not receive any requests so far. AH  
PC agreed to have a 3 months trial – to display copies of the Minutes at GSVH and NB (Cllr AH SS  
agreed to do it) and LS NB (Cllr SS agreed to do). Cllr AH will display copies at Ermine Street Church Academy too. PC to monitor.
- 03/608.6.2 It was brought to PC attention that the photograph on the front page in the magazine might not be appropriate in this month edition. Concerns also raised by the public regarding the articles as well.  
It was agreed by PC members to consider including more positive stories in the magazine. Cllr SS SS  
will do the 1<sup>st</sup> article. Cllrs to take turns. All
- 03/608.7 Training  
Cllrs AH and PT went to Councillor training run by CAPALC which they found very useful and would highly recommended to all new Cllrs.
- 03/608.8 Trees in the villages  
03/608.8.1 Tree belts maintenance, contractor informed, outcome  
Cllr TP spoke to the farmer. PC need clarification on weather PC are maintaining the area or not. Farmer will check the area and feedback to PC.  
03/608.8.2 The quote approved at Feb PC Minute No 02/582, works to be carried to Elm trees at GS.
- 03/609** **To consider the legislation re: Support and help to Churches**  
As stated at the last meeting, the Local Government Act 1894 expressly forbids contributions towards the church costs. Contributions cannot be made towards the fabric of the building.
- 03/610** **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**  
Ex Cllr K Gasson notified PC that he is seeking 2 more quotes. KG
- 03/611** **Relocation of the Village Sign**  
This issue is with U&C.

T R P.

**03/612**      **Correspondence – dealt with.**  
SPC were cc in the copy of the letter wrote by the resident and addressed to Breheny. Letter dated 26 Feb 19 was noted by PC.

**03/613**      **Councillors' questions**  
No questions raised.

*3 members of the public left the meeting*

**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.**

**03/614**      **To Receive and Approve the Minutes of the Personnel Council Meeting 25 Feb 19 and to Adopt the Training Policy for Staff and Councillors**

**Proposal:**      **Proposed by Councillor TC, seconded by Councillor PT, all in favour and it was RESOLVED**      **Carried**  
**that Personnel Minutes and Recommendations including Training Policy are approved.**

**03/615**      **Date of the next meeting:** The next meeting is on Mon 1 Apr 19 at LSVH  
Annual Parish Meeting and Annual Parish Council meeting are planned on Mon 13 May 19 at 7.15pm at Ermine Street Church Academy.

Meeting finished at 9.12pm.

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

1 Apr 19

\_\_\_\_\_  
Date



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