

THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

Clerk to the Council: -
Ms Ramune Mimiene
24 Manchester Road
Brampton
Huntingdon
PE28 4QF
01480 535265

31 May 2017

Dear Member,

You are hereby summoned to attend the **Annual Parish Council Meeting** which will be held on **Monday 5 June 2017 at 7.15pm** at **Great Stukeley Village Hall**, to deal with the following business:
Public and Press are invited to attend



Ms R Mimiene – Clerk & RFO
to The Stukeleys Parish Council
31 May 2017

NOTICE and AGENDA

15 MINUTE OPEN MEETING 7.15pm to 7.30pm

Members of the council will be available between 7.15pm and 7.30pm when members of the public can address the Council in an open surgery session. 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 so that the formal meeting is started promptly at 7.30pm.

- 06/234 To Receive and Approve Apologies and Reasons for Non Attendance**
- 06/235 To Elect a Vice Chairman (this item was deferred to Jun PC Meeting)**
- 06/236 Declarations of Interests for Members (Disclosable Pecuniary Interests)**
- 06/237 To Receive and Approve the Minutes of the Annual Parish Council Meeting 8 May 2017**
- 06/238 To Receive and Approve the Minutes of Personnel Meeting 22 May 17**
- 06/239 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)**
- 06/240 HDC and CCC Cllrs reports**
- 06/241 To consider Councillor Responsibilities**
- 06/242 Alconbury Weald**
- 06/243 Planning**
 - 06/243.1 Outstanding matters
 - 06/243.2 Applications determined by HDC
 - 06/243.3 Applications awaiting determination by HDC
 - 06/243.4 New Applications

17/00803/FUL, New dwelling 11 Pringle Way Little Stukeley Huntingdon PE28 4BH, extension for PC recommendations is provided by HDC till 6 Jun 17

Jennifer Thomas Consultancy Ltd: The Stukeley's Parish Neighbourhood Plan: Agreserves Land, hard copy of the letter with plans received. To approve the request to invite Jennifer Thomas Consultancy Ltd to the NPSG meeting

06/243.5 Consultations

06/243.6 Neighbourhood Plan

06/244 Finance – Budget Reports

06/244.1 Bank mandates, update.

06/244.2 Bank reconciliation statement as at 30 Apr 17

06/244.3 Income and Expenditure against the Budget Report up to 30 Apr 17

06/244.4 Note Income Received as at 30 Apr 17

06/244.5 To discuss and implement the recommendations made by the Internal Auditor for the Year Ended 31 Mar 17

06/244.6 Expenditure for approval 5 Jun 17:

As per minute 04/204.6 of Apr Parish Council meeting it was agreed to raise the chq to reimburse re: NP expenses. Therefore, the chq payment was raised to Cllr D Robinson, total amount of £125. Invoice received.

Date	Chq No.	Payee and Description	Amount
		It was agreed at Apr PC to reimburse NP expenses. Payment was raised on 22 May 17 at the receipt of Invoices.	
22 May 17	2041	Cllr D Robinson reimbursement re: Rent of GSVH, Alconbury Weald Academy and LSVH for NP meetings.	£125.00
		To approve further Payments:	
5 Jun 17	2042	R Mimiene, Clerk salary May 17	£450.11
5 Jun 17	2043	Expenses on running cost of the Council: May 17 monthly allowance £26.00, + Cartridge, Postage and Stationery £19.62	£45.62
5 Jun 17	2044	HMRC: Tax deductions from Clerk's salary May 17, payable to Post office Ltd	£36.80
5 Jun 17	DD	Pensions contribution 5% Clerk contribution £25.63 and PC contribution £25.63, total deducted £51.26 for Apr 17	£51.26
5 Jun 17	2045	Reimburse Cllr T Pinner re: parts for Play Area	£43.80
5 Jun 17	2046	Internal audit for 2016.17 – inspection & report for PC, Canalbs Ltd	£187.67
		Total Jun 17 expenditure:	£940.26

06/244.7 Outcome re: PC phone (to be used for streetlights faults reporting and possible contact number for the Parish Council)

06/245 To Review and Approve Policy documents

06/245.1 Standing Orders – deferred to Finance Committee

06/245.2 Financial Regulations – new model issued by NALC – deferred to Finance Committee

06/245.3 Assets Register – deferred to Finance Committee

06/245.4 To Approve Risk Assessments issued by Personnel Committee:

06/245.4.1 Parish Council Risk Assessment

06/245.4.2 Strimmer & Bush Cutter

06/245.4.3 Dog Warden

06/245.4.4 Highways Warden

06/245.4.5 Tree Warden

06/245.5 Financial Risk Assessment

06/245.6 To Approve Personnel Recommendations re: Staff Grievance Procedure and Staff Disciplinary Policy documents

06/246 Village Maintenance and Repairs

06/246.1 HDC: To consider the outstanding Environmental Maintenance request, email from HDC 12 Jan 17 request to confirm if the data regarding the land ownership is correct and request to provide details of maintenance regimes of PC sites in the table provided, including who carries out the work and the frequency of the work, *in progress*

06/247 Highways Issues, Faults and Repairs, to review outstanding issues;

06/248 To consider the request made by HDC Councillor T Hayward re: FW: FUTURE OF HDC TREE WARDEN CO-ORDINATOR

06/249 To consider updates and reports on current issues on the following:

06/249.1 Playing Fields

06/249.2 Rights of Way – diversion of a public right of way No 11

06/249.3 Traffic Group

06/249.4 To consider solutions to the regular issue of HGVs being mis-guided by their satnav to use Church Way, Little Stukeley to access RAF Alconbury, Cllr K Gasson

06/249.5 Allotments

06/249.6 Website

06/249.7 Village Street Lighting – further update

06/249.8 Parish Magazine – to approve the Agreement issued by Cllr Hobson

06/249.9 Training

06/250 Electronic storage of PC documents: IT Issues, Cllrs email addresses and Repository of Correspondence

06/251 Correspondence

06/252 Councillors' questions

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.

06/253 Date of the next meeting: Mon 5 Jul 2017 at 7.15pm at LSVH

Signed (Clerk) Ramune Mimiene



Date: 31 May 2017