

# **THE STUKELEYS PARISH COUNCIL**

CHAIRMAN: Terry Pinner

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

28 June 2017

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting** which will be held on **Monday 3 July 2017 at 7.15pm at Little 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  
28 Jun 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.**

**07/253 To Receive and Approve Apologies and Reasons for Non Attendance**

**07/254 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

**07/255 To Receive and Approve the Minutes of the Annual Parish Council Meeting 5 Jun 2017**

**07/256 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)**

**07/257 HDC and CCC Cllrs reports**

**07/258 To further consider Councillor Responsibilities**

**07/259 To discuss 1 Councillor Vacancy**

**07/260 Alconbury Weald, update by R Britton**

**07/261 Planning**

07/261.1 Outstanding matters

07/261.2 Applications determined by HDC

07/261.3 Applications awaiting determination by HDC

07/261.4 New Application:

17/00941/HHFUL Construction of a single storey rear extension 23 Church Way, Little Stukeley PE28 4BQ. HDC received further information in connection with this planning application, the notification from HDC received on 16 Jun 17.

07/261.5 Jennifer Thomas Consultancy Ltd: presentation on The Stukeley's Parish Neighbourhood Plan: Agreserves Land

07/261.6 Consultations

07/261.7 Neighbourhood Plan, update

**07/262 Finance – Budget Reports**

07/262.1 To note that Annual Return posted to external auditors, Notice of Public Rights of inspection of accounts is on PC NBs and website.

07/262.2 Bank mandates, further update.

07/262.3 Bank Balances, Cashbook and Bank reconciliation statement as at 31 May 17

07/262.4 Income and Expenditure against the Budget Report up to 31 May 17

07/262.5 To further discuss and implement the recommendations made by the Internal Auditor for the Year Ended 31 Mar 17

07/262.6 Expenditure for approval 3 July 17:

Date	Chq No.	Payee and Description	Amount
16 Jun 17	2049	<i>It was agreed to make a payment re: allotments at Jun PC. Payment now raised: Sovereign Chemicals Ltd: basecoat and topcoat for the communal cabin (2 more signatures required)</i>	£173.35
3 Jul 17	2050	Contribution to SLCC membership – split between all 7 Parish Councils according to the % of the hours contracted	£46.42
3 Jul 17	2051	R Mimiene, Clerk salary Jun 17	£450.31
3 Jul 17	2052	Expenses on running cost of the Council: Jun 17 monthly allowance £26.00, + Cartridge, Postage and Stationery £32.47	£58.47
3 Jul 17	2053	HMRC: Tax deductions from Clerk's salary May 17, payable to Post office Ltd	£36.60
3 Jul 17	DD	Pensions contribution 5% Clerk contribution £25.63 and PC contribution £25.63, total deducted £51.26 for Jun 17	£51.26
3 Jul 17	2054	Huntingdonshire District Council, Seminar: Tree Safety – Managing trees on Town & Parish Council owned land. Cllrs S Parkin and K Gasson.	£104.00
3 Jul 17	2055	Michael Newman, Flower Bed at Millennium Sign, LS	£42.50
3 Jul 17	2056	G Baker, Rodents in Allotments GS	£150.00
3 Jul 17	2057	E-ON Streetlighting May 17	£103.22
3 Jul 17	2058	Anglian Water, water bill for the Allotments	£14.86
		<i>Total Jul 17 Expenditure:</i>	£1,230.99
		<i>To Approve in principle Aug 17 payments: Payroll will only be carried at the of Jul therefore tax deductions might vary</i>	
7 Aug 17	2059	Clerk salary July 17 – <i>to be confirmed</i>	Around £36.60
7 Aug 17	2060	Clerk expenses July 17 – <i>to be confirmed</i>	Around £450.31
7 Aug 17	DD	Pensions contribution 5% Clerk contribution £25.63 and PC contribution £25.63, total deducted £51.26 for Jul 17	£51.26
		<i>Total Aug 17 expenditure:</i>	£538.17

07/262.7 Further outcome re: PC phone (to be used for streetlights faults reporting and possible contact number for the Parish Council), Cllr D Robinson

**07/263 To Review and Approve Policy documents**

07/263.1 Standing Orders – deferred to Finance Committee

07/263.2 Financial Regulations – new model issued by NALC – deferred to Finance Committee

07/263.3 Assets Register – deferred to Finance Committee

07/263.4 Financial Risk Assessment – deferred to Finance Committee

**07/264 Village Maintenance and Repairs**

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, with Cllr TP, *in progress*

**07/265 Highways Issues, Faults and Repairs, to review outstanding issues;**

07/265.1 To discuss the Issues raised re: Choking of grass verge, Little Stukeley

07/265.2 To discuss and get PC approval to clean 2 bus shelters and clean out troughings in Great Stukeley. The 'Tumulus' Sign needs cleaning too, Cllr T Pinner

**07/266 Freedom of Information request**

**07/267 To consider updates and reports on current issues on the following:**

07/267.1 Playing Fields

07/267.2 Rights of Way – diversion of a public right of way No 11

07/267.3 Traffic Group

07/267.4 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 P Hobson

07/267.5 Allotments

07/267.6 Website

07/267.7 Village Street Lighting – further update

07/267.8 Parish Magazine – to discuss and approve Magazine working group recommendations, documents issued by Cllr Hobson

07/267.9 Training

**07/268 Electronic storage of PC documents: IT Issues, Cllrs email addresses and Repository of Correspondence**

**07/269 To consider HDC offer to install Textile banks**

**07/270 Correspondence**

**07/271 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.*

**07/272 Date of the next meeting: Mon 4 Sep 2017 at 7.15pm at GSVH**

Signed (Clerk) Ramune Mimiene



Date: 28 June 2017