

THE STUKELEYS PARISH COUNCIL

CHAIRMAN: Terry Pinner

Clerk to the Council: -
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8 May 2019

Dear Member,

You are hereby summoned to attend the **ANNUAL Parish Council Meeting** which will be held on **Monday 13 May 2019** at **Ermine Street Church Academy** following the **Annual Parish Meeting/Assembly** to deal with the following business:
Public and Press are invited to attend.



Ms R Mimiene – Clerk & RFO
to The Stukeleys Parish Council
8 May 2019

NOTICE and AGENDA

15 MINUTE OPEN MEETING

Members of the council will be available at the beginning of the meeting 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 after.

05/635 Elect a Chairman

05/636 Elect a Vice - Chairman

05/637 To Receive and Approve Apologies and Reasons for Non Attendance

05/638 To Review and Approve PC Code of Conduct

05/638 Declarations of Interests for Members (Disclosable Pecuniary Interests)

05/639 To Receive and Approve the Minutes of the Parish Council Meeting 1 April 2019

05/640 Matters arising from those Minutes and previous meetings (*action plan circulated to members*)

05/641 To Consider Co-option to fill 1 Vacancy on Parish Council, 1 Application received.

05/642 HDC and CCC Cllrs reports

05/643 To finalise and Approve Councillor e-mail Addresses and Committees plus Working parties for 2019/20

05/644 Alconbury Weald, update

05/645 Planning

05/645.1 Planning Committee, outcome

05/645.2 Outstanding matters – list attached. Planning Application 17/02513/FUL. Further PC

Ramune Mimiene

The Stukeleys Parish Council

actions and outcome, Cllr A Hallihan

05/645.3 Applications determined by HDC – list attached

05/645.4 Applications awaiting determination by HDC – list attached

05/645.5 New Applications:

- 1) Residential development (2 dwellings) Site Address: Land East Of Manor House Owl End Great Stukeley Reference: 19/00841/PIP
- 2) 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
- 3) New signage and lighting Site Address: Stukeley Country Hotel Church Road Great Stukeley Reference: 19/00600/LBC – *received 11 Apr 19*
- 4) 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 Site Address: Building 252 RAF Alconbury Ermine Street Reference: 18/01217/FUL – *received 4 Apr 19*
- 5) Conditional Information for 1201158OUT: Condition 9: Amended Key Phase 1. Condition 10: Amended Key Phase Framework a) Design Code b) Indicative Sequencing Plan c) Archaeological Investigation d) School Site Plan e) Key Phase Transport Assessment f) Key Phase Travel Plan & Mitigation Strategy g) Delivery Plan h) Site Wide Strategy Supplements (Water, Ecology & Code of Construction Practice) and i) Sustainability Statement. Site Address: Alconbury Airfield Ermine Street Little Stukeley Reference: 19/80094/COND – *Note: Extension provided by HDC till after PC May's meeting. Draft Response put together and circulated to full PC for the approval*
- 6) Erection of two-storey Cambridgeshire County Council Civic Hub (4,219sq.m GEA), comprising office space with an ancillary multi-function meeting area (to include Full Council Member Meetings), support space, a staff break-out area, with provision of vehicular and cycle parking, and associated landscaping to site. Location: Cambridgeshire County Council Civic Hub, Ermine Street, Alconbury Weald, PE28 4WX Application No.: H/5005/19/CC – *received 23 Apr 19*
- 7) Ermine Street Plan HU1 By Savills

05/645.6 Neighbourhood Plan: Update on the Neighbourhood Plan, with recommendations for next steps

05/646 Finance – Budget Reports

05/646.1. To Approve Year End Accounts: Bank Balances, Cashbook, Income and Expenditure against the Budget Report and Year End Bank reconciliation to 31 Mar 19

05/646.2 To Review PC Assets list: Addition during 2018/19 financial year was a purchase of PC lap top for £759.05

05/646.3 To Approve Annual Governance and Accountability Return (AGAR) 2018/19

05/646.3.1 To Approve Section 1 Annual Governance Statement 2018/19

05/646.3.2 To Approve Section 2 Accounting Statements 2018/19

05/646.3.3 To Approve Explanation of Variance Form and Reserves list 2018/19

05/646.3.4 To Note the commencement date of the period for the exercise of public rights

05/646.4 Lap top for PC use – software to be obtained

05/646.5 Internal Auditor visit set for 15 May 19: Report for 2018/19

05/646.6 To further consider the Account Package for PC use, several options to choose for, quotes

05/646.7 To Approve Insurance Cover, PC can choose from 1 Year Premium for £1,063.14 or Long Term Agreement Premium for £1,012.48.

05/646.8 To note the receipt of 1st part of Precept of £23,079.00

05/646.9 To note bank balance as at 30 Apr 19 £312,459.92 (updated Cashbook and Income and Expenditure report for the period of 1 to 30 Apr 19 circulated to PC prior to the meeting)

05/646.10 Expenditure for approval 13 May 2019

Date	Chq No.	Payee and Description	Net	VAT	Total amount
13/05/19	190513.1	Clerk's wages Apr 19	£612.94	-	£612.94
13/05/19	190513.2	HMRC: tax deductions Apr 19	£26.60	-	£26.60
13/05/19	190513.3	NEST: Pensions contribution Employer and Employee Apr 19	£74.05	-	£74.05
13/05/19	190513.4	Clerk's expenses on running cost of PC Apr 19	£34.52	-	£34.52
13/05/19	190513.5	Ridyard's: Villages maintenance incl Hedge works £1,008.00 & maintenance Apr 19 £1,140.00	£840.00+ £950.00= £1,790.00	£168.00 +£190.0 0= £358.00	£1,008.00 +£1140.0 0= £2,148.00
13/05/19	190513.6	E-ON Electricity Mar 19 (monthly bill for PC streetlights) £137.94 and Apr 19 £140.16	£271.43	£13.57	£285.00
13/05/19	190513.7	Wave: Anglain Water, water charges Allotments GS	£11.84	-	£11.84
13/05/19	190513.8	CAPALC: membership 1 Apr 19 to 31 Mar 20 £383.73 + GDP membership £50.00	£433.73	-	£433.73
13/05/19	190513.9	BT: reimburse K Gasson	£37.12	-	£37.12
13/05/19	190513.10	Easiprint	£266.40	-	£266.40
13/05/19	190513.11	Viking: Cartridge black x 2	£34.09	£6.82	£40.91
13/05/19	190513.12	Hiscox Insurance cover 1 Jun 19 to 31 May 20 – PC to agree the short or long term agreement	£1,012.48	-	£1,012.48
		Total May 19 Expenditure:	£4,605.20	£378.39	£4,983.59

05/646.11 CIL (Community Infrastructure Levy) funding spending, updated report circulated

- 1) GSVH and LSVH applications, update and outcome.
- 2) Quotes for bark replacement/ rubber matting – thick wet pour at LS Play Area, Cllr S Smith

05/647 To Review and Approve Policy and other PC documents (yearly procedure)

05/647.1 New Model of Standing Orders issued in 2018 by NALC including GDPR

05/647.2 Risk Assessments and arrangements for insurance cover

05/647.3 Financial Risk Assessment – approve with the amendment suggested by the Finance Committee (Budget has to be set by RFO together with the Finance Working Group)

05/647.4 Complaints Procedure

05/647.5 Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 – Review Freedom of Information document

05/647.6 Disability Access policy

05/647.7 Staff Grievance Procedure and Staff Disciplinary Policy

05/647.8 Dispensation Procedure

05/647.9 Voluntary and Community Sector Grants Policy

05/647.10 Training Statement of Intent – now changed into Policy

05/647.11 Membership of other Bodies

05/648 Village Maintenance and Repairs

05/648.1 General maintenance, issues and outcome

05/649 Highways Issues, Faults and Repairs, to review outstanding issues;

05/649.1 HGV parking on the slip road outside Top Farm on the old A1, outcome

05/650 To consider updates and reports on current issues on the following:

05/650.1 Playing Fields:

05/650.1.1 Play Areas: Visual Inspection reports for GS and LC Play Areas - monthly reports from Cllrs SB and TC.

05/650.1.2 To Consider reinstating the damaged Fence at the GS Playing field

05/650.2 Rights of Way

05/650.3 Allotments

05/650.4 Website

05/650.5 Village Street Lighting

Street Lighting Policy - Consultation received from CCC 2 Apr 19

05/650.6 Parish Magazine – Update

05/650.7 Training

05/650.8 Trees in the villages:

05/650.8.1 Tree belts maintenance, outcome

05/650.9 Issues with Defibrillators reported, required details submitted

05/651 To consider the legislation re: Support and help to Churches

05/652 Electronic storage of PC documents: IT Issues and Repository of Correspondence

05/653 Relocation of the Village Sign, with U&C

05/654 Correspondence

05/655 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.

05/656 Date of the next meeting: The next meeting is on Mon 3 Jun 19 at LSVH

Signed (Clerk) Ramune Mimiene



Date: 8 May 2019