



CHAIRMAN: Terry Pinner

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29 April 2020

Dear Member,

You are hereby summoned to attend **The Stukeleys Parish Council Meeting** which will be held on **Monday 4 May at 7.15pm – PLEASE NOTE IT IS AN ON-LINE MEETING ONLY** to deal with the following business:  
**Public and Press are invited to attend.**

Ms R Mimiene – Clerk & RFO  
to The Stukeleys Parish Council  
29 April 2020

## **NOTICE and AGENDA**

If public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to [clerk@thestukeleys-pc.gov.uk](mailto:clerk@thestukeleys-pc.gov.uk).

Due to the Coronavirus the Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on **4 April**. They apply to local authority meetings that are required to be held, or held, before 7 May 2021.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

### **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.**

### **05/806 To Receive and Approve Apologies and Reasons for Non Attendance**

### **05/807 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

05/807.1 To Review Code of Conduct

**05/808 Coronavirus:** The Stukeleys PC put an Emergency PC Plan in place for continuation of Essential Work of the Parish Council during the period of Coronavirus. The document was agreed by Councillors by email. It was agreed to ratify the document at the next public meeting available.

### **05/809 Proposal to have a PC Meeting in August if needed.**

**To discuss the way forward re the future meetings.** The requirement to hold the Annual Parish Council Meeting was removed. This means that Chair and Vice Chair and all Committees/Working Groups will carry on into the new Financial Year. PC also agreed to postpone the Annual Parish Meeting/Assembly this year.

**05/810 To Receive and Approve the Minutes of the Parish Council Meeting 2 March 2020**

**05/811 Matters arising from those Minutes and previous meetings** (*action plan circulated to members*)

**05/812 To Receive and Approve the Minutes of the Finance Working Group meeting 9 March 2020**

**05/813 HDC and CCC Cllrs reports**

**05/814 Alconbury Weald, update:** Ermine Street Safety Audit and Other Matters

**05/815 Planning**

05/815.1 Applications determined by HDC – list attached

05/815.2 Applications awaiting determination by HDC – list attached

05/815.3 New Applications:

- 1) Proposed raising part of existing roof to create usable loft space for habitable use.  
Site Address: Orchard Lea Montagu Road Great Stukeley Reference: 20/00678/HHFUL – received 23 Apr 20
- 2) 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 - Revised plans and documents received amending the site plan and operations plan, comments within 21 days from 20 Apr 20
- 3) Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of mixed-use community facility and cricket pavilion (Use Class D1/D2) with car parking, landscaping, drainage and all associated works. Site Address: Alconbury Airfield Ermine Street Little Stukeley Reference: 19/02618/REM
- 4) Replacement of existing roof covering, fascias, soffits and rainwatergoods Site Address: Church Of Jesus Christ Of Latter Day Saints Ermine Street Great Stukeley Reference: 20/00373/FUL – extension provided by HDC by 7 Apr 20, PC submitted comments.

*Note: PC recommended approval. Comments submitted to meet the deadline and in accordance to the Emergency Plan approved by PC.*

05/815.4 Allocation HU1: Land North of Ermine Street owned by Savills

05/815.5 Neighbourhood Plan: Update by Cllr A Hallihan

**05/816 Finance – Budget Reports**

05/816.1. Bank Balances, Cashbook and Bank Reconciliation for Feb and Mar 2020 carried

05/816.2 Income and Expenditure against the Budget Report to 31 Mar 2020

05/816.3 To approve the Year End Bank Reconciliation for the period of 1 Apr 2019 to 31 Mar 2020

05/816.4 Notification from HDC received re PARISH PRECEPT 2020/21 first part payment of £26,681.00 to be received

05/816.5 PC are now working on Income and Expenditure basis (previously Receipts and Payments). Clerk issued the reports for this meeting using the new system. Cllr T Close, Chairman of Finance Working Group, is able to overlook the accounts and check the reports on Edge.

05/816.6 PC Insurance renewal documents received. Finance committee reviewed the Policy.

05/816.7 Update on Internal and External audit

**05/816.7.1 Internal audit**

Options for completing the Independent Internal Audit and the signing of the AGAR forms for submission to the external Auditors

**05/816.7.2 External Audit dates**

PC fall into basic Level Review AGAR Part 3, as last year.

Following NALC's engagement with government around local council audit timeframes final regulations are due to be made the week commencing 6 April which will extend the statutory audit deadlines for 2019/20. It is proposed that:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed.

**Littlejohn confirmed the Submission deadline** for the receipt of the approved AGAR and supporting documentation is **Friday 31 July 2020**.

05/816.8 PC Application for the Corporate Multipay Card with a monthly spending cap of £500.00 needs signing at the next face to face PC meeting.

**To Approve Financial Management Policy: Risk Assessment – Debit/Credit card**

05/816.9 To further discuss the Drop Box storage, Cllr B Parkyn

05/816.10 To note the Expenditure made by PC as agreed by email on 23 Mar 2020: proposal made by Cllr TP, approved by PC

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT
23/03/2020		200323.9	BEAM	Villages maintenance 1st payment a/c no 01002				1,200.00	£192,208.22	

05/816.11 Expenditure for Approval 6 April 2020: The Payments for Sanction list was circulated to PC by email. These payments have now been made in accordance with the PC Emergency Arrangements. The Payments for Sanction list was issued using the new accounting programme. April payments total amount was £3,656.21. **Recommendation:** Clerk to circulate the Payments for Sanction list to full council with the Agenda as usual. **Proposal:** The detailed list of Confidential items not to go on the Agenda. The hard copy of staff and related payments will be available for PC to inspect at the meeting.

ExpTno	Cheque	Ledger date	Gross	Heading	Transaction Details	Cheque Total
3	BACS2004 06MDFlooring	12/03/20	£1,684.80	7050/5	M & D Flooring - GSVH repairs using CIL funds	<b>1684.8</b>
2	BACS2004 06Viking1	19/03/20	£87.04	2030	Viking - Cartridge and paper	<b>87.04</b>
4	BACS2004 06Easiprint1	19/03/20	£246.00	6050	Easiprint Ltd - Printing of the magazine	<b>246</b>
5	BACS2004 06Easiprint2	19/03/20	£246.00	6050	Easiprint Ltd - Printing of the magazine	<b>246</b>
1	BACS2004 06CAPALC	01/04/20	£513.38		CAPALC - Membership including DPO scheme	<b>513.38</b>
1.1			£463.38	6000/1	CAPALC main membership	
1.2.			£50.00	6000/1	DPO scheme	
10	BACS2004 06BTbill	05/04/20	£81.55	8000/3	BT - Usage charges	<b>81.55</b>
	<b>Sub Total</b>		<b>£3,372.15</b>			
			<b>£797.44</b>		Confidential	
	<b>Total</b>		<b>£ 3,656.21</b>			

05/816.12 Expenditure for Approval list circulated to PC by email: To Approve 4 May 2020 Payments for Sanction.

ExpTno	Cheque	Ledger date	Gross	Heading	Transaction Details	Cheque Total
13	Reimbursement TPinner	27/04/2020	£288.30		Terry Pinner - Reimbursement	<b>288.30</b>
13.1				£258.30 7000/2	Purchase of 2 Silhouettes	
13.2				£30.00 7000/2	Flowers to the Volunteer	
17	BACS2005 04ErmineStr	27/04/2020	£39.00	5000/3	Ermine Street Church Academy - Hire of the room for the PC meeting 3 Feb 20	<b>39.00</b>
18	BACS2005 04Came&C omp	27/04/2020	£1,050.98	3000	Came & Company Local Council Insurance - PC Insurance Cover to 31/05/2021	<b>1050.98</b>
19	BACS2005 04BEAM	27/04/2020	£1,200.00	4080	BEAM - Grass Cutting 06.04.20	<b>1200.00</b>
23	BACS2005 04Easiprint	27/04/2020	£252.00	6050	Easiprint Ltd - Parish magazine	<b>252.00</b>
21	BACS2005 04TClose	29/04/2020	£14.39	1040	Tim Close - Reimbursement re Zoom	<b>14.39</b>
22	BACS2005 04BEAM2	29/04/2020	£1,200.00	4080	BEAM - Village grass cutting 27.04.20	<b>1200</b>
	<b>Sub Total</b>		<b>£4,044.67</b>			
			<b>£763.70</b>		Confidential	
	<b>TOTAL:</b>		<b>£4,808.37</b>			

05/816.13 CIL (Community Infrastructure Levy) funds; update

05/816.13.1 GSVH and LSVH applications, update and outcome.

05/816.13.2 Redeveloping of GS PF into recreation park, Cllrs T Pinner and T Close

**05/817 To Review Standing Orders: To Approve the addition regarding the remote PC meetings**

**05/818 To Review and Approve Financial Regulations**

**05/819 To Review and Approve Risk Assessments General and Financial**

**05/820 To Review and Approve Complaints Procedure**

**05/821 To Review and Approve the Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998**

**05/822 To Review and Approve The Accessible Access Policy**

**05/823 Staff Grievance Procedure and Staff Disciplinary Policy**

**05/824 Dispensation Procedure**

**05/825 Village Assets: Maintenance and Repairs**

05/825.1 Maintenance of Open Spaces: Village maintenance/grass cutting works are being carried

05/825.2 Little Stukeleys Notice Board: Quotes by Cllr S Smith.

05/825.3 Bins in the villages: Bin at Little Stukeley Play Area agreed to be emptied by HDC and a new bin to be installed at the GS Allotment gardens entrance, update.

05/825.4 To Consider Bus Stop Adoption - Parish Council were approached by U&C about the bus stop going in Ermine Street, just to the north of the Swynford Road junction on Ermine Street, by the Primary School

U&C informed PC that all of the on site bus stops will remain U&C responsibility to manage and maintain, but this one sits within the Highways Boundary. County Council will not take on the responsibility for managing this. Therefore u7C approached the Stukeleys PC asking would the Parish Council be willing adopt the subject bus shelter and be the management body for this stop. As it was intended that Cambridgeshire County Council would adopt this, there is a commuted sum set aside for maintenance which according to U&C County would pass onto the parish Council.

**Proposal:** To consider this and confirm if the Parish Council are happy to be the nominated management body for the bus stop, assuming SPC would be supported by a commuted sum

**05/826 Highways Issues, Faults and Repairs, to review outstanding issues;**

05/826.1 HGV parking on the slip road outside Top Farm on the old A1 - Highways working group, update by Cllr A Cull

05/826.2 Ermine Street Improvement Scheme, outcome

05/826.3 To consider the road surface issues raised by the residents at the end of Pringle Way specifically outside number 22, 24 and 33.

05/826.4 Gateway features for both villages

05/826.5 To Note The Stukeleys Highway Resurfacing project: LHI application submitted to County Council, report by Cllr T Close

**05/827 To consider updates and reports on current issues on the following:**

05/827.1 Playing Fields:

05/827.1.1 Play Areas: Visual Inspection reports for GS and LC Play Areas - monthly reports carried by Cllrs SB and TC.

5 Apr 2020: Great Stukeley Play Equipment at GS Playing Field was fenced off with safety mesh, Cllr TC to report

7 Apr 2020 – Cllr S Smith isolated LS Play Area

Cllr TC informed U&C and sought what actions did they take at AW.

05/827.1.2 LSPA play equipment repairs carried, awaiting the Invoice

05/827.2 Rights of Way

05/827.3 Allotments

05/827.4 Website: Website accessibility as per new Guidelines <https://www.gov.uk/guidance/makyour-website-or-app-accessible-and-publish-an-accessibility-statement>

Cllr Parkyn to present 3 quotes for website design and hosting

05/827.5 Village Street Lighting

05/827.6 Parish Magazine

05/827.7 Training - Training – Share the Vision, Shape the Future, Annual Conference Thursday 26th November 2020

**Proposal: To approve Cllrs T Close and S Smith to go on this training, cost per person is £75.00.**

05/827.8 Trees in the villages

05/827.9 Salt bins in the villages

05/827.10 Defibrillations – To consider the maintenance and regular checks, the new pads now ordered for both defibrillators

**05/828 Vexatious Complaints Policy, Cllr P Tuck**

**05/829 Correspondence received**

**05/830 Meeting dates for 2020 – so far PC are holding on-line meetings only**

**The days listed below are the regular meeting dates set last year:**

Mon 4 May – Annual Parish Meeting/Assembly at 7.15pm and Annual Parish Council Meeting to follow - Ermine Street Church Academy – Both meetings now cancelled/postponed

Mon 1 Jun – GSVH – to be confirmed if online one

Mon 6 Jul – LSVH

Mon 7 Sep – Ermine Street Church Academy

Mon 5 Oct – GSVH

Mon 2 Nov – LSVH

Mon 7 Dec – Ermine Street Church Academy

**05/831 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.*

**05/832 Date of the next meeting:** The next meeting on Mon 1 Jun 2020 – venue to be confirmed

Signed (Clerk) Ramune Mimiene



Date: 29 April 2020