

CHAIRMAN: Terry Pinner

Clerk to the Council: -  
Ms Ramune Mimiene  
14 Low Road  
Little Stukeley  
Huntingdon  
PE28 4BA  
07596 891618  
[clerk@thestukeleys-pc.gov.uk](mailto:clerk@thestukeleys-pc.gov.uk)  
<https://www.thestukeleys-pc.gov.uk/>

1 July 2020

Dear Member,

You are hereby summoned to attend **The Stukeleys Parish Council Meeting** which will be held on **Monday 6 July 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  
1 July 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) 24 hours before the meeting.

*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.*

### **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.**

### **200706/18 To Receive and Approve Apologies and Reasons for Non Attendance**

### **200706/19 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

New Model Code of Conduct Consultation issued by NALC is open for PC comments till 17<sup>th</sup> Aug 2020

*The Local Government Association (LGA) has launched a [consultation](#) on a new [model member code of conduct](#).*

*High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.*

*NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new [model member code of conduct](#) and respond to the LGA [consultation](#) before the deadline of 17 August 2020*

### **200706/20 Coronavirus, update**

Meetings will continue remotely until further notice.

#### **1) Proposal: To agree the date for the Annual Parish Meeting/ Assembly**

*'NALC's LTN LO1-20 on the-Local-Authorities-and-Police-and-Crime-Panels-Coronavirus-Flexibility-of-Local-*

*Authority-and-Police-and-Crime-Panel-Meetings-England-and-Wales-Regulations-2020 - it is clear that the Annual Parish Meeting (meeting of the electorate) is not mentioned therefore CAPALC advised PC that there are no changes to it'*

- 2) Additional PC meeting 3 Aug 2020 – PC agreed to have this provisional meeting if needed, to be confirmed

**200706/21 To Receive and Approve the Minutes of the Parish Council Meeting 1 June 2020**

**200706/22 Matters arising from those Minutes and previous meetings** (*action plan circulated to members*)

**200706/23 HDC and CCC Cllrs reports**

**200706/24 Alconbury Weald, update:** Ermine Street Safety Audit and Other Matters

**200706/25 Planning**

200706/25.1 Applications determined by HDC – list attached

200706/25.2 Applications awaiting determination by HDC – list attached

200706/25. 3 New Applications:

200706/25.3.1 T1 Oak: the following work is proposed to increase light levels and improve the appearance of the tree

Remove minor growth up to 100mm diameter from stem and main scaffold up to 6-7 metres

Remove lower section of lowest branch on western side Site Address: The Snowdrops Owl End Great Stukeley

Reference: 20/00872/TREE – comments by 30 Jun 20

200706/25.3.2 To note: Cllr TC registered to speak at DMP meeting on 22 Jun 20 re: Planning Consultation ref. 19/02611/FUL Land at 74 Owl End Great Stukeley.

200706/25.3.3 Outline planning application for the phased development of up to 648 dwellings with associated public open space, services and other ancillary infrastructure with all matters reserved except for the means of access Site Address: Land North West Of Ermine Business Park Ermine Street Great Stukeley Reference: 20/00847/OUT - *Extension by HDC provided till 17 Jul. summary of the St Johns Land application for members provided by Planning Advisor.*

200706/25.4 Neighbourhood Plan: Cllrs A Hallihan and T Close, report issued by Cllr TC circulated to PC

**200706/26 Finance – Budget Reports**

200706/26.1 The Parish Council Financial Regulations 2.2 state:

*On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council/Finance Committee.*

**Proposal: To nominate a Councillor who is not a chairman to verify the bank statements against the bank reconciliations produced by the Clerk/RFO**

200706/26.2 To Note Bank Balances, Cashbook, Bank Reconciliation and Budget Reports for Apr and May 2020

200706/26.3 To Approve Annual Governance and Accountability Return (AGAR) 2019/20 Part 3:

200706/26.3.1 To Approve Section 1 Annual Governance Statement 2019/20

200706/26.3.2 To Approve Section 2 Accounting Statements 2019/20

2007/06/26.3.3 To Approve Explanation of Variance Form and Reserves list 2019/20

200706/26.4 Drop Box storage purchase is postponed till PC signs the documentations for the card set up, Cllr B Parkyn

200706/26.5 To Approve Payment for Sanction (from CIL funds) already made by PC on 12 Jun 2020 (The 2<sup>nd</sup> half of the payment made on completion of the works, the full amount approved by PC earlier)

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
32	BACS2006 12RogerHyde	£1,650.00	12/06/20	£1,650.00	£0.00	1650	Roger Hyde Wood Floor - Balance Invoice GSVH
		£1,650.00		£1,650.00	£0.00		

**200706/26.6 To Approve Payments for Sanction as at 6 July 2020:**

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
48	BACS2007 06E- ON_Jan20	£137.94	01/02/20	£144.84	£6.90	144.84	E-On - Streetlighting energy Jan 2020
49	BACS2007 06E- ON_Feb20	£129.04	01/03/20	£135.49	£6.45	135.49	E-On - Streetlighting energy Feb 2020
47	BACS2007 06E- ON_Mar20	£137.94	01/04/20	£144.84	£6.90	144.84	E-On - Streetlighting Energy March 2020
45	BACS2007 06Wave	£11.93	05/04/20	£11.93	£0.00	11.93	Wave - Water Charges Allotments
50	BACS2007 06E- ON_Apr20	£133.49	02/05/20	£140.16	£6.67	140.16	E-On - Streetlighting energy Apr 2020
44	BACS2007 06TC	£14.39	28/05/20	£14.39	£0.00	14.39	Tim Close - Reimbursement Re Zoom
46	BACS2007 06E- On_May20	£137.94	01/06/20	£144.84	£6.90	144.84	E-On - Streetlighting Charges May 2020
43	BACS2007 06Easiprint1	£237.80	09/06/20	£237.80	£0.00	237.8	Easiprint Ltd - Magazine Jun 2020
42	BACS2007 06BEAM3	£450.00	26/06/20	£450.00	£0.00	450	BEAM - Grass cutting 17.06.2020
33	BACS2007 06_3DPlann in	£250.00	28/06/20	£300.00	£50.00	300	3D Planning LTD - Planning Consultance Services: St Johns land Ermine Str
34	BACS2007 06GamesRo om	£3,273.33	28/06/20	£3,928.00	£654.67	3928	Games Room Company - Outdoor Static Table Tennis tables x 2
39	BACS2007 06LSPA	£600.00	28/06/20	£720.00	£120.00	720	Wicksteed Leisure Ltd - Repair of swings LSPA
40	BACS2007 06BEAM1	£450.00	28/06/20	£450.00	£0.00	450	BEAM - Grass cutting 28.05.2020
41	BACS2007 06BEAM2	£750.00	28/06/20	£750.00	£0.00	750	BEAM - Grass cutting 08.06.2020
51	BACS2007 06BEAM4	£1,200.00	29/06/20	£1,200.00	£0.00	1200	BEAM - Grass cutting 29.06.2020
	Confidential payments	£764.10		£764.10		£764.10	
		<b>£8,677.90</b>		<b>£9,536.39</b>	<b>£858.49</b>		

**200706/26.7 To Approve additional Payments for Sanction 6 Jul 2020:**

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
53	BACS2007 06GeckoWebs	£300.00	30/06/20	£300.00	£0.00	300	Gecko Webs - Website, web hosting and content transfer
54	BACS2007 06Easiprint2	£246.00	01/07/20	£246.00	£0.00	246	Easiprint Ltd - Magazine printing July 2020
		£546.00		£546.00	£0.00		

200706/26.8 To Approve the renewal of ICO (Information Commissioner's Office) GDPR/ Data Protection fee:

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
55	BACS2007 06ICO	£40.00	01/07/20	£40.00	£0.00	40	ICO - Data protection renewal
		£40.00		£40.00	£0.00		

**Proposal: To sign a Direct Debit for ICO (Information Commissioner's Office) GDPR/ Data Protection fee so that payments is never missed as renewal falls in August and Parish Council usually do not meet in August**

200706/26.9 The PC have a provisional meeting booked for 3 Aug 2020, if that meeting is not going ahead, to Approve August payments, associated payments and regular village maintenance.

200706/26.10 CIL (Community Infrastructure Levy) funds; update

*To Note the Committed CIL funds:*

- *Committed CIL spending on Little Stukeley Village Hall for the additional meeting room and redesign of toilets to incorporate accessible toilets to be considered – CIL funds required up to 50k (approved at May 20 PC)*
- *Committed CIL spending: LHI Ermine street, GS - PC contribution £15,000 (approved at May 20 PC)*

200706/26.10.1 To agree the purchase of Outdoor Static Table Tennis Tables x 2 (one for GSPF and one for LSPF) Table tennis

Cllrs TC and TP and the Clerk reviewed the quotes/estimates received. The preferred Quote is by GameRoom Company.

**Proposal to purchase 2 Outdoor Table Tennis Tables for the amount of £3,928.00 Gross.**

200706/26.10.2 GSVH and LSVH applications, update and outcome.

200706/26.10.3 The Stukeleys Pocket Park Project: Redeveloping of GS PF into Recreation park/ Pocket park, Cllrs T Pinner and T Close

Summary of quotes prepared for the overall landscape strategy plan suitable for planning purposes include: Footpath /circulation walk, Dog exercise zone, Basketball area, child's kick around area, exercise points, table tennis zone, BBQ area and boundary enhancements. Quotes circulated to PC.

**Proposal: To approve the best quote for the redevelopment of the GSPF into the Pocket Park.**

200706/26.10.4 To consider providing support for the Community Room establishment for the residents use at the LS Church, Cllr S Smith to report

## 200706/27 Village Assets: Maintenance and Repairs

200706/27.1 Maintenance of Open Spaces, update

200706/27.2 Little Stukeleys Notice Board: Quotes by Cllr S Smith.

200706/27.3 Bins in the villages: Bin at Little Stukeley Play Area is now being emptied by HDC and a new bin installation at the Great Stukeleys Allotment gardens entrance was requested, update.

200706/27.4 Bus Stop Adoption; further steps

## 200706/28 Highways Issues, Faults and Repairs, to review outstanding issues;

200706/28.1 HGV parking on the slip road outside Top Farm on the old A1 - Highways working group, update by Cllr A Cull

200706/28.2 Ermine Street Improvement Scheme, Ermine street signs and mitigation option

After the submission of PC comments which were approved at Jun PC meeting, further correspondence from CCC received, further response sent.

200706/28.3 Local Highway Improvement Scheme (LHI): The application for Traffic Calming at Ermine Street, approved at June meeting, update by Cllrs S Burton, S Smith and T Close.

200706/28.4 Privately Funded Highway Improvement Scheme (PFHI): Cllr T Close prepared PFHI application for Pringle Way Little Stukeley and Ermine Street Great Stukeley, Objective to reinstate

road surface

200706/28.5 Gateway features for both villages, update

**200706/29 To consider updates and reports on current issues on the following:**

200706/29.1 Playing Fields:

200706/29.1.1 Play Areas remain closed till further notice

NALC and BHIB Councils Insurance have produced a new guide on risk assessment for COVID-19.

200706/29.2 Rights of Way

200706/29.3 Allotments: To approve Allotments Risk Assessment, Cllr G Evans

200706/29.4 Website: Website accessibility as per new Guidelines

The new Website launched <https://www.thestukeleys-pc.gov.uk/> , the PC now meets the Website Accessibility Requirements, the statement is on the PC website

200706/29.5 Village Street Lighting

200706/29.6 Parish Magazine

200706/29.7 Training

200706/29.8 Trees in the villages

200706/29.9 Defibrillators

**200706/30 Correspondence received**

**200706/31 Meeting dates for 2020 – so far PC are holding on-line meetings only**

The days listed below are the regular meeting dates and venues set:

Mon 7 Sep – Ermine Street Church Academy

Mon 5 Oct – GSVH

Mon 2 Nov – LSVH

Mon 7 Dec – Ermine Street Church Academy

**20070/32 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.*

**200706/33 Date of the next meeting:** The next meeting on Mon 7 Sep 2020 at 7.15pm – the venue to be confirmed

Signed (Clerk) Ramune Mimiene



Date: 1 July 2020

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).