



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 December 2020

Dear Member,

You are hereby summoned to attend **The Stukeleys Parish Council Meeting** which will be held on **Monday 7 December 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 December 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.**

**201207/88 To Receive and Approve Apologies and Reasons for Non Attendance**

**201207/89 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

**201207/90 Coronavirus, update - Meetings will continue remotely until further notice.**

**201207/91 To Receive and Approve the Minutes of the Parish Council Meeting 2 November 2020**

**201207/92 To Receive and Approve the Minutes of the Finance Working Group Meeting 9 November 20**

**201207/93 Matters arising from those Minutes and previous meetings**

**201207/94 Committees and Working Groups: To note that Cllr G Evans joined Personnel Committee**

**201207/95 LLA and NATS Airspace Change Proposal: This proposal will provide a separate holding stack and flight paths for aircraft arriving at London Luton Airport. There are two options being consulted on, both of which provide for a holding stack over Grafham Water and flight paths over many villages including The Stukeleys.**

**Letter from our local MP received, who would also welcome constituents contacting him directly with their views on this issue so that he may accurately reflect local feeling in his consultation response. Please email your views to [jonathan.djanogly.mp@parliament.uk](mailto:jonathan.djanogly.mp@parliament.uk)**

LLAs Consultation Document describes rerouting flights. Here is a link to the overview:

[https://consultations.airspacechange.co.uk/london-luton-airport/ad6\\_luton\\_arrivals/](https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/)

**201207/95 HDC and CCC Cllrs reports**

**201207/96 Alconbury Weald, update**

**201204/96.1 UPDATE ON ERMINE STREET WORKS MEETING – 17 NOVEMBER 2020**

The action notes along with the TRO speed limit details and detailed design arrangements that have been approved by CCC circulated by R Britton. The funding note will follow in the next few days and U&C will keep the parish council posted on any updates in the meantime.

**201207/96.2 Joint Parish Councils meeting, update by Councillor Tim Close**

**201207/97 Planning**

201207/97.1 Applications determined by HDC – list attached

201207/97.2 Applications awaiting determination by HDC – list attached

201207/97.3 New Applications:

201207/97.3.1 T849 Coast Redwood: sympathetically prune back lower laterals over car park by 1.5 to 2 metres. Works to reduce amount of debris dropping on cars. Site Address: Stukeley Park Chestnut Grove Great Stukeley Reference: 20/02377/TREE – *comments by 18 Dec 20*

201207/97.3.2 Erection of two storey extension to rear of dwelling, erection of porch at rear door and internal alterations, replacement of existing windows Site Address: 9 Church Way Little Stukeley Huntingdon Reference: 20/02210/LBC and 20/02295/HHFUL – *comments by 8 Nov 20*

201207/97.5 To note that the Appeal supported by PC re 74 Owl End application - Clerk submitted the comments on 3 Nov 20

201207/97.6 Proposal to allow the Planning Committee to deal with the planning applications received during this period when there is no meeting in January. All applications will be circulated to full Parish Council as usual.

201207/97.7 Neighbourhood Plan update: Project Manager for the SPC Neighbourhood Plan

**201207/98 Finance**

**201207/98.1 PC assets and additions: Insurance**

Property – Buildings

- The Street Furniture sum insured has been increased by £442.00 to a new total of £79,303.98 to include two VE Day celebration soldier silhouettes and a letter box.

Property – Contents

- A new category for Sports Equipment has been added for a sum insured of £3,273.00 to include new Table Tennis equipment.

The annual additional premium due is £12.32 including Insurance Premium Tax (IPT) which has increased the future annual premium payable to £1,013.30 including IPT. The pro rata additional premium due until the next renewal date on 1<sup>st</sup> June 2021 is waived. A new schedule confirming the policy amendment issued to PC.

201207/98.2 To Approve Budget and Precept Proposals 2021.22.

**Proposal: Precept for The Stukeleys PC for 2021-22 is £56,030.10.**

This calculation includes 5% increase in cash terms for householders (subject to confirmation by HDC of the number of Band-D equivalent houses to be included).

This equates to an increase per 'Band D equivalent house' of approximately £0.50 per month, or £6 per year on their Council Tax.

Our working assumption is calculated on the number of 380 houses at AW in total.

Note: This budget does not include the Community Infrastructure Levy (CIL) income associated with AW development.

**To consider Village Maintenance to be paid from the Precept money and not from CIL funds from 1 Apr 21.**

201207/98.3 The 2<sup>nd</sup> Quarter (Jul, Aug and Sep 20) accounts have been checked, Cllr B Parkyn to report

201207/98.4 To Note Bank Balances, Cashbook, Bank Reconciliation and Budget Reports Income and Expenditure to 31 October 2020

201207/98.5 Drop Box storage: Updated

201207/98.6 To further consider Homeworking Allowance, Cllr S Smith is arranging the Personnel meeting.

201207/98.7 To Approve 7 December 2020 Payments for Sanction:

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
113	BACS2012 07E-ON2	£133.49	01/10/2020	£140.16	£6.67	140.16	E-On - Streetlighting Sep 2020
112	BACS2012 07BT	£34.06	06/10/2020	£40.87	£6.81	40.87	BT - Streetlights faults reporting line
114	BACS2012 07BCA	£1,600.00	30/10/2020	£1,920.00	£320.00	1920	Barry Chinn Associates Landscape Architects - Pocket Park Lanscape plan GSPF
111	BACS2012 07E-ON	£137.94	02/11/2020	£144.84	£6.90	144.84	E-On - Streetlighting Oct 2020
109	BACS2011 207HTC	£435.00	17/11/2020	£522.00	£87.00	522	Huntingdon Town Council - Spraying two play areas with antibacterial spray
110	Chq201207 TheRoyalBri	£64.00	17/11/2020	£64.00	£0.00	64	Poppy Appeal - Poppy Wreaths x 4
115	BACS2012 07one.com	£41.43	28/11/2020	£49.72	£8.29	49.72	One.Com - Annual domain fee - renewal - reimburse M Fox
116	Chq201207 Plot6	£10.00	22/11/2020	£10.00	£0.00	10	Plot 6 deposit returned to tenant
		£2,455.92		£2,891.59	£435.67		
	Confidential	£757.53		£757.53			
	<b>Total:</b>	<b>£3,213.45</b>		<b>£3,649.12</b>	<b>£435.67</b>		

201207/98.8 To Approve January 2021 Payments: Wages and associated payments (info will be circulated to Personnel Committee as usual), plus any other essential bills which will be agreed to be paid by full Parish Council by email.

201207/98.9 CIL (Community Infrastructure Levy) spending

A new Application received (quotes supporting the application circulated to PC) for CIL funding for Great Stukeley Village Hall – resurfacing the car park, to consider the proposal made by the Finance Committee:

**Proposal: Due to the number of projects planned, all CIL money have been allocated, therefore it was agreed to review this application in 12 months time.**

CIL report to 31 Mar 2020

Parish Council received payment/s of CIL 'meaningful proportion' for monies collected by Huntingdonshire District Council before 1st April 2020 are required, as every year, to publish a CIL Report for the financial year 1<sup>st</sup> April 19 to 31<sup>st</sup> March 20 (payments received in **April and October 2019** and report on any spending or retained funds from previous years - no later than the 31st December 2020. **A copy of the completed report must be sent to [Implementation@huntingdonshire.gov.uk](mailto:Implementation@huntingdonshire.gov.uk)** Template filled in by the Clerk. Regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended).

PC have to state under which criteria the funds were spent (a) or (b) as defined in the CIL Regulations below:

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

(a) the provision, improvement, replacement, operation or maintenance of infrastructure;

or

(b) anything else that is concerned with addressing the demands that development places on an area.

CIL Income and Expenditure to 31 Oct 2020:

As 1 Apr 2020 CIL funds retained					
<b>£226,502.89</b>					
In Apr 2020 further funds received from HDC					
<b>£75,433.57</b>					
Total as at 30 Apr 2020					
<b>£301,936.46</b>					
<b>FUNDS PAID OF:</b>		<b>NET</b>	<b>VAT</b>	<b>GROSS</b>	
Aug-20	GSVH Community Rm refurbishment	<b>13,918.80</b>	2,783.75	<b>16,702.55</b>	Fresh FM Group Ltd
Apr-20	GSVH Floor marking	<b>1,404.00</b>	280.80	<b>1,684.80</b>	M&D Flooring
Jul-20	Table tennis x 2 LS and GS PFs	<b>£3,273.33</b>	£654.67	<b>3,928.00</b>	Games Room
Sep-20	Church Roof St Martin's, LS	<b>£15,000.00</b>	£3,000.00	<b>18,000.00</b>	RHD Building Solutions
Jul-20	Play Ground repairs	<b>£600.00</b>	£120.00	<b>720.00</b>	Wicksteed
Apr to Oct 20	BEAM 1 Apr to 30 Oct 20	<b>£10,050.00</b>	£0.00	<b>10,050.00</b>	BEAM - maintenance
		<b>£44,246.13</b>	<b>£6,839.22</b>	<b>£51,085.35</b>	
<b>Balance as at 31 Sep 2020:</b>					
<b>£257,690.33</b>					
	<b>£110,502.77</b> Received 01/10/2020				
As at Oct 2020					
<b>£368,193.10</b>					
<b>Committed Expenditure to 30 Oct 2020:</b>					
£50,000.00	LSVH additional meeting room and redesign of Toilets (agreed May 2020)				
£15,000.00	PFHI scheme - Pringle Way				
£3,200.00	Pocket Park Plans GSPF				
£15,000.00	St Bartholomews Church GS				
£150,000.00	Pocket park redevelopment estimated				
£70,000.00	Estimated calculation by AW: Ermine Street Traffic Calming				
£0.00	Contribution towards GSVH car par refurbishment: yet to be agreed, brought forward to Finance Committee meeting 9 Nov 2020				
<b>£303,200.00</b>					
<b>£64,993.10</b>	<b>TOTAL FUNDS LEFT as at 2 Nov 20</b>				

Update on CIL:

**Outdoor table tennis tables** x 2 ordered, needs installing

**The Stukeleys Pocket Park Project:** Redeveloping of GS PF into Recreation park/ Pocket park, the first draft of the proposed Public Open Space scheme drawings now received

2065/20-01 'Great Stukeley Public Open Space Masterplan'

2065/20-02 'Specimen Trees Image Board'

2065/20-03 'Hard Landscape Image Board'

PC to review the drawings, and let the company know PC thoughts and how PC would like to take the scheme forward in terms of talking through the layout etc.

To consider the concerns raised by the resident regarding the maintenance of the Pocket Park and other matters

**Little Stukeley Village Hall:** Additional meeting room and redesign of toilets to incorporate accessible toilets (CIL funds required up to 50k) Cllr S Smith to report on the plan and quotes.

**LHI Ermine street, GS** – (PC contribution £15,000) - traffic calming, update.

### **201207/99 Village Assets: Maintenance and Repairs**

201207/99.1 Maintenance of Open Spaces, update – Finance Working Group recommended the expenditure to be brought back from Precept funds (and not from CIL)

201207/99.2 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 by Cllr S Smith who chased HDC

201207/99.3 Bus Stop Adoption; further steps

### **201207/100 Highways Issues, Faults and Repairs, to review outstanding issues;**

201207/100.1 HGV parking on the slip road outside Top Farm on the old A1 - Highways working group, update by Cllr A Cull. PC to consider:

- The sign advertising a lorry park on the road close to this deceleration lane is removed
- Double yellow lines are installed
- The option of Clearway signage is considered and costed

201207/100.2 Local Highway Improvement Scheme (LHI): The application for Traffic Calming at Ermine Street, update by Cllrs S Burton, S Smith and T Close.

201207/100.3 Privately Funded Highway Improvement Scheme (PFHI): for Pringle Way Little Stukeley and Ermine Street Great Stukeley, Objective to reinstate road surface:

**To Approve the Quote to have the end of Pringle Way, Great Stukeley resurfaced as requested by the PFHI which would cost £21,286.12 plus VAT as confirmed by CCC, this figure is an estimation so it could go up or down slightly**

201207/100.4 Gateway features for both villages, update

201207/100.5 Road Verge Management Enquiry by Cambridgeshire County Council Biodiversity Team who are trying to develop a project a strategy for sustainably managing the road verge network in Cambridgeshire. As part of Cambridgeshire County Councils Climate Change and Environmental Strategy Action Plan, they are working towards a highways management approach that delivers environment net gains, this includes ensuring biodiverse verges and all wildlife sites are in positive conservation management, Cllr T Pinner to report

<https://www.mlei.co.uk/climateenvironment/climate-change-and-environment-strategy>

### **201207/101 To consider updates and reports on current issues on the following:**

201207/101.1 Playing Fields:

201207/101.1.1 Play Areas: Deep clean will be done once every month till further instructions.

201207/101.1.2 Monthly Play Areas Risk Assessment done by Cllr TC, when the Drop Box storage is updated, the website will be linked to the monthly survey as before

201207/101.2 Rights of Way Bridleway 133/21 (Great Stukeley to Huntingdon N), very overgrown and access is difficult – reported to County Highways

201207/101.3 Allotments:

To review the fees; and to consider the meadow as per residents request

Proposal to implement resident and non resident fee.

At the moment all tennants pay the same rates, which are:

- quarter plot £10
- half plot £15 and
- full size £25

Proposal for **non residents:**

- **quarter plot £15**
- **half plot £20 and**
- **full size £30**

To review the tenancy agreement.

201207/101.4 Website: The new Website <https://www.thestukeleys-pc.gov.uk/>

The PC email account: To consider the upgrade to a 50GB Business account which will be 25 times bigger than the one the Clerk has now. It's £60 a year. Cllr B Parkyn to report

To consider getting a quote for the installation of the Outlook

201207/101.5 Village Street Lighting

201207/101.6 Parish Magazine

201207/101.7 Training: Cllr T Close to report on training attended on Finance/ Budget arranged by CAPALC

201207/101.8 Trees in the villages

201207/101.9 Defibrillators

**201207/102 Update re: Convener The Stukeleys Heritage Group, Regional Chairman CPRE, The Countryside Charity, East of England re the Romano-British Burial Mounds maintenance (GS Playing Fields). Cllr T Pinner to report**

**201207/103 Correspondence received**

**201207/104 Meeting dates for 2021 – PC are holding on-line meetings till further notice**

No meetings in January 2021

Mon 1 Feb 2021

Mon 1 Mar 2021

2<sup>nd</sup> Mon 12 Apr 2021 due to Easter Bank Holiday

Mon 3 May 2021

**201207/105 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.*

**EXCLUSION OF THE PUBLIC AND PRESS**

**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.**

**201207/106 The Appraisal: Cllr S Smith to report.**

**To Approve the National rates of pay applicable from 1 Apr 2020.**

**To Consider Clerk's Training and Personal Development options.**

**201207/107 Date of the next meeting:**

*No meeting in January*

The next PC meeting is scheduled on Mon 2 February 2020 at 7.15pm – online

Signed (Clerk) Ramune Mimiene

Date: 1 December 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).