

THE STUKELEYS PARISH COUNCIL

Annual Parish Council Meeting held on 11th May 2015 at 8:30pm at the Great Stukeley Village Hall

Present: Stuart Bell
Councillors: Karl Gasson
Philip Hobson
Barrie James
Michael Monk
Sue Parkin (Chairman)
Paul Vincent

Clerk: Carole Pollock

County and District Councillors: County Councillor Peter Ashcroft
District Councillor Keith Baker

Members of the Public: 1 member of the public

1 Election of Chairman

Cllr Stuart Bell proposed Cllr Sue Parkin to be Chairman; Cllr Karl Gasson seconded this proposal. There being no other nominations it was **RESOLVED** Cllr Sue Parkin to be Chairman for next 12 months.

2 Election of Vice-Chairman

Cllr Stuart Bell proposed Cllr Barrie James to be Vice-Chairman, seconded by Cllr Michel Monk. There being no other nominations it was **RESOLVED** Cllr Barrie James to be Vice Chairman for next 12 months.

3 Declaration of acceptance of office of Chairman.

The Chairman signed a declaration of acceptance of office which was witnessed by the Parish Clerk.

4 Review and confirmation of the ToR

- a **Rights of Way Committee**
The ToR were reviewed and confirmed.
- b **Lighting Committee**
The ToR were reviewed and confirmed.
- c **Playing Fields Committee**
The ToR were reviewed and confirmed.
- d **Finance Committee**
The ToR were reviewed and confirmed.
- e **Personnel Committee**
The ToR were reviewed and confirmed.
- f **Planning Advisory Group**
The ToR were reviewed and confirmed.

5 Nominations to the following Committees and offices:

- a **Rights of Way Committee**
Cllr Michael Monk proposed Cllrs Philip Hobson, Karl Gasson and Sally Smith as nominees for the Rights of Way Committee, seconded by Cllr Barrie James **RESOLVED** Cllrs Philip Hobson, Karl Gasson and Sally Smith to be members of the Rights of Way Committee for next 12 months.
- b **Lighting Committee**
Cllr Sue Parkin proposed Cllrs Paul Vincent, Stuart Bell and Sally Smith as nominees for the Lighting Committee, seconded by Cllr Barrie James **RESOLVED** Cllrs Paul Vincent, Stuart Bell and Sally Smith to be members of the Lighting Committee for next 12 months.

- c Playing Fields Committee**
Cllr Stuart Bell proposed Cllrs Paul Vincent, Barrie James and Sally Smith as nominees for the Playing Fields Committee, seconded by Cllr Michael Monk **RESOLVED** Cllrs Paul Vincent, Barrie James and Sally Smith to be members of the Playing Fields Committee for next 12 months.
- d Finance Committee**
Cllr Michael Monk proposed Cllrs Barrie James, Karl Gasson and Philip Hobson as nominees for the Finance Committee, seconded by Cllr Stuart Bell **RESOLVED** Cllrs Barrie James, Karl Gasson and Philip Hobson to be members of the Finance Committee for next 12 months.
- e Personnel Committee**
Cllr Paul Vincent proposed Cllrs Barrie James, Karl Gasson and Stuart Bell as nominees for the Personnel Committee, seconded by Cllr Sue Parkin **RESOLVED** Cllrs Barrie James, Karl Gasson and Stuart Bell to be members of the Personnel Committee for next 12 months.
- f Planning Advisory Group**
Cllr Paul Vincent proposed Cllrs Michael Monk, Barrie James, Stef van den Haak and Stuart Bell as nominees for the Planning Advisory Group, seconded by Cllr Karl Gasson **RESOLVED** Cllrs Michael Monk, Barrie James, Stef van den Haak and Stuart Bell to be members of the Planning Advisory Group for next 12 months.
- g Tree Warden**
Cllr Paul Vincent proposed Cllr Sue Parkin to be Tree Warden, seconded by Cllr Barrie James **RESOLVED** Cllr Sue Parkin to be Tree Warden for next 12 months.
- h Dog Warden**
Cllr Stuart Bell proposed Cllr Sally Smith to be Dog Warden, seconded by Cllr Paul Vincent **RESOLVED** Cllr Sally Smith to be Dog Warden for next 12 months.
- i Highways Warden**
Cllr Sue Parkin proposed Michael Reynolds to be Highways Warden, seconded by Cllr Barrie James **RESOLVED** Michael Reynolds to be Highways Warden for next 12 months.
- j Webmaster**
Cllr Michael Monk proposed Cllr Karl Gasson to be Webmaster, seconded by Cllr Philip Hobson **RESOLVED** Cllr Karl Gasson to be Webmaster for next 12 months.
- k Maintenance of Public Open Spaces and Verges Warden**
Cllr Stuart Bell proposed Cllr Stef van den Haak to be Maintenance of Public Open Spaces and Verges Warden, seconded by Cllr Karl Gasson **RESOLVED** Cllr Stef van den Haak to be Maintenance of Public Open Spaces and Verges Warden for next 12 months.

6 Review and confirmation of the Council's

- a Standing Orders** - Reviewed and confirmed
- b Financial Regulations** – Reviewed, adopted and confirmed
- c Representation on external bodies and arrangements for reporting back:**
 - i** Cllr Stuart Bell proposed Cllrs Michael Monk, Philip Hobson, Sue Parkin, and non-councillor Diane Gee as nominees for the Traffic Group, seconded by Cllr Barrie James. **RESOLVED** Cllrs Michael Monk, Philip Hobson, Sue Parkin, and non-councillor Diane Gee to be members of the Traffic Group for next 12 months. The Parish Clerk also to attend meetings of the Traffic Group.
 - ii** Cllr Karl Gasson proposed Cllrs Michael Monk and Barrie James to represent the Parish Council at the Joint Parish Liaison Group meetings and to regularly advise and report back to the Parish Council. This nomination was seconded by Cllr Paul Vincent **RESOLVED** Cllrs Michael Monk and Barrie James to represent the Parish Council at the Joint Parish Liaison Group meetings for next 12 months. . The Parish Clerk also to attend meetings.
 - iii** Cllr Michael Monk proposed Cllr Stuart Bell to represent the Parish Council at the Local Joint Committee meetings and to regularly advise and report back to the Parish Council. This nomination was seconded by Cllr Paul Gasson **RESOLVED** Cllr Stuart Bell to represent the Parish Council at the Local Joint Committee for next 12 months.
- d Inventory of assets** - Reviewed and confirmed.
- e Risk Assessment and arrangements for insurance cover in respect of all insured risks** - Reviewed and confirmed.

- f** **Complaints Procedure** - Reviewed and confirmed.
- g** **Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998** - Reviewed and confirmed.
- h** **Disability Access Policy** - Reviewed and confirmed.
- i** **Staff Grievance Procedure and Staff Disciplinary Policy** - Reviewed and confirmed.
- j** **Code of Conduct** - Reviewed and confirmed.
- k** **Dispensations Procedure** - Reviewed and confirmed.
- l** **Voluntary and Community Sector Grants Policy**- Reviewed and confirmed
- m** **Training Statement of Intent**- Reviewed and confirmed
- n** **Membership of other Bodies** - Membership to CAPALC and SLCC were reviewed and confirmed

7 Setting of the dates, times and places of Ordinary Meetings of the Council for the year 2015/16

Following a recommendation from the Personnel Committee to hold only 10 regular Parish Council Meetings a year, it was **RESOLVED** that the dates of the Parish Meetings for the year 2015/16 to be held on every first Monday (that are not Bank Holidays) of the month (except August and January) alternating between the village halls of Great Stukeley and Little Stukeley. The next meeting is therefore scheduled for the 1st June 2015 at Little Stukeley Village Hall.

8 To receive and approve Apologies for Absence

Apologies were received and approved from Councillors Sally Smith and Stef van den Haak

9 Councillors' Declaration of Disclosable Pecuniary and Other Interests

Cllr Karl Gasson declared a pecuniary interest in item 23dv

10 Public Participation Session

None present

11 County/ District Councillors' Update

No further reports.

12 Minutes of the previous meetings

The Minutes of the meeting held on the 13th April 2015 were agreed as a correct record and signed.

13 Matters Arising from the previous meeting

The Minutes Action Plan was reviewed. The next collection of recyclable electrical goods will be on 21st September 2015.

County Councillor Peter Ashcroft and District Councillor Keith Baker left the meeting

14 For Information Only

Cllr Barrie James advised the meeting that 25 attended the recent defibrillator training session and he hoped to organise another session in September. The BT telephone box is still to be removed as BT are waiting for UK Power Network to disconnect the electric supply.

15 Alconbury Weald

Meeting adjourned 9.44pm

Rebecca Britton advised the meeting that the Boulevard Road was now open and that most of the noise should now have stopped. A tour for the Parish Council to visit site is to be arranged possibly on the evening of the 4th June. Urban & Civic are making progress with some of the traffic calming ideas and they will update members at the next Joint Parish Council Liaison meeting. The planning application for the club house has been approved and work is due to start on site. The Parish Council was grateful for the continued support from Tim Slater, whose services are funded by Urban & Civic. The street naming strategy was not progressing too well, it needs to be reconsidered.

Recommended 9:46pm

16 CCC - Proposed 3rd revision of the Local Validation List for applications for planning permission

It was **RESOLVED** that no response was necessary.

17 Village Street Lighting

a The Parish Council considered two quotations for the resigning of the 23 Parish Council owned street lighting units. It was **RESOLVED** to authorise the purchase and installation of 23 aluminium plates and clips at £16 per sign from Peterborough Engraving & City Signs.

Cllr Karl Gasson had investigated the possible use of a transferable free telephone number for the signs; he reported that British Telecom could provide a 0800 number at a one off cost of £100, plus a monthly £10 rental cost and a call cost of 23p per minute. It was felt that British Telecom would be a reliable long term supplier, therefore it was **RESOLVED** to obtain a 0800 number from British Telecom. Cllr Karl Gasson to contact British Telecom.

b Cllr Stuart Bell updated the meeting on the discussions held at the Public Meeting with Balfour Beatty held on the 8th May. He also suggested that the properties originally identified as elderly persons housing were not all used by elderly people and that if these lights were retained outside these properties it would result in other gaps within the lighting plans suggested. Therefore it was **RESOLVED** to not to request that Balfour Beatty should retain the following lighting units; Church Road CC14 outside 2 Hill Close, CC2 in Montagu Road, CC2 & CC4 in Moorfield Way and CC2 in Hill Close.

18 Village Projects

a Broadband connection to the Stukeleys' Village Halls

Cllr Barrie James had been advised by Keith Winters that the Little Stukeley Village Hall telephone line is owned by the Montessori School and they do not wish, at this point, to approach the school to discuss the possibility of connecting the village hall to broadband. Great Stukeley Village Hall do not have an active telephone line but have enquired whether the Parish Council would be prepared to pay for the reconnection and for 6 months rental. Cllr Michael Monk felt the use of a projector, screen and wifi would be useful for village organisations using the village hall. Cllr Barrie James to investigate the costs involved.

b Equipment for Great Stukeley Village Hall

Cllr Barrie James to investigate the cost of providing a projector and screen for the village hall.

c Bus Shelter in Little Stukeley

To be discussed at the next meeting.

19 Village Maintenance and Repairs

Stef van den Haak to investigate a resident's complaint re grass cutting.

20 Highway Issues, Faults and Repairs

No issues, faults and repairs to report

21 To receive updates and reports on current issues on the following:

a **Playing Fields**

The Parish Clerk advised the Council that two of the gates at the Great Stukeley Playing Fields still do not close and need attention. Also the fencing around the perimeter needs repairing in two places. The Parish Clerk will contact the Clerk of Alconbury Parish Council to acquire the contact details of a recommended contractor used by Alconbury Parish Council to quote for the work needed.

b **Rights of Way**

No update available.

c Traffic and Highways Issues

A resident had expressed concerns about the increase in traffic along Ermine Street, the Parish Council were aware of the issue and are monitoring the problem.

d Allotments

The central storage unit to be delivered and installed the week commencing Monday 22nd June. The grids, membrane and stain have been delivered. Cllr Paul Vincent may need additional materials (e.g. wood) to complete the base before installation of the cabin can take place. It was **RESOLVED** that wood and materials up to the value of £250 could be purchased to complete the task by the required date.

e Training

No update available.

f Website

It was **RESOLVED** the boundary sign be used as the Parish Council logo on the Parish Council website and on Parish Council owned street lighting signs.

g Village Broadband

Cllr Barrie James to contact our local MP to enlist his help.

22 Financial Matters

a RESOLVED that the following accounts be approved and paid:

i	T & S Gardening	Grass Cutting	£	957.95
ii	E-on	Electricity	£	57.42plus VAT
iii	Clerk's salary	C. Pollock (April)	£	428.25
iv	Clerk's Expenses	Office & Other Exps	£	34.10
v	HACT	Grant	£	500.00
vi	SLCC	Training Costs(50%)	£	72.50 plus VAT
vii	Staples	Stationery & Postage	£	51.64 plus VAT
viii	Easiprint	Printing Costs (Parish Mag)	£	195.00
ix	Broker Network Ltd	Local Council Ins	£	1,348.84
x	K Gasson	Reimbursement of Hosting Renewal fee (34SP.com)	£	59.40

RESOLVED that the following expenditure be approved and account paid:

xi	P Vincent	Reimbursement for gravel for base of allotment storage unit.	£	120.80 plus VAT
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b The following receipts were noted

i	HDC	Precept	£26,265.00
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c RESOLVED to agree and sign the Annual Return and approve 2014/15 Financial Statements

23 Planning

a Outstanding Matters

To receive a report on the status and progress

b Application determined by HDC

To note the outcome

c Applications awaiting determination by HDC

To note the outcome

d New Applications

To consider new applications

i 44 Low Road, Little Stukeley - 15/00534/HHFUL – Enlarge existing garage to include one additional parking bay by side, a workshop to rear and ancillary accommodation over.

After discussion it was **RESOLVED** to recommend approval as there would be no adverse impact on either the street scene or the locality.

- ii **Alconbury Weald, Ermine Street -15/00540/REM** – Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of new highways (inc. associated highways landscaping), SUDS drainage infrastructure (inc. drainage ponds and ditches) and all associated engineering and earth works, inc. ground remodelling and ancillary works
Following a recommendation from the Planning Group and further discussion it was **RESOLVED** to respond to the application as follows:
The application is made for reserved matters (all matters- access, appearance landscaping, scale and layout) pursuant to the overall outline, however development proposed is engineering based comprising roads and drainage infrastructure relating to the Enterprise Zone and as such is ‘up front’ work to facilitate employment development. The application is properly made and that it is consistent with the provisions of the outline permission related to the process tier of submission and detail. Although the Council is not competent to comment on the engineering details of the highways or drainage; the layout and detail appear to be consistent with the overarching strategies for the site from the OL and subsequent condition discharge approvals. It is noted that all of the works will be carried out in accordance with the approved code of construction practice and as such external impacts should be minimised.
The Parish Council offer support to the proposed infrastructure works within the EZ to encourage commercial and employment development consistent with the EZ and the approved overall outline for Alconbury Weald.
- iii **Alconbury Weald, Ermine Street -15/00542/REM** – Application for approval of appearance, layout, landscaping and scale in respect of the delivery of new landscaping including all associated land remodelling and associated works
Following a recommendation from the Planning Group and further discussion it was **RESOLVED** to respond to the application as follows:
This application is made for the strategic landscaping and planting on the periphery of the Enterprise Zone. The application is properly made and is consistent with the provisions of the outline permission in relation to process tier of submission and detail. The details of the earthworks and drainage (water) are consistent with the drainage details in the first application.
The earthworks appear to be well considered and the planting is in accordance with the overall strategy.
The Parish Council offer support to the proposed landscaping and planting works within the Enterprise Zone and are pleased that the Enterprise Zone will provide a high quality working environment to encourage commercial and employment development consistent with the Enterprise Zone and the approved overall outline for Alconbury Weald.
- iv **Land at 67 Ermine Street, Great Stukeley – 15/00328/FUL** – 3 Bedroom detached 1.5 storey dwelling
Following a recommendation from the Planning Group and further discussion it was **RESOLVED** to recommend approval as:
- there would be no adverse impact on the street scene
 - the proposed house would be seen against the backdrop of existing housing in depth in Elm Road and Beech Avenue so there would be no adverse impact on the openness of the landscape of Stukeley Park
 - the proposed house would not impose on the outlook from the adjacent house to the north as would have the previous application which was refused by the district council
 - it would provide a modestly scaled new house of a type which is in short supply in the village.
- Cllr Karl Gasson left the meeting at 10:40
- v **9 Church Road, Great Stukeley – 15/00633/HHFUL** – Proposed two storey side extension and single storey rear lean to extension.
Following a recommendation from the Planning Group and further discussion it was **RESOLVED** to recommend approval as:

- the design is sympathetic to the existing building
- the proposed extension would augment and not dominate the original cottage
- the proposed extension and alterations would improve the living accommodation
- there would be no adverse impact on either the street scene nor the amenity of neighbouring properties.

Cllr Karl Gasson returned to the meeting at 10.44pm

e Neighbourhood Plan

The Parish Council considered the merits of The Stukeleys communities preparing a Neighbourhood Plan, Cllr Stuart Bell felt there was no need to prepare a Neighbour Plan as this stage. After further discussion it was **RESOLVED** to postpone, pending the future decision on the closure of RAF Alconbury.

24 Correspondence

The following correspondence was noted as received:

- a** Email: Cambridgeshire ACRE News Digest & Bulletins - April 2015
- b** Emails: Rural Services Network- Weekly News Digests
- c** Email: CCC - Busway Parking Charge - St.Ives and Longstanton Car Parks
- d** Email: Jonathan Djanogly - Campaign Update
- e** Email: Huntingdonshire District Council - Community Chest Fund
- f** Email: HDC – Speaking at District Council Development Management Panel Meetings
- g** Letter: Mrs McCracken –letter
- h** Email: CCC - Proposed 3rd revision of the Local Validation List for applications for planning permission
- i** Email: HDC - Former Megatron Site - Local Inquiry
- j** Email: Hunts Forum - Newsletter
- k** Email: The Planning Inspectorate – Notice of Preliminary Meeting (A14) etc
- l** Email: Joshua Cooke – Balfour Beatty/CCC Street Lighting Replacement Project GS
- l** Email: M Womersley-Carter- Allotments - Recent Thefts

25 Publications Received

26 Matters for Future Consideration

Meeting closed at 11:00 pm

Next Meeting:

Monday 1st June at 7:30pm – Little Stukeley Village Hall, Low Road, Great Stukeley