

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 3 October 2016 at 7.30pm in Little Stukeley Village Hall

Present Karl Gasson (Chairman), Sally Smith (Vice -Chairman), Stef van den Haak, Sue Parker, Michael Womersley-Carter, David Robinson, Parish Councillors.
Ms Mimiene, Clerk.

CCC Cllr Peter Ashcroft and 1 member of the public.

OPEN MEETING

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.

Parishioner Richard Halliday requested the PC to fund a 'wrapper' for the parish magazine so that particular focus is given to the request for parishioners to join the Neighbourhood Plan Steering Group.

Member of the public leaves the meeting.

2016/17

10/93

To Receive and Approve Apologies and Reasons for Non Attendance

10/93.1

The Clerk reported that PC Cllrs Philip Hobson and Sophie Day and HDC Cllr Keith Baker and CCC Cllr Sir Peter Brown sent apologies for absence.

10/94

Declarations of Interests for Members (Disclosable Pecuniary Interests)

10/94.1

None.

10/95

HDC and CCC Cllrs reports

10/95.1

CCC Cllr Peter Ashcroft reported: CCC continues working on Devolution. Due to cut backs more tasks will probably be given to PC to undertake on behalf of HDC and CCC. Nothing finalised yet. Regular updates re: Alconbury Weald. Flood awareness questionnaire, Cllr advised to do it as this will help to monitor and control water flow. PC might agree on gradual precept increase. Maintenance of footpaths, for example, can be passed to Parish Councils. Part of solution is volunteering.

10/96

To Receive and Approve the Minutes of the Parish Council Meeting 5 Sep 16 and Extraordinary Parish Council Meeting Minutes 19 Sep 16

Proposal:

Minutes of 5 Sep 16 PC Meeting: **Proposed by Councillor SS, seconded by Councillor SvdH, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.**

Carried

Proposal:

Minutes of Extraordinary 19 Sep 16 PC Meeting: **Proposed by Councillor SvdH, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.**

Carried

10/96.3

Chairman signed both sets of the Minutes.

10/97

Matters arising from those Minutes and previous meetings (action plan circulated to members)

Cllr MWC joins the meeting.

10/97.1

Proposal of £50 to be spent on land registry search by Cllr SvdH.

SvdH

Proposal:

Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED to do so.

Carried

10/98

1 Councillor Vacancy - 2 Councillor Vacancies filled at the extraordinary PC meeting 19 Sep 16, 1 Councillor Vacancy caused by resignation of Cllr S Bell dated 19 Sep 16.

10/98.1

Cllr Stuart Bell resigned at the Extraordinary PC meeting on 19 Sep 16 due to pressure at work. 2 new Cllrs signed the Declaration of Office Forms and Register of Members' Interest forms been submitted HDC. Notice re: new Vacancy is on the website, HDC informed.

10/98.2

Vacancy on Planning committee. Agenda item to next meeting.

Clerk

10/99

Planning

10/99.1

Outstanding matters: Nothing to report.

10/99.2

Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted by the members', carry on updating.

10/99.3

Applications awaiting determination by HDC, list circulated to members.

10/99.4

New Applications:

10/99.4.1

16/01851/REM Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of new Community Park, to include; allotments, MUGA, NEAP, skate park, amenity open space, landscaping, car parking and ancillary works; Alconbury Weald Ermine Street Little Stukeley

Recommendation: Recommend approval, it is a well-planned application, only concern raised by PC members is lack of info provided re: the lighting around the MUGA facility.

Proposal: **Proposed by Councillor KG, seconded by Councillor SP, all in favour and it was RESOLVED to do so.** **Carried**

Note since meeting: Planning Recommendations sent HDC.

10/99.5 Consultations

10/99.5.1 HDC: Housing and Economic Land Availability Assessment: Additional Sites Consultation 2016, <http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/helaa2016> open 26 Sep to 7 Nov 16. **KG**
Consider reply by email. Action, Chair.

10/99.6 Closure of the American Base at RAF Alconbury. Nothing to report.

10/99.7 Neighbourhood Plan – Steering Group members met last week and agreed to do the Neighbourhood Plan. Group failed to elect the chair but one member agreed to stand if there is no one else standing. Ideally there should be balance between PC and Parishioners: 5 PC Members and 5 Parishioners. At the moment 5 Cllrs + 1 volunteer. 2 or 3 more parishioners needed. Richard Halliday has experience in advertising, and he is asking for PC support re: advertising in parish magazine. Members discussed the issue and agreed to fund about £50 per issue for 2 issues.

Proposal: **Proposed by Councillor SS, seconded by Councillor DR, all in favour, and it was RESOLVED to financially support the advert to go into Parish Magazine.** **Carried**

Richard Halliday to talk to Magazine Editor Martin Fox to agree on price and report to PC.

10/99.8 Alconbury Weald – Documents re: Reserved matters application for the approval of access, appearance, landscape design and scale for the development of parcel 3 Key Phase 1 of the Alconbury Weald Masterplan relating to outline planning permission 121158OUT received from REDROW. Cllr MWC collected the documents and will look through them. **MWC**

10/100 Finance – Budget Reports

10/100.1 Cashbook and Bank Balance as at 31 Aug 16: Bank statements for Aug 16 received. Bank Balance current a/c £13,644.66 and Business Reserve a/c £40,497.35

Cllr SvdH leaves the meeting

10/100.2 Bank reconciliation statement as at 31 Aug 16 - Suggestion is that Finance Working Group convene a meeting of the finance committee to review PC processes, confirm current financial situation and prepare precept recommendation for the full council. Chairman agreed to ask his wife, Michelle, to sit with the Finance committee and assist. Michelle is a CIMA qualified Chartered Management Accountant and extremely experienced in financial matters. She is also currently working with the Great Stukeley Village Hall committee to improve their financial record keeping and reporting. Finance committee members are: Cllrs KG, SvdH and PH. **KG, SvdH PH, Clerk**
Agreed. Chairman will email suggested days.

10/100.3 Income and Expenditure against the Budget Report up to 31 Aug 16 – to be reviewed.

10/100.4 Note Income Received as at 31 Aug 16 - Clerk noted that HDC 2nd lot of precept £13,467.00 remittance advice received, also NatWest refund of bank charges of £332.28.

10/100.5 Budget preliminaries and Precept 2017/18 – members are requested for any recommendations for Precept 2017/18.

10/100.6 Expenditure for approval 3 Oct 16:

Date	Chq No.	Payee and Description	Amount
3 Oct 16	1975	The National Allotment Society, Membership renewal 2017	£66.00
3 Oct 16	1976	Clerk's Salary £406.05 and expenses £12.34 Sep 16	£418.39
3 Oct 16	1977	HMRC – tax deductions from Clerk's Sep 16 wages	£101.40
3 Oct 16	1978	Easiprint, Sep 16 magazine £180.00 and Oct 16 magazine £180.00	£360.00
3 Oct 16	1979	PKF Accountants, External Audit 2015/16	£240.00
3 Oct 16	1980	E-ON Street lighting Aug 16	£81.26
It was agreed at the meeting to pay:			
3 Oct 16	1981	T&S Gardening, grass cutting Sep 16	£476.33
3 Oct 16	1982	Deposit to Tracey Barker, plot 13, termination	£20.00
Total Oct 16 expenditure:			£1,763.38

10/100.7 Clerk was asked to include monthly allowance for Sep 16 for £26.00 to Oct payments. **Clerk**

Proposal: **Proposed by Councillor SP, seconded by Councillor DR, all in favour and it was RESOLVED that all items listed in 10/100.6 are to be paid.** **Carried**

Cllr SvdH joins the meeting.

10/101 Village Maintenance and Repairs,

10/101.1 To discuss Flood Awareness and Preparedness Questionnaire, CCC: Questionnaire been analyzed by Cllr KG, discussed by all members and agreed that questionnaire does not need a response.

Proposal: **Proposed by Councillor SvdH, seconded by Councillor SP, all in favour and it was RESOLVED to do so.** **Carried**

- 10/101.2 Mr Newman is happy to repair the circular wooden millennium seat (which is gradually rotting away) around the tree on the Great Stukeley PF.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor SP, all in favour and it was RESOLVED to approve the works to be carried to the wooden seat.** **Carried**
- Many thanks were expressed to Mr Newman for continual hard work in the parish.
Note since meeting: Clerk emailed Mr Newman and informed him about PC decision, Mr Newman's confirmation received.
- 10/101.3 Grass cutting tender to be agreed. Chairman circulated documents which consist of Invitation to Tender, based on European model, ITT Prequalification Questionnaire, Grounds Maintenance Specification document (6.1 and 6.3 describe hedge cutting requirements) and other plans. Salt bins are to be taken from this document as HDC will do them, as per email received today.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor MWC, all in favour and it was RESOLVED to authorize the grounds maintenance committee to send tender out for 2017 season.** **Carried**
KG
- Documents will be uploaded onto PC website.
- 10/101.4 Tree between the villages need formative pruning. Cllr SS volunteered to help. Chair will email everyone the suggested day, most likely weekend, for the job to be carried between now and Mar 17.
Cllr SvdH leaves the meeting. **KG**
All
- 10/102** **Highways Issues, Faults and Repairs, to review outstanding issues;**
- 10/102.1 Consider purchasing autumn plants for £22.00.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor MWC, all in favour and it was RESOLVED to do so.** **Carried**
- Note since meeting: Clerk informed Mr Newman that this was agreed.*
- 10/102.2 Response HDC re: Tree Warden Coordinator being funded by Town/Parish Councils, response by 4 Oct 16. Members discussed and agreed not to contribute. PC strongly advise HDC to reconsider this valuable role, PC considered and decided that it is outside of PC remit to fund the proposal.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED to do so.** **Carried**
- Note since meeting: HDC informed.*
- 10/102.3 Cllr SP reported that a parishioner approached her re: footpath from Green End to Ermine Business Park which needs to be widened, it is well used path. To PC's knowledge we are awaiting CCC to carry out the works. Also there is a cable in the hedge in Ermine street by the bus stop, chair will investigate. **KG**
- 10/102.4 Grass cutting Quotes received from T&S Gardening – both village PF grass cutting quoted £56.92 per cut.
Cllr SvdH joins the meeting and apologizes that due to work phone call she has to totally leave the meeting.
- 10/103** **To consider updates and reports on current issues on the following:**
- 10/103.1 Playing Fields: to agree on the proposal re: signs on the PF. Cllr MWC to bring quotes to the next PC meeting. **MWC**
- 10/103.2 Cllr KG: proposal Football club, - charge Stukeley Meadows football club £50.00 per month, which gives PC 8, possible 9months, play when they want to provided they publish times of matches on Sat and when they propose practice, tell PC in advance. Income will go towards new signs, for example. Ring Fence the money.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED to do so.** **Carried**
- 10/103.2 Rights of Way – no report.
- 10/103.3 Traffic Group – in progress. MWC reported to PC that meeting date to be set before the next PC meeting.
- 10/103.4 Allotments – Cllr SS reported that today they both with a Clerk met on site and inspected the Allotment gardens and went through all procedures with a Clerk. Allotments looking good. Shame that central storage unit is not much used. 2 vacant plots were identified. 2 people on the waiting list. Cllr SS has keys and she is happy to meet people and show around. Allotments Invoices to be sent. **SS, Clerk**
- 10/103.5 Website – nothing to report.
- 10/103.6 Village Street Lighting – to add onto the next PC agenda as now we have 1 vacancy on this committee.
- 10/103.7 Parish Magazine – Request to support PC magazine. Members agreed to defer this Item to the next meeting when more Cllrs are present.
- 10/103.8 Training – no report.

10/104 **Electronic storage of PC documents** – Cllr MWC suggested PC documents are stored and managed electronically to avoid risk of data loss. Cllr MWC will find out what is legally required, what is a good practice and what it would be nice to do if possible.
Proposal: **Proposed by Councillor MWC, seconded by Councillor KG, all in favour and it was RESOLVED to do so.** **Carried**

10/105 **To consider giving non-financial support to the Stukeleys Business Network** – Cllr KG spoke re: Stukeleys Business network, if business is based in Stukeleys – meet quarterly to keep local business updated, Urban Civic will support. No funding is required only support. Members agreed to have this Item as an Agenda item for the next meeting. Cllr KG to provide more info on this idea. Defer to the next meeting **KG**

10/106 **Correspondence**
10/106.1 Circulated to members prior to the meeting, all correspondence been dealt with.

10/107 **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.
10/107.1 Clerk to book the hall for the next year.

10/108 **Date of the next meeting:** Mon 7 Nov 2016 at 7.30pm at Great Stukeley Village Hall.

Meeting finished at 22.04 pm.

These minutes are considered draft until ratified at the next The Stukeleys Parish Council meeting

Date

Chairman: Karl Gasson