

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 5 December 2016 at 7.15pm in Little Stukeley Village Hall

Present Karl Gasson (Chairman), Sally Smith (Vice-Chairman), Michael Womersley-Carter, Sophie Day, Stef van den Haak, Philip Hobson, David Robinson, Terry Pinner, Parish Councillors.
Ms Ramune Mimiene, Clerk.

CCC Cllrs Peter Ashcroft and Sir Peter Brown and HDC Cllr Keith Baker.

3 members of the public and Rebecca Britton from Urban & Civic

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.

Speaker 1: Mr Barry James spoke re: spending of CIL money. One of the options is to install a traffic management system - optical character recognition, pressure plates record the weight of very large vehicles, also Automatic Number Plate Recognition ANPR cameras.

Rebecca Britton joins the meeting.

Cllr SS joins the meeting.

Cllr PH joins the meeting.

Urban & Civic need evidence for the proposal to install ANPR cameras. Traffic group can come with the solution.

Cllr MWC joins the meeting.

Speaker 1: Other option to spend CIL money is to install Chicanes in Great Stukeley where the blind corner is. Rebecca Britton agreed that it is a very difficult corner, and they were already looking for a solution to slow traffic down.

Third option is bus information system.

1 member of the public leaves the meeting.

Speaker 2: Mr Hulstrom raised issue re: 3 parking spots for HGV by Three Horseshoes pub. Mr Bob Hulstrom was also concerned re: Parish Magazine as last month's Minutes state that PC will take over the responsibility/ownership of the magazine. Committee will be formed. Terms and Conditions issued. Financial responsibility PC already had, PC did not own the magazine before. Until the last PC meeting when PC accepted the ownership of the magazine subject to further discussion. PC has no editorial control over it. PC will support editor Mr Fox. Thank you expressed to the Clerk for the clarity of minutes.

Cllr TP brought 1st copy of the first Parish Magazine printed in 1970 and confirmed that ownership was never taken over by PC.

Cllr DR joins the meeting.

2016/17

12/130

12/130.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that PC Cllr Sue Parker (due to family matters) sent apologies for absence.

12/131

12/131.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

1 member of the public leaves the meeting.

12/132

12/132.1

HDC and CCC Cllrs reports

CCC Cllr Sir P Brown reported that devolution is not passed by parliament yet. Mayor will be elected by public in May 17. Also issues re: parking situation in Huntingdon: charges due to go up in spring next year, but it is planned to get more feedback from people first. Further negotiations to follow as putting up charges might not be the answer.

HDC Cllr K Baker: Parking charges in Huntingdon town centre been heavily debated and voted down. It has been a major concern especially with the additional houses. Devolution – 6million to run combined authority.

CCC Cllr P Ashcroft: Monitor the situation as so many things happening at the moment.

12/133

12/133.1

Alconbury Weald: Proposed diversion and upgrade of FP11 across Grange Farm and planned works for the implementation of the foul water connection - which goes along the edge of the site north of the 2 villages, Rebecca Britton, Urban&Civic.

This item was brought forward on the Chairman's request.

Rebecca Britton presented maps re: footpath diversion upgrade. Ftp 11 and Green End – substantial and safe bridleway as it is. Accept the route people are taking. Other areas used by cars as well as by horses. Additional signage needed. Option of lockable bollards: police and ambulance will have the access codes, the route needs to be maintained. The building would stay and plan is to divert the route. Various user groups to be consulted. Rights of way officer is dealing with the landowners. R Britton will prepare article for the parish magazine.

Cllr SvdH leaves the meeting

Another map presented, - cycle and pedestrian bridleway connection. Create circular route

which will provide good access from Alconbury Weald to Huntingdon. Working hard with a landowner, HDC and CCC. R Britton will circulate the link to the plans. Implemented in 2 different phases but will pass to us at the same time. Works re: pipes will be well fenced out, but Urban & Civic wish to reassure people that rights of way will not be blocked during the works.

Cllr SvdH re-joins the meeting.

Notices will be sent to residents, also info to go into PC and Urban & Civic newsletter, as well as Hunts Post and local radio station. Ftp 9 remains as footpath.

- 12/134** **To Receive and Approve the Minutes of the Parish Council Meeting 7 Nov 16**
Proposal: **Proposed by Councillor DR, seconded by Councillor SD, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.** **Carried**
Chairman signed the Minutes.
1 Member of the public leaves the meeting.
- 12/135** **Matters arising from those Minutes and previous meetings** (action plan circulated to members)
12/135.1 Action Plan circulated, discussed, and amended accordingly.
- 12/136** **This Item Brought forward on chairman's request: To consider Repository of Correspondence and whether Councillors may email or write to parishioners on behalf of the Parish Council and, if they may, what protocol applies to the communication, Cllr Robinson**
12/136.1 Councillors discussed and agreed that any communication received by the Clerk, must be answered by the Clerk with the support of Cllrs as required. If Cllr is approached personally they can exercise their judgement if they can reply directly but must not purport to represent the Council with their personal views.
Proposal: **Proposed by Councillor KG, seconded by Councillor SvdH, all in favour, and it was RESOLVED to do so.** **Carried**
- 12/137** **To note Councillor Vacancy which was filled by co-option at the last meeting, accepted by Mr T Pinner**
12/137.1 Welcome to Cllr TP. HDC confirmed the receipt of Member Registration Form for a New Cllr T Pinner.
- 12/138** **To note Electoral Review of Huntingdonshire: Final Recommendations A full copy of the report is available on the website, www.lgbce.org.uk. An interactive map of final recommendations is available at www.consultation.lgbce.org.uk**
12/138.1 The Stukeleys Parish boundaries will remain as they are, but the HDC Ward will include Stukeley Meadows, confirmed by HDC Cllr Keith Barker. Noted by PC.
- 12/139** **To consider HDC: Interim Review of Polling Districts, Polling places and Polling Stations, consultation (consultation ends 6 Jan 17). The Local Government Boundary Commission for England has completed its review of electoral arrangements for Cambridgeshire County Council in September 2016 and Huntingdonshire District Council in November 2016. As a result, HDC needs to carry out a review of some of its polling districts and polling arrangements in order to run elections for the new Divisions and Wards from May 2017.**
12/139.1 As stated by HDC: A new polling district for Alconbury Weald be created to allow residents there to vote in their own local polling station. The polling place will be defined as the polling district of Alconbury Weald. The arrangements will be kept under review as the area continues to grow.
CHANGES AT ALCONBURY WEALD/THE STUKELEYS – REASON FOR REVIEW
Development at the Alconbury Weald is sited within the parish of The Stukeleys, encompassing Great Stukeley and Little Stukeley. Currently although there are no electors present it is predicted that by 31st March 2018 an estimated 250 properties will have been completed. Any electors who will be resident there will have to visit the Little Stukeley polling station in order to cast their vote. As Alconbury Weald is detached from the village of Little Stukeley it would not make it easy for the electors to vote there. It may be necessary to undertake a Community Governance Review (CGR) in the future to decide on future governance arrangements for the Alconbury Weald area and whether the area should become its own parish with designated boundaries. Irrespective of whether Alconbury Weald becomes its own parish or not, it will need to be adopted as a polling district now in order to allow electors to visit a polling station that is local to them.
RECOMMENDATION A new polling district of Alconbury Weald should be created. This polling district will be renamed should the area become parished and a future review will amend polling district boundaries if these are affected adversely by the CGR.

Members noted the Consultation. It was agreed that no response needed on this occasion.

- 12/140 Councillor Portfolio: Committees and Representations on external bodies list as approved at the last meeting**
- 12/140.1 Each committee has a chairman who reports back to the council.
Allotments Committee – Cllr SS will formally ask David Silsby to be a member and will ask him to chair the committee too. SS
Parish Magazine Committee – new ownership. Cllrs SvdH, KG, PH formed Magazine Committee. Committee needs to investigate the PC's insurance cover re: magazine. Magazine Committee
- 12/141 Planning**
- 12/141.1 Outstanding matters: None.
- 12/141.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.
- 12/141.3 Applications awaiting determination by HDC, list circulated to members.
- 12/141.4 New Applications:
No new planning applications received up to 30 Nov 16.
1 Planning consultation received after the Agenda was issued: 16/029494/HHFUL 18 Chestnut Grove Great Stukeley PE28 4AT Single storey rear extension. It was agreed to delegate powers to Planning Committee to respond to this Planning Consultation only. Planning Committee
- Proposal: Proposed by Councillor KG, seconded by Councillor SD, all in favour and it was RESOLVED to delegate powers to Planning Committee to respond to 16/029494/HHFUL Planning Consultation. Carried**
- 12/141.5 Clerk received a phone call from HDC case officer Gavin Sylvester re: 16/01851/REM that Urban & Civic amended the proposals for the community park and HDC would like to consult PC on the amendments: 'Construction of new Community Park, to include; allotments, MUGA, NEAP, skate park, amenity open space, landscaping, carparking (revised drawings)':
The main change is a reduction in car parking spaces to serve the park. PC previously approved the application. Drawings showing the revisions to the above proposal were circulated to full council. The main change is a reduction in car parking spaces from 30 to 22, albeit there is potential to expand the car park in the future, the applicant says. Other changes include the addition of a grass maze and alterations to pathways.
PC members discussed the amendment proposals and agreed to approve them. Cllr MWC will draft a reply. NWC
- Proposal: Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was agreed to approve the amended plans. Carried**
- 12/141.6 Consultations
Huntingdonshire Local Plan to 2036: Wind Energy Developments, 21/11/16 to 16/01/17
Members viewed the plans prior to the meeting and proposed that Cllr KG will issue the report and circulate the observations by email. KG
- 12/141.7 Neighbourhood Plan - Steering group meet on Tue 8 Nov 16.
Cllr DR reported that the full committee is now formed by 5 Cllrs and 5 parishioners. No budget set yet, need to apply for funding. Cllr DR already approached several bodies for help (HDC and Urban & Civic). More info to go into PC magazine. DR
- 12/141 Finance – Budget Reports**
- 12/141.1 Banking Situation and mandates, update: Clerk submitted bank mandates to the NatWest bank on Tue 15 Nov, this mandate is regarding the change of postal address for correspondence. 2 signatory mandates passed to 2 parish councillors: Sophie Day and David Robinson, mandate forms are signed, Clerk needs a copy for the PC files. Clerk SD, DR
- 12/141.2 Cashbook and Bank Balance (Current and Business a/c) as at 31 Oct 16: Approved by members.
- 12/141.3 Bank reconciliation statement as at 31 Oct 16: Carried by Clerk, approved by PC members.
- 12/141.4 Income and Expenditure against the Budget Report up to 31 Oct 16 – Carried by Clerk, approved by PC members.
- 12/141.5 Note Income Received in Oct 16: £17,093.19 Approved.
- 12/141.6 To consider home insurance premium quotation for the Clerk working from home as requested per The Stukeleys Parish Council Clerk's Contract of Employment, Item 7.5 'Place of work'
Consider PC shares this with other Parish Councils Clerk is contracted to, therefore the amount might be reduced. Total quote amount is £155.97. Cllr SvdH suggested Clerk looks at her car insurance as travelling to for example joint parish meetings or various other Committee meetings is not covered. Clerk
- Proposal: Proposed by Councillor PH, seconded by Councillor SvdH, all in favour and it was RESOLVED that the quote to be accepted. Carried**
- 12/141.7 To approve CIL report which needs to be submitted HDC by 31 Dec 16
- Proposal: Proposed by Councillor SS, seconded by Councillor TP, all in favour and it was RESOLVED that the CIL report to be approved. Carried**

Note since meeting: Approved CIL report submitted HDC on 6 Dec 16. Reply from HDC Clerk received re: Reports needed on CIL payments received before 1 Apr 16 (Payments made in Apr 15 and Oct 15). HDC Report template (the one sent this year to assist in the CIL Report for our reference) attached. A reminder email will be sent to The Stukeleys PC in Nov next year to advise that a report will need to be submitted.

12/141.8

Expenditure for approval 5 Dec 16:

Date	Chq No.	Payee and Description	Amount
5 Dec 16	1991	M. Newman: repairs to Millennium seat, PF £70.00 and autumn flowers £22.50	£92.50
5 Dec 16	1992	Anglian Water, water supply to Allotments 23 Jun 16 to 21 Sep 16	£11.96
5 Dec 16	1993	R Mimiene, Clerk salary Nov 16	£405.85
5 Dec 16	1994	Expenses on running cost of the Council: Nov monthly allowance £26.00, stamps £6.60, mileage £5.40 and cartridge/paper £28.34	£66.34
5 Dec 16	1995	HMRC: Tax deductions from Clerk's salary Nov 16	£101.60
5 Dec 16	1996	Easiprint December magazines	£180.00
5 Dec 16	1997	T&S Gardening&Grounds Maintenance, grass cutting Nov 16	£468.04
5 Dec 16	1998	E-ON Streetlighting Sep 16	£91.33
5 Dec 16	1999	One.com 12 months Annual domain fee for Stukeleys magazine website	£24.96
<i>Invoice from The Play Inspection Company Ltd missed the Agenda but it was agreed to pay the Invoice as the amount is budgeted for.</i>			
5 Dec 16	2000	The Play Inspection Company Ltd, LS and GS play areas inspections	£150.00
Total Dec 16 expenditure:			£1,592.58

Proposal: Proposed by Councillor SS, seconded by Councillor MWC, all in favour and it was **Carried**
RESOLVED that all items listed in 12/141.8 are to be paid.

Cllr SvdH leaves the meeting

Note since meeting: Chq No 1999 cancelled, as the payment already made by Mr Fox, Clerk reimburse Mr Fox at the next meeting instead.

12/142

To further discuss Budget preliminaries and Precept 2017/18

Finance committee members met on Sat 3 Dec and agreed the Budget proposals for 2017/18. Finance Committee Budget recommendations were presented to full Council and approved, Precept for 2017/18 is £27,608.38 (CIL not included) and Budget for 2017/18 is £28,166.00.

Cllr SvdH rejoins the meeting

Proposal: Proposed by Councillor DR, seconded by Councillor PH, all in favour and it was **Carried**
RESOLVED that approved Budget is £28,166.00 and Precept is £27,608.38 for 2017/18.

12/143

Village Maintenance and Repairs

12/143.1

Play areas Inspection reports received: Cllr TP will carry the actions, Cllrs SvdH and SD will help. Cllrs TP, SvdH and SD to inspect the play areas. Members discussed it being useful if a Cllr could attend the inspection next time.

TP, SvdH and SD

12/144

Highways Issues, Faults and Repairs, to review outstanding issues;

12/144.1

Resident Steve Dockerill from 12 Ermine Street, Little Stukeley reported that he had various conversations with various responsible people but without any satisfaction in getting the verge reinstated adjacent the Little Stukeley sign. The parishioner asked can PC assist on this matter?

KG

Cllr KG will speak to Urban & Civic to make sure verges are reinstated to the same level of standard as they were before.

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

Clerk and Cllr KG to draft response.

Clerk, KG

Cllr SvdH reported that parking on the verges by the LSVH is not allowed.

12/144.2

Residents Mr & Mrs Newman reported that CCC or a contractor working on their behalf did some work on a culvert in Low Road, the spoil cleared from the culvert was just 'dumped' on the grass verge and during the works several of the guard rails surrounding the culvert were smashed. The culvert is unguarded and is in a state of repair. It is the responsibility of Alconbury and Ellington Drainage Board. Residents are asking for PC's help in sorting this matter.

Councillors agreed that it is a very dangerous position as culvert sides are incredibly steep. Cllr SvdH will take photos of the damaged area and draft a letter to Alconbury and Ellington drainage board. Cllr TP will pass the contact details.

Stef, TP

Proposal:	Proposed by Councillor PH, seconded by Councillor MWC, all in favour and it was RESOLVED to authorise Cllr SvdH to communicate with Alconbury and Ellington Drainage Board and to keep PC updated.	Carried
12/144.3	The Clerk reported that the overfilled bin at Great Stukeley field which has been full for a couple of weeks. HDC assured it will be emptied within 5 working days, report Ref No 359345.	Clerk
12/145	To consider updates and reports on current issues on the following:	
12/145.1	<u>Playing Fields:</u> Deferred Cllr MWC researched the signage and PC agreed to delegate funds for around £30 pounds to purchase the signs.	MWC
Proposal:	Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED to approve the amount of £30 to purchase the signs for the PF.	Carried
12/145.2	Football club – no agreement form PC <u>Rights of Way:</u> Appreciation of U&C for sorting the bridleway. Cllr SvdH will investigate one bridleway in the parish which does not seem to be 4m wide but is a bridleway.	SvdH
12/145.3	<u>Traffic Group:</u> Cllr MWC was trying to arrange a meeting but not successfully, therefore he wishes to step down from Traffic Group as a chairman and ask if somebody else wishes to take this over from him. The group needs to be chaired by a PC member, Councillor. Cllrs KG and PH will look at PC standing orders. Cllr MWC will stay on the group. Email from CCC received re: HGV Covenant. Cllr PH passed a letter from Diane Gee which was noted by members.	KG, PH
12/145.4	<u>Allotments:</u> Cllr SS will approach David Silsby re: Allotment Committee.	
12/145.5	<u>Website:</u> Grounds maintenance contracts in process. Deadline 9 Jan 17. Discuss at Feb meeting – Agenda item. Chair will collect the packages and bring to the meeting unopened.	Clerk, KG
12/145.6	<u>Village Street Lighting:</u>	
12/145.6.1	Stuart Bell reported by email prior to the meeting: What is supposed to happen is that after the excavation is made, the UK Power Network connection team joints-up the cabling and then the hole is filled by a separate team. K&M Lighting told that what they have done is fill the hole without making the connection. K&M Lighting were in touch with UK Power Networks to get this sorted. K&M Lighting are going to take the old column down and will leave it ready to collect <i>Cllr SvdH leaves the meeting.</i>	
12/145.6.2	Reported to PC on 5 Dec 16: Parish Council street light 006 outside 6 Owl End is constantly on. Reported to K&M Lighting on the day. Reply received that it be attended by the engineer. <i>Note since meeting: Works have been carried, Invoice received.</i>	
12/145.7	<u>Parish Magazine</u>	
12/145.7.1	Cllr PH issued Draft Terms of Reference for the Editor of Parish Magazine and Agreement relating to ownership of Parish magazine, both documents circulated to full PC. Parish Magazine Committee agreed to meet, look at the documents and bring back for PC approval at the next meeting, which is in Feb 17. Clerk to check the Insurance cover for the Parish Magazine. <i>Note since meeting: Clerk called the Insurance Company and found out that the Parish Magazine is covered under PC Insurance Product Liability, Additional Cover – Defamation & Intellectual Property Rights.</i> <i>Cllr SvdH re-joins the meeting.</i>	Magazine Committee Clerk
12/145.8	<u>Training</u> – Finance Committee recommended Cllrs to attend more training as there are funds available.	
12/146	Electronic storage of PC documents: IT issues, Cllrs email addresses – Deferred	
12/146.1	Cllr MWC spoke re: the electronic storage of PC documents and how to retain data. Legislation to check before making a proposal. Report to be submitted for the next meeting. Action for Cllrs MWC. Cllrs MWC and DR work together on the issue.	MWC DR
12/146.2	Question was raised by Cllr SvdH re: Councillor email addresses. Members discussed and it was agreed to create parish council emails for all Cllrs.	KG
Proposal:	Proposed by Councillor SvdH, seconded by Councillor SD, all in favour and it was RESOLVED that parish council email addresses to be created for all Councillors.	Carried
12/148	Correspondence	
12/148.1	All correspondence is noted and dealt with.	
12/149	Councillors' questions	
	<i>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.</i>	

- 12/149.1 Cllr SD raised a question how to engage with parishioners in a better way. Newsfeed on the website updated by Cllr KG. Facebook, twitter page would be a very good idea.
- 12/149.2 Cllr PH reported that he is away all month in Jan 17.

12/150 **Date of the next meeting:** Mon 6 Feb 2017 at 7.15pm at Great Stukeley Village Hall.

Meeting finished at 22.03pm.

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

6 Feb 2017

Date



Chairman: Karl Gasson