

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 6 March 17 at 7.15pm in Little Stukeley Village Hall

Present Karl Gasson (Chairman), Michael Womersley-Carter, Sophie Day, Philip Hobson, Terry Pinner, Sally Smith Parish Councillors.
Ms Ramune Mimiene, Clerk.
CCC Cllr Peter Ashcroft and HDC Cllr Keith Baker.
Terry Rodgers, seeking election as CCC Cllr for Warboys
2 members of United States Air Force Junior ROTC cadets from RAF Alconbury's Secondary school
4 members 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.

United States Air Force Junior ROTC cadets from RAF Alconbury's Secondary school are planning to litter pick of Great and Little Stukeley on Sat 3 Jun 17 from 10:00 am to 1.00 pm.

Cllr MWC joins the meeting

It was noted that community assistance is welcomed but not necessary as community service is one of the pillars of JROTC and The Stukeleys are very clean.

Cllr TP joins the meeting.

Chairman will draft a paragraph to go into parish magazine and website, the wording to be agreed. Cllr S Parkin was the contact person previously. PC will confirm that with Cllr SP.

HDC Cllr KB joins the meeting.

2016/17

03/178

03/178.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that PC Cllr Stef van den Haak (due to work commitments) and Cllr S Parkin sent apologies for absence.

03/179

03/179.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

03/180

03/180.1

HDC and CCC Cllrs reports

HDC precept gone up by 2%.

03/180.2

CCC Cllr reported that CCC precept increased by 2%, going towards adult social care.

03/181

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 6 February 17

Proposed by Councillor SD, seconded by Councillor MWC, all in favour, and it was RESOLVED that the minutes of 6 February 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

03/182

03/182.1

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

Action Plan circulated, discussed, and amended accordingly.

03/183

03/183.1

Councillor Portfolio: Committees and Representations on external bodies list as approved at the last meeting

Amended list circulated to full PC. Take this item off the Agenda.

03/184

Alconbury Weald



03/184.1 Presentation on Parcel 4 application and briefing on construction access, Urban & Civic, Rebecca Britton and her team
 U&C are building this section themselves. It is quite complicated but highly prominent project. It was agreed to extend consultation period by 17 Mar 17.
 101 houses are going to be built on site including affordable housing. There is going to be a shop too, no occupier yet as it did not go to the market. Enterprise zone, commercial unit, parking, more offices. Modern barn style houses, mix of 3-4 bedroom houses overlooking the park, 3 bed semi-detached houses, terraced houses, and bungalows. Apartment block designs are not ready therefore not on this application, - there will be a separate application for them as apartment blocks will mark the transition so it is very important to get them right, consultation in a couple weeks.
 Temporary access to the construction is located to existing gateway entrance. U&C need to do this due to HGV traffic on site. Applying for 3 years fixed time, and when works are completed, this temporary access will be closed and landscape reinstated. Maximum 38 HCV movements a day expected. Deliveries are restricted to 10AM to 4PM only. Bus stop is going to be temporarily relocated closer to Little Stukeley. Gates will be manned all the time, cameras will be placed, broader signage placed, wheel washing facilities in place. Temporary road order issued. Length of the road between wheel washing and Ermine Street can be extended so that wheels are clean before vehicles reach Ermine Street.
 R Britton agreed to submit an article for the magazine re: Parcel 4 focusing on the road. Deadline Fri 10 Mar. A copy of the article for the PC website.
 There were worries expressed by the neighbouring parishes re: road issues round RAF Wyton and more Houses to be built on RAF Alconbury. Neither R Britton nor her colleagues are aware about that.
 Chairman reminded U&C of a commitment to give greater detail by October last year about the green buffer planned between Alconbury Weald and the Stukeleys. No commitments have yet been made.

4 members of U&C leave the meeting

03/184.2 17/00079/REM Proposal: Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 101 dwellings (of which 6 affordable), 1183m² of a1, a3, & d1 floorspace, 5059m² of b1a/b1b/b1c floorspace, highways works (including creation of temporary construction access from Ermine Street) and all associated engineering & earth works, including ground remodelling formal landscaping and ancillary works." Site Address: Alconbury Weald Ermine Street Little Stukeley
 Extended till 17 Mar 17.

Recommend Approval. *This application is in line with the overall plan and raises no further concerns. The Stukeleys Parish Council expects U&C to honour verbal commitments made to maintain a clean highway surface condition where the temporary access meets Ermine Street.*

MWC

Proposal: Proposed by Councillor MWC, seconded by Councillor DR, all in favour, and it was RESOLVED that this planning consultation to be approved.

Carried

03/184.3 17/80028/COND Proposal: Condition information for 1201158OUT - SUBMISSION OF UPDATED KEY PHASE 1 DEFINITION AND KEY PHASE 1 FRAMEWORK PURSUANT TO THE REQUIREMENTS OF OUTLINE CONDITIONS 9 AND 10. Site Address: Alconbury Airfield Ermine Street Little Stukeley.
 No comments.

03/185 Planning

03/185.1 Outstanding matters:

03/185.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

03/185.3 Applications awaiting determination by HDC, list circulated to members.

03/185.4 New Applications

03/185.5 Consultations



03/185.6 Neighbourhood Plan - to further consider a request from the Neighbourhood Plan Steering Group for funds to engage with a planning consultant
 Cllr DR reported that the funding from the Government is available for up to £15,000. NP working group is going to submit application for it. NP group is asking PC for up to £3,000. Some money already spent on booking halls for the meetings. It was noted that PC did not agree any NP expenditure. HDC confirmed that all of the parish is a designated area for NP. The task is to produce a project plan that creates a NP. PC does not have £3,000 to give. Budget set in Nov last year is all committed. The requested amount is 10% of PC Budget. Grant money is available for delivering the plan. CIL money cannot be used for NP. Group is capable of creating a plan together.

Proposal: Agenda item for the next Meeting 'To consider to reimburse money spent on the hire of the rooms for NP meetings and public consultation'. Cllr DR will put forward and get people engaged to produce the project plan. There are 5 Cllrs on NP group.

Not carried

Cllr DR made a proposal asking PC for approval to spend up to 3,000 for the development of the project plan for the NP, seconded by Cllr PH, 4 Councillors voted against it, and it was not carried.

03/186 Finance – Budget Reports

03/186.1 Banking Situation and mandates, update Cllrs SD and DR, mandates in process.

SD, DR

03/186.2 Cashbook balance as at 31 Jan 17: Current a/c 32,427.73 and Business a/c £40,502.06

03/186.3 Bank reconciliation statement as at 31 Jan 17: Carried by Clerk, approved by PC.

03/186.4 Income and Expenditure against the Budget Report up to 31 Jan 17 – Carried by Clerk, approved by PC.

03/186.5 Note Income Received: Advertising and Allotment rent, total amount of £155.00.

03/186.6 Expenditure for approval 6 Mar 17:

Date	Chq No.	Payee and Description	Amount
6 Mar 17	2017	Cambridgeshire County Council: Street Lighting Energy 1 Oct 15 to 30 Sep 16	£128.44
6 Mar 17	2018	R Mimiene, Clerk salary Feb 17	£406.05
6 Mar 17	2019	Expenses on running cost of the Council: Feb monthly allowance £26.00, + mileage £5.40 and cartridge £12.52.	£43.92
6 Mar 17	2020	HMRC: Tax deductions from Clerk's salary Feb 16, payable to Post office Ltd	£101.40
6 Mar 17	2021	Easiprint – printing the Mar 17 magazines	£180.00
6 Mar 17	2022	E-ON Streetlighting Jan 17	£94.37
6 Mar 17	2023	Great Stukeley Village Hall Hire 2016 x 6 sessions	£168.00
6 Mar 17	2014	Little Stukeley Village Hall rend for 2016/17 x 8 including 3 extraordinary PC meetings	£80.00
Total March 17 expenditure:			£1,202.18

Proposal: Proposed by Councillor SD, seconded by Councillor MWC, all in favour and it was **Carried RESOLVED** that all items listed in 03/186.6 are to be paid.

03/187 To consider offer of spring litter pick from USAF Cadets

Proposal: Proposed by Councillor SS, seconded by Councillor KG, all in favour and it was **Carried RESOLVED** to accept the offer.

03/188 Consider awarding a grounds maintenance contract for the period 2017 – 2020 with the possibility to extend for a further two years.

03/188.1 The grounds maintenance committee's recommendation and underpinning documents were circulated to full PC. The committee recommend Ridyards Ltd which provided the most economically advantageous tender out of 7 tender applications received in total. It was agreed to delegate authority to the Grounds Maintenance committee to agree a programme of works up to the PC budget of £10,000 per annum. Maintenance committee to arrange a meeting with the Ridyards Ltd. Grass needs cutting soon.

Proposal: Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was **Carried RESOLVED** to accept this quotation.

HDC Cllr and Terry Rodgers, seeking election as CCC Cllr for Warboys, leave the meeting.

05/189 To Consider a process for responding to FOI requests



Documents presented to PC by Cllr SD. Comment by the Cllr KG re: the explanation on the charge for providing information and condition under which PC can do so to be included. Feedback requested from all members so at the next meeting in Apr document could be adopted. Agenda item for the next Meeting. SD
PC
Clerk

03/190 Village Maintenance and Repairs

03/190.1 HDC: Environmental Maintenance request, email from HDC 12 Jan 17 request to confirm if the data regarding the land ownership is correct and request to provide details of maintenance regimes of PC sites in the table provided, including who carries out the work and the frequency of the work – defer to the next meeting in Apr 17. Clerk

03/190.2 Outcome after Play areas Inspection: In progress. TP

03/191 Highways Issues, Faults and Repairs, to review outstanding issues

03/191.1 Defer to the next meeting.

03/192 To consider updates and reports on current issues on the following:

03/192.1 Playing Fields:

None.

03/192.2 Rights of Way:

A meeting set for 24 Mar 10am at Grange Farm, confirmed by U&C.

03/192.3 Traffic Group:

Members debated the issue with traffic group – group has no chairman since last year, therefore it was suggested that PC needs to analyse this group and maybe it would be possible to merge it with another group if on its own this group does not meet the expectations and cannot implement any actions. It was agreed that Cllr MWC makes an initial draft letter and circulates for comments. MWC

03/192.4 To consider solutions to the regular issue of HGVs being mis-guided by their satnav to use Church Way, Little Stukeley to access RAF Alconbury, Cllr K Gasson

In progress. Cllr PH raised issue about Oxfordshire and suggested Cambridgeshire does the same, needs proper investigation. PH

03/192.5 Allotments:

Chair KG approached D Silsby re: chairing the Allotments Committee. David Silsby asked for the list of tenants. Clerk to forward the list. Clerk

03/192.6 Website:

Nothing to report.

03/192.7 Village Street Lighting:

The contractors filled the hole without connecting the light.

Advice taken from S Bell, Clerk wrote to UK power network. To chase UK power network. Clerk

Members discussed the streetlight fault reporting system and agreed to purchase a mobile phone.

Proposal: Proposed by Councillor SS, seconded by Councillor KG, all in favour and it was RESOLVED to purchase a mobile phone for 0800 number to be diverted to report streetlights fault. Carried

03/192.8 Parish Magazine

Committee to meet and report back to the Council. Cllr SS joined the group. Committee

03/192.9 Training – No update.

03/193 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence

03/193.1 Cllrs are using new email addresses.

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.

03/194.1 To Approve Personnel Committee recommendations

Proposal: Proposed by Councillor KG, seconded by Councillor SD, all in favour, and it was RESOLVED that Personnel Committee recommendations be accepted. Carried

03/194.2 To Further Consider Pension Regulator, staging date: 1 February 2017



A recent change in the law means that the Parish Council, as Clerk's employer, must take action now.

The Personnel Committee met in February and determined that, at the Clerk's income level, the Parish Council is not obliged in law to automatically enrol the Clerk in a workplace pension scheme, but that the Clerk has the right to request enrolment. Clerk has formally requested that PC enrol her in a workplace pension scheme and the Personnel Committee supports that request.

It was suggested to match the Clerk's pension contribution and pay up to 5% of the Clerk's gross salary into a pension scheme (up to around £25 per month).

The Personnel Committee recommends that the Parish Council approves this proposal.

Proposal: **Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED that Personnel Committee recommendation be accepted.**

Clerk to finalise Pensions Regulator application and speak to NEST, government pensions provider.

Carried
Clerk

Meeting opened for the public and press

03/195 Correspondence

03/195.1 All correspondence is noted and dealt with.

03/195.2 A letter received tonight which was read out to full Council. PC acknowledge the receipt of his letter.

03/196 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.

03/196.1 Have a NP as a standard Agenda item.

03/197 Date of the next meeting: Mon 3 Apr 2017 at 7.15pm at Great Stukeley Village Hall.

Meeting finished at 10.17pm.

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

3/4/17

Date



Chairman: Karl Gasson