

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 5 Jun 17 at 7.15pm in Great Stukeley Village Hall

Present Terry Pinner (Chairman), Sally Smith (Vice-Chairman), Philip Hobson, Sue Parkin, Tim Close
Parish Councillors.
Ms Ramune Mimiene, Clerk.
3 Members of the public.
CC Cllr Terry Rodgers.

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.*

2017/18 Mrs Halliday volunteered to cut the overgrowth at Owl End's boundary where the metal post is hidden in vegetation. Thank you expressed to Mrs Halliday.

06/234 To Receive and Approve Apologies and Reasons for Non Attendance

06/234.1 The Clerk reported that PC Cllrs K Gasson, S Day, D Robinson and S van den Haak sent apologies for absence.

06/235 To Elect a Vice Chairman

Nomination: Cllr SS.

Proposal: Proposed by Councillor PH, seconded by Councillor SP, all in favour, and it was RESOLVED that SS is elected a Vice - Chairman.

Carried

06/236 Declarations of Interests for Members (Disclosable Pecuniary Interests)

06/236.1 Cllr TP declared interest in Agenda item 06/243.4 – New Applications, 11 Pringle Way, LS.

06/237 To Receive and Approve the Minutes of the Annual Parish Council Meeting 8 May 17

Proposal: Proposed by Councillor TP, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes of 8 May 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

06/238 To Receive and Approve the Minutes of Personnel Meeting 23 May 17

Proposal: Proposed by Councillor SS, seconded by Councillor TP, all in favour, and it was RESOLVED that the minutes of 23 May 17 be accepted and signed as a true record of the meeting.

Carried

Minutes were signed.

06/239 Matters arising from those Minutes and previous meetings (action plan circulated to members)

06/239.1 Action Plan circulated, discussed, and updated accordingly.

06/240 HDC and CCC Councillors Reports – it was agreed to carry this Agenda item forward

06/240.1 A new CC for The Stukeleys is Cllr Terry Rodgers who will join the meetings usually a bit later due to two meetings he is planning to attend on 1st Mon of each month.

06/240.2 Keith Baker is HDC Cllr for The Stukeleys.

06/241 To Consider Councillor Responsibilities and to note Councillor Vacancy

06/241.1 Committees to be carried forward to the next PC meeting when more Cllrs are present.

06/241.2 Re: the Councillor Vacancy HDC notification received that there was no request for elections. PC can now fill the Vacancy by co-option. Mr Tim Close expressed interest in becoming a parish Councillor. Chairman read aloud the statement submitted by Mr Tim Close which was also circulated to full PC prior to this meeting.

Proposal: Proposed by Councillor TP, seconded by Councillor SS, all in favour, and it was RESOLVED that Tim Close is co-opted to the Council.

Carried

Cllr Tim Close signed the Acceptance of office form and Register of Members' Interest form.

It was agreed to create a new PC email address for new Cllr TC. Clerk to approach Cllr KG.

Clerk

Note since meeting: Clerk submitted the signed Register of Members' Interests form to HDC elections department. The new email address for Cllr T Close is created by Cllr KG.

06/242 Alconbury Weald

06/242.1 Email received from R Britton, chairman read it aloud. Chairman will forward the copy of the email to Clerk for PC file. TP

06/242.2 Joint parishes meeting is set on Thu 8 Jun 17 at 12 noon at Alconbury Weald.

06/242.3 It was agreed to invite R Britton to come to the next meeting.

06/243
06/243.1
06/243.2
06/243.3
06/243.4

Planning

Outstanding matters: None.

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

Applications awaiting determination by HDC, list circulated to members.

New Applications

1) 17/00803/FUL New Dwelling, 11 Pringle Way Little Stukeley Huntingdon PE28 4BH

1 letter of objection was received.

Cllr TP declared interest.

It was agreed by PC to recommend Refusal of this Planning consultation: Recommend Refusal due to detrimental effect to the street scene and overbearing to 2 listed buildings.

Proposal:

Proposed by Councillor SP, seconded by Councillor PH, all in favour, and it was RESOLVED that this planning consultation to be refused.

Carried

2) Jennifer Thomas Consultancy Ltd: The Stukeley's Parish Neighbourhood Plan:

Agreserves Land, hard copy of the letter with plans received. To approve the request to invite Jennifer Thomas Consultancy Ltd.

Clerk

It was agreed by PC to invite Jennifer Thomas Consultancy Ltd to the next PC meeting in July.

Note since meeting: Invitation sent. Jennifer Thomas confirmed their attendance.

Clerk

06/243.5

Consultations

There were no new consultations.

06/243.6

Neighbourhood Plan

Cllr SS explained that Cllr DR (chairman of NP steering group) is putting dates together for a meeting and is planning to circulate them in the next week.

DR

06/244

Finance – Budget Reports

AR amendment signed by the chairman.

06/244.1

Banking Situation and Mandates: Cllr DR form is in progress. Clerk submitted the bank mandate to the NatWest re: change of Clerk's address and removal of Cllr MWC from PC accounts as a signatory.

DR

06/244.2

Bank reconciliation statement as at 30 Apr 17: Carried by Clerk, approved by PC. Chairman signed a copy of bank reconciliation.

06/244.3

Income and Expenditure against the Budget Report up to 30 Apr 17 – Carried by Clerk, presented to full Council, approved by PC.

06/244.4

Note Income Received: Precept of £27,608.00 and CIL money £51,743.74

06/244.5

To discuss and implement the recommendations made by the Internal Auditor for the Year Ended 31 Mar 17 – members agreed to keep this item on the Agenda

CC Cllr T Rodgers joins the meeting

06/244.6

Expenditure for approval 5 Jun 17:

As per minute 04/204.6 of Apr Parish Council meeting it was agreed to raise the chq to reimburse re: NP expenses. Therefore, the chq payment was raised to Cllr D Robinson, total amount of £125. Invoice received.

| Date | Chq No. | Payee and Description | Amount |
|-----------|---------|--|-----------|
| | | <i>It was agreed at Apr PC to reimburse NP expenses. Payment was raised on 22 May 17 at the receipt of Invoices.</i> | |
| 22 May 17 | 2041 | Cllr D Robinson reimbursement re: Rent of GSVH, Alconbury Weald Academy and LSVH for NP meetings. | £125.00 |
| | | To approve further Payments: | |
| 5 Jun 17 | 2042 | R Mimiene, Clerk salary May 17 | £450.11 |
| 5 Jun 17 | 2043 | Expenses on running cost of the Council: May 17 monthly allowance £26.00, + Cartridge, Postage and Stationery £19.62 | £45.62 |
| 5 Jun 17 | 2044 | HMRC: Tax deductions from Clerk's salary May 17, payable to Post office Ltd | £36.80 |
| 5 Jun 17 | DD | Pensions contribution 5% Clerk contribution £25.63 and PC contribution £25.63, total deducted £51.26 for Apr 17 | £51.26 |
| 5 Jun 17 | 2045 | Reimburse Cllr T Pinner re: parts for Play Area | £43.80 |
| 5 Jun 17 | 2046 | Internal audit for 2016.17 – inspection & report for PC, Canalbs Ltd | £187.67 |
| | | <i>It was agreed on the night to pay:</i> | |
| 5 Jun 17 | 2047 | Ridyards – grass cutting in the parishes | £1,590.00 |
| 5 Jun 17 | 2048 | Easiprint, copies of the Jun magazine | £188.70 |
| | | Total Jun 17 expenditure: | £2,718.96 |

| | | |
|------------------|---|------------------|
| Proposal: | Proposed by Councillor SS, seconded by Councillor PH, all in favour and it was RESOLVED that all items listed in 06/244.6 including additional 2 payments (Invoices received after the Agenda was circulated) listed in the payments table above are to be paid. | Carried |
| 06/244.7 | Outcome re: PC phone (to be used for streetlights faults reporting and possible contact number for the Parish Council). Defer to the next meeting when Cllr DR is present. Keep on the Agenda. | DR, Clerk |
| 06/245 | To Review Policy Documents | |
| 06/245.1 | Standing Orders – defer to Finance Committee meeting (Finance committee could not meet before Jun PC) | Finance |
| 06/245.2 | Financial Regulations – new model issued by NALC – defer to Finance Committee Meeting | Finance |
| 06/245.3 | Assets Register – defer to Finance Committee meeting | Finance |
| 06/245.4 | To Approve Risk Assessments issued by Personnel Committee: | Personnel |
| | 06/245.4.1 Parish Council Risk Assessment | |
| | 06/245.4.2 Strimmer & Bush Cutter | |
| | 06/245.4.3 Dog warden | |
| | 06/245.4.4 Highways warden | |
| | 06/245.4.5 Tree Warden | |
| Proposal: | Proposed by Councillor SS, seconded by Councillor SP, all in favour, and it was RESOLVED that Parish Council Risk Assessment, Strimmer & Bush Cutter, Dog Warden, Highways Warden and Tree Warden Risk Assessments are approved. | Carried |
| 06/245.5 | Financial Risk Assessment – PC requires Finance Committee to meet. Defer to Finance committee meeting | Clerk Finance |
| 06/245.6 | To Approve Personnel Recommendations re: Staff Grievance Procedure and Staff Disciplinary Policy documents | |
| Proposal: | Proposed by Councillor SS, seconded by Councillor SP, all in favour and it was RESOLVED that Staff Grievance Procedure and Staff Disciplinary Policy documents are approved. | Carried |
| 06/246 | Village Maintenance and Repairs Work in progress. | |
| 06/247 | Highways Issues, Faults and Repairs , to review outstanding issues No issues raised. | |
| 06/248 | To consider the request made by HDC Councillor T Hayward re: FW: FUTURE OF HDC TREE WARDEN CO-ORDINATOR Tree Warden – Cllr Sue Parkin. PC is not planning to support financially the role of tree warden coordinator. PC is keen in attending a tree warden training suggested by HDC. | |
| 06/249 | To consider updates and reports on current issues on the following: | |
| 06/249.1 | <u>Playing Fields:</u> Needs a chairman and one new member. PC is looking for volunteers. No report. | |
| 06/249.2 | <u>Rights of Way:</u> Cllr PH will chase R Britton re: the minutes and further outcome. | PH |
| 06/249.3 | <u>Traffic Group:</u> There is no separate group. It is under PC now. | |
| 06/249.4 | <u>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</u> Cllr PH approached CC Cllr T Rodgers re: Oxfordshire County Council and how they restrict and prosecute lorries which pass through the Parish. CC Cllr TR will look at that and will report back. | |
| 06/249.5 | <u>Allotments:</u> | |

Chairman of the Allotments committee David Silsby reported that there are 5 Vacant Allotment plots. Advertising notices gone up.
Due to the report received at Annual Parish Meeting, Pest control officer was contacted. PC agreed to approve in principle the amount of £150.00 to be paid to Pest Control officer.
D Silsby reported that shed on the Allotments is well used. Tenants have keys. Donated tables and chairs are there now.
Paint is needed for the shed for £144.46 + VAT = £173.35. PC agreed this amount to be paid. Clerk will put the order through and PC will be able to claim the VAT back.
PC owns the heavy-duty strimmer which could be used to tidy up the vacant plots. David Silsby will approach Cllr K Gasson.

Cllr Terry Rodgers introduced himself. He is a CC Cllr for The Stukeleys PC. He served on HDC for 14 years before. Cllr TR will be coming to The Stukeleys PC meetings a bit later due to another meeting on the same evening at Upwood. PC members are very happy to have CC Cllr TR.

06/249.6

Website:
Nothing to report.

06/249.7

Village Street Lighting:
Nothing to report.

06/249.8

Parish Magazine
Cllr PH produced couple of documents. Cllr PH will re-circulate the documents. Magazine is covered under PC Insurance. The magazine committee to check Internal Auditor's comment.

06/249.9

Training
New Cllr TC is happy to attend Councillor training. Cllr PH would like to join too. Clerk to check is there is any training available locally.

06/250

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

06/250.1

In progress.

DR

06/251

Correspondence

06/251.1

Letter received from the resident re: the pollarding of the ash tree which is on the land which belongs to the developer. PC understand that the request is on the private property and in this instance PC cannot help nor get involved. Clerk to respond to the letter.

Clerk

06/252

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.

06/252.1

Cllr TC raised a question re: traffic situation and expressed a wish to have a representative from U&C at the next meeting in July.

06/253

Date of the next meeting: Mon 3 Jul 17 at LSVH.

Welcome to new CC Cllr T Rodgers and a new member on the Parish Council T Close. Thank you to members of the public for coming tonight. Thank you to Councillors and Clerk.

Meeting finished at 8.56pm.

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

Date

Chairman: Terry Pinner