

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 3 July 17 at 7.15pm in Little Stukeley Village Hall

Present Terry Pinner (Chairman), Sally Smith (Vice-Chairman), Karl Gasson, Sue Parkin, Tim Close, David Robinson, Sophie Day and Shaun Burton, Parish Councillors.
Ms Ramune Mimiene, Clerk.
6 Members of the public.
R Britton and her colleague, U&C.
CC Cllr T 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.*

D Silsby, Chairman of Allotment Association and Allotment Committee, reported that vacant allotment plots are now strimmed and pet control is finished. Vacant plots are advertised in parish magazine and other places in the villages. Open Gardens Event is set for 8/9 July at 1-5pm in aid of raising funds to help with the running cost of the Village Hall and Allotments. Thank you expressed to DS.

D Silsby, Chair of GSVH committee, reported that water leak was detected at GSVH. Any repairs need to be carried by the VH. Surveys are being carried for the quotes for repairs. 50L of water is lost an hour which is going down into the drainage system. PC help for repairs will be appreciated. VH is insured. Possible BBQ is set for last Sun in Aug from 11 am to 3pm. Update to follow as all depends on how many responses are received.

R Britton joins the meeting

GSVH Committee are trying to arrange a social evening (badminton and table tennis event) to promote the GSVH for a wider society.

1 member of R Britton team joins the meeting.

Cycling Routes – it was noted by the resident that when you pass the bus stop in LS, on the right-hand side going towards Alconbury, there is a hedge which obstructs the visibility. Part of this hedge belongs to Highways. Clerk to approach highways. Cllr TP will approach the owner.

Clerk, TP

2017/18

07/253 To Receive and Approve Apologies and Reasons for Non Attendance

07/253.1 The Clerk reported that PC Cllr P Hobson and HDC Cllr K Baker sent apologies for absence.

07/254 Declarations of Interests for Members (Disclosable Pecuniary Interests)

07/254.1 Cllr TP declared interest in Agenda item 07/266.

07/254.2 Cllr DR declared interest in planning application No17/00941/HHFUL.

07/255 To Receive and Approve the Minutes of the Parish Council Meeting 5 Jun 17

It was noted that in the title of the Minutes it should say 'Parish Council Meeting' not 'Annual Parish Council Meeting'. Amended Minutes provided to the chairman for signing.

Proposal: Proposed by Councillor SS, seconded by Councillor DR, all in favour, and it was RESOLVED that the minutes of 5 June 17 be accepted and signed as a true record of the meeting with the above amendment.

Carried

Chairman signed the Minutes.

07/256 Matters arising from those Minutes and previous meetings (action plan circulated to members)

07/256.1 Action Plan circulated, discussed, and updated accordingly.

07/256.2 Cllrs TP, SP and the Clerk attended the Joint Parishes meeting on 8 Jun 17. Key points were minuted by the Clerk and circulated to full PC.

07/257 To further Consider Councillor Responsibilities

07/257.1 To defer to the next meeting.

07/258 To discuss 1 Councillor Vacancy

07/258.1 HDC informed that PC can now co-opt to fill the vacancy. There is one member interested. PC considered the application of Mr Shaun Burton.

Proposal: Proposed by Councillor KG, seconded by Councillor TP, all in favour, and it was RESOLVED that Mr Shaun Burton is co-opted to the Council.

Carried

Cllr SB signed Register of Members' Interest form and Acceptance of Office form.

Note since meeting: The form submitted to HDC and confirmation received.

07/259	Alconbury Weald	
07/259.1	R Britton provided an update. 7 Jul 17 shop is opening on site. Play areas are well used. MUGA is accessible and free to use to all The Stukeleys residents. Cycling and dog walking routes are completed. Cricket area is seeded. The design for Ermine Street traffic calming works finalized and it will be reissued in the next few weeks. U&C are happy to come to PC meeting to present it. Works planned at beginning of 2018. U&C are planning to book the road space in Sep 17. 3 months' notice will be given. Funding to open southern access is provided. Options of cycle routes for GS and LS. Circular route. Boulevard is open one lane, there is a diversion for going back. Re: The Membership to the gym – it is run by One Leisure but in a slightly different way. Number to call is 01480 388111. Notice will be put in parish newsletter by R Britton. Thank you expressed to RB and her colleague for tonight's briefing.	
07/260	Planning	
07/260.1	<u>Outstanding matters:</u> None.	
07/260.2	<u>Applications determined by HDC:</u> Clerk circulated Planning spreadsheet which was noted and approved by the members.	
07/260.3	<u>Applications awaiting determination by HDC,</u> list circulated to members.	
07/260.4	<u>New Application:</u> 1) 17/00941/HHFUL Construction of a single storey rear extension 23 Church Way, Little Stukeley PE28 4BQ. HDC received further information in connection with this planning application, the notification from HDC received on 16 Jun 17 Propose recommend approval because it is compatible with local street scene and is of an acceptable use.	
Proposal:	Proposed by Councillor KG, seconded by Councillor SD, all in favour, and it was RESOLVED that this planning consultation to be approved.	Carried
07/260.5	17/01238/LBC 1 Low Road, LS, PE28 4BA, Internal alterations to create en-suites to bedrooms 1 and 4: This planning application missed the Agenda. PC decided to delegate powers to Planning Committee to submit planning recommendations to HDC on PC behalf.	
Proposal:	Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED to do so.	Carried
07/260.6	It was agreed that Cllr SS will chair Planning committee.	
Proposal:	Proposed by Councillor SP, seconded by Councillor KG, all in favour, and it was RESOLVED to do so.	Carried
07/260.7	Jennifer Thomas Consultancy Ltd: The Stukeley's Parish Neighbourhood Plan: Agreserves Land, hard copy of the letter with plans received. The report presented to PC. Jenifer Thomas Consultancy Ltd could provide help towards the production of the NP. Around£8000 is ring fenced for communities to use. Cllr DR is happy to talk to Jenifer Thomas Consultancy Ltd.	DR
07/260.8	<u>Consultations</u> 4 new consultations received today 3 Jul 17:	
07/260.9	It was agreed to delegate powers to Planning Committee to deal with 4 planning consultations received today: 1) Housing and Economic Land Availability Assessment 2017 2) Call for Sites 2017 3) Huntingdonshire Local Plan to 2036: Draft Final Sustainability Appraisal 4) Huntingdonshire Local Plan to 2036: Consultation Draft 2017	
Proposal:	Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED that PC delegated powers to Planning Committee to submit recommendations on PC behalf.	Carried
07/260.10	<u>Neighbourhood Plan</u> Cllr DR reported that there is not much of the update. Aim to finish the plan at the end of next year. Mostly parish Cllrs. DR reported that the working group is looking for new members from the public.	DR
07/261	Finance – Budget Reports	
07/261.1	<u>To note that Annual Return is now posted to external auditors, Notice of Public Rights of inspection of accounts is on PC NBs and website. All year end documents finalized.</u>	
07/261.2	<u>Bank Mandates:</u> No further update.	

- 07/261.3 Bank Balances, Cashbook and Bank reconciliation statement as at 31 May 17: Current a/c bank balance is £104,443.68 and Saver a/c bank balance is £40,503.39. Bank reconciliation is carried for the current a/c. Approved by PC. Chairman signed a copy of bank reconciliation and bank balances sheet.
- 07/261.4 Income and Expenditure against the Budget Report up to 31 May 17 – Carried by Clerk, presented to full Council, approved by PC. Chairman signed a copy of I&E report.
- 07/261.5 To discuss and implement the recommendations made by the Internal Auditor for the Year Ended 31 Mar 17 – deferred to the next meeting. PC

4 people leave the meeting.

- 07/261.6 Expenditure for approval 3 Jul 17:
 3 Invoices received after the Agenda was issued:
 1) Easiprint Invoice for July magazines received after the Agenda was issues. PC agreed to pay Invoice for £216.60 as the next scheduled PC meeting is only in Sep 17.
 2) ICO expires on 12 Aug 17 – requested the Invoice, £35.00
 3) Ridyards Invoice – Grounds Maintenance committee agreed to meet 12 Jul 17 at 7.30pm at Cllr SP house. Committee members are: SS, KG, TP and SP.

CCC Cllr TR joins the meeting.

Date	Chq No.	Payee and Description	Amount
16 Jun 17	2049	<i>It was agreed to make a payment re: allotments at Jun PC. Payment now raised: Sovereign Chemicals Ltd: basecoat and topcoat for the communal cabin (2 more signatures required)</i>	£173.35
3 Jul 17	2050	Contribution to SLCC membership – split between all 7 Parish Councils according to the % of the hours contracted	£46.42
3 Jul 17	2051	R Mimiene, Clerk salary Jun 17	£450.31
3 Jul 17	2052	R Mimiene Expenses on running cost of the Council: Jun 17 monthly allowance £26.00, + Cartridge, Postage and Stationery £32.47	£58.47
3 Jul 17	2053	HMRC: Tax deductions from Clerk's salary May 17, payable to Post office Ltd	£36.60
3 Jul 17	DD	Pensions contribution 5% Clerk contribution £25.63 and PC contribution £25.63, total deducted £51.26 for Jun 17	£51.26
3 Jul 17	2054	Huntingdonshire District Council, Seminar: Tree Safety – Managing trees on Town & Parish Council owned land. Cllrs S Parkin and K Gasson.	£104.00
3 Jul 17	2055	Michael Newman, Flower Bed at Millennium Sign, LS	£42.50
3 Jul 17	2056	G Barker, Rodents in Allotments GS	£150.00
3 Jul 17	2057	E-ON Streetlighting May 17	£103.22
3 Jul 17	2058	Anglian Water, water bill for the Allotments	£14.86
		<i>These 3 payments added to the payment list on the night 3 Jul 17, To be approved by PC:</i>	
	2061	<i>Chq No 2061 cancelled</i>	
3 Jul 17	2062	Easiprint July magazines	£216.60
3 Jul 17	2063	ICO - membership	£35.00
3 Jul 17	2065	Ridyards Ltd, grass cutting Jun 17	£1,140.00
		<i>Total Jul 17 Expenditure:</i>	£2,622.59

Proposal: Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was Carried RESOLVED that all items listed in 07/261.6 including additional 3 payments (Invoices received after the Agenda was circulated) are to be paid.

- 07/261.7 Expenditure for approval 7 Aug 17:

Date	Chq No.	Payee and Description	Amount
		<i>To Approve in principle Aug 17 payments: (Payroll will only be carried at the of Jul and tax deductions might vary)</i>	
7 Aug 17	2059	Clerk salary July 17 – to be confirmed	Around £450.31
7 Aug 17	2060	Clerk expenses July 17 – to be confirmed	Around £26.00
7 Aug 17	2064	Post office Ltd Tax deductions from Clerk's wages July 17	£36.60
7 Aug 17	DD	Pensions contribution 5% Clerk contribution £25.63 and PC	£51.26

	contribution £25.63, total deducted £51.26 for Jul 17	
	<i>Total Aug 17 expenditure:</i>	Around £564.17

- Proposal:** **Proposed by Councillor KG, seconded by Councillor SD, all in favour and it was RESOLVED that all items listed in 07/261.7 are to be paid on 7 Aug 17 when Payroll for July 17 is carried.** **Carried**
- Clerk will carry on Payroll at the end of July 17 and will approach signatories to sign the chqs approved in principle tonight.
- 07/261.8 Outcome re: PC phone (to be used for streetlights faults reporting and possible contact number for the Parish Council). DR, Clerk
- It was agreed that Cllr DR will pass the phone to SD who will deliver it to the Clerk. It was agreed by PC that the sim card contract should be between £10/15 a month. Clerk
- Note since meeting: The mobile phone was delivered to the Clerk. Clerk went to O2 shop and got some pricelists as well as the list of documentations needed for the Signatory on the day of signing the contract.* Clerk
- 07/262 HDC and CCC Councillors Reports – it was agreed to carry this Agenda item forward**
- Item brought forward: CC Cllr TR presented the report and mentioned that CCC will be launching themselves as a developer. Cllrs raised a few questions re: this project.
- 07/263 To Review Policy Documents**
- 07/263.1 Standing Orders – defer to Finance Committee meeting (Finance committee could not meet before Jun PC) Finance
- 07/263.2 Financial Regulations – new model issued by NALC – defer to Finance Committee Meeting Finance
- 07/263.3 Assets Register – defer to Finance Committee meeting Finance
- 07/263.4 Financial Risk Assessment – PC requires Finance Committee to meet. Defer to Finance committee meeting Finance
- Cllr SB joins the Finance committee. Cllr KG will carry on being a chairman. SB, KG
- 07/264 Village Maintenance and Repairs**
- 07/264.1 In process. With Cllr TP. TP
- 07/265 Highways Issues, Faults and Repairs, to review outstanding issues**
- 07/265.1 To discuss the Issues raised re: Choking of grass verge, Little Stukeley
- Cllr TP will inspect and write down what PC want the contractor to do. It is the area at LS next to the Village sign. TP
- Hedges are getting overgrown – Clerk to write to parish magazine re: overgrown hedges and ask residents to cut their private hedges which are intruding into public footpaths. Clerk
- PC instructed the contractor not to cut the hedges till the birds nesting season finishes. Clerk
- Clerk to ask the contractor to trim the hedge (overhanging branches) at Great Stukeley between the PF and Ermine street on the Ermine street side. Clerk to instruct Ridyards. Clerk
- Note since meeting: Clerk emailed Ridyards instructing to trim the hedge.*
- 07/265.2 Bus shelters - To discuss and get PC approval to clean 2 bus shelters and clean out troughings in Great Stukeley. The 'Tumulus' Sign needs cleaning too. Cllr T Pinner
- Quote for cleaning received for £30 per bus shelter and £5 to clean the sign. £65 in total.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED that this is quote is accepted and the works can now be carried.** **Carried**
- 07/266 Freedom of Information Request**
- 07/266.1 Note: Cllr TP leaves the chairman's position and Cllr SS takes over to chair the meeting for this Agenda item.
- 07/266.2 A member of the public continues to seek information under Freedom of Information Act. PC informed the member of the public on numerous occasions that PC does not have any obligation to keep the information he is looking for. Advice was provided by PC where the information could be hold. Appeal now received. More follow up emails received from the complainant. Clerk contacted ICO for advice.
- PC will follow the response process and will respond to the questions provided. Cllr DR is happy to draft a reply. Before the response is sent, full PC will review it. Reply has to be submitted to ICO by 26 Jul 17.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor KG, all in favour, and it was RESOLVED that Cllr DR takes the tasks over.** **Carried**
- 07/267 To consider updates and reports on current issues on the following:**

- 07/267.1 Playing Fields:
 07/267.1.1 Chairman bought the parts. Expanding foam now needed as caps do not fit. When they were glued on they still fell. TP
 Land registry office looked at registered boundaries – 4 boundaries of GS PF – not registered. Walk about needed. Ash tree is dangerous and needs to be tidied up. If it is not on a private land TP
 PC can move the fence. Cllr TP will speak to Mr Cox.
- 07/267.1.2 Letter re: overgrown footpath received – it is unspecified – PC cannot ask for more details as the name is not provided.
- 07/267.2 Rights of Way:
 07/257.2.1 Footpath 11 Diversion: R Britton spoke tonight re: connecting the cycle path to it and other paths. PH
 07/267.3 Traffic Group:
 07/267.3.1 No report. Remove this item from future Agenda. Clerk
 07/267.4 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
- 07/267.4.1 Hardly any lorries are notice.
 07/267.5 Allotments:
 07/267.5.1 Dealt with.
 07/267.6 Website:
 07/267.6.1 Cllr KG noted that CCC events bulletin will be linked with PC website. The link will always take to the new bulletin.
- 07/267.7 Village Street Lighting:
 07/267.7.1 Clerk to instruct K&M Lighting to replace the tape with aluminium cover.
Note since meeting: Clerk instructed the contractor.
- 07/267.8 Parish Magazine
 07/267.8.1 Defer to the next meeting when Cllr P Hobson is present.
 07/267.9 Training
 07/267.9.1 Cllrs SP and KG are booked on HDC training re: trees.

07/268 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence

- 07/268.1 It was agreed to cross the 'Cllrs email addresses' from the Agenda. Clerk
 07/268.2 Cllr DR took over the task re: electronic storage of PC documents. Cllr DR reported that there are plenty of services to be used. PC has to agree what requirements PC is trying to achieve. DR
 Clerk agreed to scan and email to Cllr DR the document re: guidance on records management and archives for parish councils, which was obtained from the CCC Archives. It was agreed to create a data retention policy. Clerk
 07/268.3 New Councillor needs a PC email address. Cllr KG will sort this out. KG

07/269 To consider HDC offer to install Textile banks

Cllr DR, chairman to LSVH, emailed PC prior to the meeting and also confirmed tonight that LSVH would not like a textile bank.
 D Silsby, who is a chairman to GSVH, will present HDC offer to install a textile bank to VH committee. The money collected should go to GSVH.
Note since meeting: HDC contacted, DS contact details provided, all in process.

07/270 Correspondence - list circulated prior to the meeting.

- 07/270.1 Cllr KG agreed to respond to anonymous letter (by writing into parish newsletter) which was received by Clerk (letter was signed by 'residents of Great Stukeley's only). KG
 07/270.2 Item 7: Email from Valerie Halliday re: clearing the vegetation at Owl End received, photos also attached. Clerk emailed and thanked V Halliday. V Halliday raised several issues re: the weed killer to remove the vegetation. Also, issue raised re: the warning sign which could be installed as a warning some distance before the metal post.

07/271 Councillors' questions

- 07/271.1 Cllr SD raised the question re: Clerk's holidays. It was agreed that the Clerk needs to approach Chairman and Personnel committee 1st. Then to inform the full PC. Clerk's holidays are approved.
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.

07/272 Date of the next meeting: Mon 4 Sep 17 at GSVH.

Meeting finished at 9.40pm.

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

