

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 4 September 17 at 7.15pm in Great Stukeley Village Hall

Present Terry Pinner (Chairman), Karl Gasson, Sue Parkin, Philip Hobson, David Robinson, Shaun Burton, Parish Councillors.
Ms Ramune Mimiene, Clerk.
1 Member of the public.
CC Cllr T Rodgers.
HDC Cllr Tom Sanderson
HDC Cllr K Baker
D Silsby, Chairman of Allotment Association and Allotment Committee

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.

Cold Callers were noticed in the villages. Chairman TP contacted No Cold Call Zone and got some advice and brochures/leaflets. It was agreed to order more stickers ('We are not buying it') to prevent people from Cold Callers. Cllr TP will liaise with the No Cold Call Zone. Stickers to be delivered to every household door with the next magazine.

D Silsby presented PC the expenses re: Allotment. An updated copy of the Allotment tenant list provided to the Clerk. D Silsby will prepare the proposal re: CIL spending for next meeting.

Cllr SB joins the meeting.

1 member of the public joins the meeting

HDC Cllr KB joins the meeting

2017/18

09/273

09/273.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that PC Cllrs S Day, S Smith and T Close sent apologies for absence.

09/274

09/274.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

09/275

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 3 Jul 17

Proposed by Councillor DR, seconded by Councillor SP, all in favour, and it was RESOLVED that the minutes of 3 Jul 17 be accepted and signed as a true record of the meeting.

Carried

Chairman signed the Minutes.

09/276

09/276.1

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

Action Plan circulated, discussed, and updated accordingly.

09/277

09/277.1

09/277.2

HDC and CCC Cllrs reports

HDC Cllr K Baker reported re: RSPC cold callers.

HDC Cllr TS noted that Local Plan consultation is now finished. Re: dog control orders, PC TS requested some guidance from HDC Cllr TS.

09/278

09/278.1

To further Consider Councillor Responsibilities

Councillor Responsibilities to be uploaded onto PC website and put on the PC Notice Boards. Cllr SS, KG SS is doing LS Notice board and Cllr KG is doing GS Notice Board.

09/279

09/279.1

Alconbury Weald

Joint Parishes meeting is tomorrow Tue 5 Sep 17 at 10am at U&C. Cllr SP and Clerk will be attending.

09/280

09/280.1

09/280.2

09/280.3

09/280.4

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 Application:

- 1) Proposal: Extension of Seafood Bar to form Owners and Trainers Restaurant, Site Address: Huntingdon Racecourse Thrapston Road Brampton, Reference: 17/01640/FUL

Recommend Approval: Acceptable use of land.

Proposal:

Proposed by Councillor KG, seconded by Councillor SD, all in favour, and it was RESOLVED that this planning consultation to be approved.

Carried

	2) Proposal: Construction of new dwellinghouse with parking and amenity, Site Address: Land To The South East Of 6 Ermine Street Great Stukeley, Reference: 17/01672/FUL	
	Recommend Approval: No reason for refusal. Acceptable use of the land.	
Proposal:	Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED that this planning consultation to be approved.	Carried
	3) Proposal: Erection of 4no. two-storey detached dwellings with ancillary garaging, parking, landscaping and access provisions. Site Address: Land North Of 13 Moorfield Way Great Stukeley, Reference: 17/01497/FUL	
	Recommend Refusal: Overdevelopment of the site due to the lay out density of the buildings.	
Proposal:	Proposed by Councillor KG, seconded by Councillor SP, all in favour, and it was RESOLVED that this planning consultation to be refused.	Carried
09/280.5	<u>Consultations</u> No new ones received.	
09/280.6	<u>Agreserves Land</u> – Cllr DR met Ben Conway the General Manager at Agreserves on 19 Aug 17 at their Woodwalton office. Agreserves are keen to support the local community. It is a donation and no conditions apply. Clerk to check with HDC. It was suggested to possibly provide the money to the village halls. Chairmen of GSVH and LSVH liaise and list the projects down. It was suggested that money should go to VH Committees direct.	DR DS Clerk
09/280.7	<u>Neighbourhood Plan</u> Cllr DR gave an update. The team welcomed a new member. Traffic, cycle paths, future bus service issues were discussed at the last meeting. Questionnaire will be on the website soon for people to fill in online. The group needs to get a Project manager to help with the plan. Next meeting set for 19 Sep 17. The group needs more support from residents.	
09/281	To note the outcome of HDC and other Consultations (1st four consultations' consultation period 3 Jul to 25 Aug 17)	
	1) Housing and Economic Land Availability Assessment 2017 - http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/helaa2017	
	2) Call for Sites 2017 http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/cfs2017	
	3) Huntingdonshire Local Plan to 2036: Draft Final Sustainability Appraisal 2017 - http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/dfs2017	
	4) Huntingdonshire Local Plan to 2036: Consultation Draft 2017 - http://consult.huntingdonshire.gov.uk/portal/pp/hlp2036/cd2017/cd2017 - PC comments submitted.	
	5) HDC: Consultation on Dog Control PSPO, Replacement of dog control orders with a public space protection notice, comments by 28 Aug 17	
	6) Cambridgeshire and Peterborough Police and Crime Commissioner, Jason Ablewhite launched a Consultation on Fire Service governance. Information regarding the consultation, including a short survey, can be found using the link below: http://www.cambridgeshire-pcc.gov.uk/get-involved/fire-governance-consultation/	
09/282	Finance – Budget Reports	
09/282.1	<u>Completion of the Annual Return for the year ended 31 March 2017, the external auditor report and certificate provided. Notice of conclusion of audit published.</u>	
09/282.2	<u>Bank Mandates: Bank mandates, further update re: Cllr D Robinson bank mandate and to approve and sign a new mandate form for Cllr T Pinner to become a signatory</u>	
Proposal:	Proposed by Councillor KG, seconded by Councillor SP, all in favour, and it was RESOLVED that Cllr Terry Pinner becomes a signatory.	Carried
	The form was signed and passed to Cllr TP who now needs to go to the bank with the identity documents.	
09/282.3	<u>Bank Balances, Cashbook and Bank reconciliation statement as at 30 Jun 17:</u> Current a/c bank balance is £103,034.69 and Business Reserve a/c/Saver a/c bank balance is £40,503.72. Bank reconciliation is carried up to 30Jun 17. Approved by PC.	
09/282.4	<u>Income and Expenditure against the Budget Report up to 30 Jun 17</u> – Carried by Clerk, presented to full Council, approved by PC.	
09/282.5	<u>To note VAT Return of £ 1,206.50, remittance advice received, needs checking against bank statement for Aug 17. Noted.</u>	
09/282.6	<u>To note payments approved in principle at July PC and signed for Aug 17 (amounts finalized after Jul Payroll was carried):</u>	

Date	Chq No.	Payee and Description	Amount
24 Jul 17	2059	Clerk salary July 17	£450.11
24 Jul 17	2060	Clerk expenses on running cost of PC Jul 17 (monthly allowance)	£18.00
24 Jul 17	2064	Post Office Ltd – Tax deductions from Clerk’s wages July 17	£36.80
24 Jul 17	DD	Pensions contribution 5%: Clerk’s contribution of £25.63 and PC contribution of £25.63, total of £51.26 for Jul 17	£51.26
		<i>Total Aug 17 Expenditure</i>	£556.17

09/282.7

Expenditure for approval 4 Sep 17:

2 Invoices received after the Agenda was issued:

1) Ridyards Invoice – Received after the Agenda was circulated. Invoice is for Aug maintenance for £1,860.00. Making the total of £3,000.

Proposal:

Proposed by Councillor KG, seconded by Councillor SP, all in favour, and it was RESOLVED to pay Ridyards Ltd Invoice for the works carried in Aug 17.

Carried

2) Allotment Committee and Allotment Association Chairman D Silsby presented the receipts for £86.37 on the expenditure re: Allotments.

Proposal:

Proposed by Councillor SP, seconded by Councillor DR, all in favour, and it was RESOLVED to reimburse Mr D Silsby.

Date	Chq No.	Payee and Description	Amount
4 Sep 17	2066	PKF Littlejohn LLP, external audit for the year ended 31 Mar 17	£360.00
4 Sep 17	2067	Ridyards: villages maintenance/grass cutting Jul & Aug 17	£3,000.00
4 Sep 17	2068	E-ON: Electricity Invoices x 2 – Jun £99.89 and Jul £103.22	£203.11
4 Sep 17	2069	Easiprint Invoice August & September magazines	£456.00
4 Sep 17	2070	Anglian Water charge period 15/04/17 to 14/07/17	£11.97
4 Sep 17	2071	Clerk wages Aug 17	£450.11
		<i>Explanation on monthly allowance: After an HMRC webinar it was found out that weekly allowance allowed is £4.00 making it a total of £18.00 per month for additional household expenses. Therefore, the allowance been changed from £26.00 to £18.00 per month</i>	
4 Sep 17	2072	Clerk Expenses on running cost of PC Aug 17	£31.58
4 Sep 17	2073	HMRC – tax deductions Aug 17, payable to Post Office Ltd	£36.80
4 Sep 17	2074	Adrian Window Cleaning Services, for cleaning 2 bus shelters, information board and Tumuli signs in the Playing Field	£70.00
4 Sep 17	DD	NEST – Clerk pensions contributions Aug 17	£51.26
		<i>Total Sep 17 Expenditure:</i>	£4,459.20

Clerk to table the total expenditure re: Villages maintenance and email to Maintenance committee.

Clerk

Note since meeting: The tabled expenditure emailed to Maintenance committee.

Proposal:

Proposed by Councillor DR, seconded by Councillor SP, all in favour and it was RESOLVED that all items listed in 09/282.7 including additional 2 payments listed above (Invoices received after the Agenda was circulated) are to be paid.

Carried

09/282.8

To further discuss and implement the recommendations made by the Internal Auditor for the Year Ended 31 Mar 17: Assets Register and other issues listed in the Internal Auditor’s report dated 5 May 17

Assets register – Cllr TC did the photos of PC assets and will present them at the next meeting.

TC

Clerk to check what are the Legal requirements re: Play Area inspections. Suggested inspections by the Internal auditor are weekly ones.

Clerk

Note since meeting: Clerk approached the company which carries Annual Inspections of the play areas at GS and LS.

Clerk

Re-circulate the Internal Auditor’s report to PC.

CCC Cllr TR joins the meeting

09/282.9

Phone for PC use in place. To agree on the SIM card options (to be used for streetlights faults reporting and possible contact number for the Parish Council)

DR, Clerk

Agreed to purchase a Tesco SIM card for £10.

Proposal:

Proposed by Councillor KG, seconded by Councillor SP, all in favour, and it was RESOLVED to purchase a Tesco SIM card for £10 and top up when required.

Carried

Note since meeting: Clerk purchased the SIM card for PC use on 5 Sep 17.

09/282.10	To Note new charges for the Great Stukeley Village Hall rent commencing 1 Aug 17 – increase by £7.00 making total of £35.00 instead of £28 paid previously. Sep 17 PC meeting will be charged at £35.00. Noted.	
09/283	To Review and Approve Policy Documents	
09/283.1	Standing Orders – defer to Finance Committee meeting (Finance committee could not meet before Jun PC)	Finance
09/283.2	Financial Regulations – new model issued by NALC – defer to Finance Committee Meeting	Finance
09/283.3	Assets Register – defer to Finance Committee meeting	Finance
09/283.4	Financial Risk Assessment – PC requires Finance Committee to meet. Defer to Finance committee meeting	Finance
	Finance committee to meet.	Finance
09/284	Village Maintenance and Repairs	
09/284.1	In process. With Cllr TP.	TP
09/284.2	Top of Church Way towards Pringle Way – right hand sign – the ‘Church Way’ sign is damaged.	Clerk
09/284.3	Opposite the entrance to Green End - the ‘Green End’ sign on the right-hand side is damaged.	Clerk
09/285	Highways Issues, Faults and Repairs, to review outstanding issues	
09/285.1	<u>To discuss the outcome re: Choking of grass verge, Little Stukeley</u> Shrubs were trimmed back. It was agreed to check again when the leaves fall. It was noted that the weed spraying results are unsatisfactory. Chairman TP contacted Highways and was provided a table of the works carried.	
09/285.2	<u>Cleaning of 2 bus shelters, troughings, the ‘Tumulus’ sign in Great Stukeley. outcome</u> Bus stop cleaned. Invoice received and the payment approved tonight under Finance.	
09/285.3	<u>Other issues</u> None outstanding.	
09/286	Freedom of Information Request	
	A number of further requests received for information which PC don’t have. Advice form ICO and HDC received. Reply sent. A few more letters received after the reply been sent. PC are now filing the info received.	
	<i>HDC Cllr KB leaves the meeting</i>	
09/287	To consider updates and reports on current issues on the following:	
09/287.1	<u>Playing Fields:</u>	
09/287.1.1	Nothing to report.	
09/287.2	<u>Rights of Way:</u> Cllr PH is chasing U&C.	
09/287.3	<u>Allotments:</u> Compost bin for the grass cuttings to be disposed of, suggested by the Contractors. 1 quote for the compost bin at the allotment received from current contractor Ridyards for £3,971.84 + VAT. 2 more quotes needed according to PC Financial Regulations. It was suggested by Cllr SP to approach a local resident Mr Trevile Waldock re: the 2 nd quote.	
09/287.4	<u>Website:</u> Nothing to report.	
09/287.5	<u>Village Street Lighting:</u>	
	No update.	
09/287.6	<u>Parish Magazine</u> No meetings yet. A meeting to be organized. The Stukeley’s Women’s Institute wrote a letter asking to publish Parish Council minutes in full in the magazine. PC agreed to advise WI to write to the editor of the magazine, Mr Martyn Fox. <i>Note since meeting: Clerk replied to WI.</i>	Clerk
09/287.7	<u>Training</u> Councillor training – new Cllr SB would be happy to attend Councillor training.	
09/288	Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence	
	Clerk provided info re: archiving. Cllr DR will approach the Archives and ask if archives have something that PC could use. Guidance on electronic services is needed.	DR

- 09/289** **To consider HDC offer to install Textile banks**
 Re: Textile Recycling banks – Clerk to chase HDC re: outcome as GSVH Committee did not receive a reply yet.
- 09/290** **Correspondence** - list circulated prior to the meeting.
- 09/290.1 HDC Parish Conference Fri 15 Sep 17. Cllr PH would be interested to attend. Clerk to check exact location. Clerk
- 09/290.2 *Note since meeting: Clerk provided the missing info and booked Cllr PH to go to this conference.*
 Huntingdonshire Parish and Town Conference for Chairmen and Clerks, Mon 9 Oct 17 9.30am to 1.30pm – Clerk to book Chairman. Clerk
- 09/290.2 *Note since meeting: The place is booked for the Chairman and Clerk.*
- 09/291** **Councillors' questions**
- 09/291.1 Cllr PH reported that paths in the villages are getting overgrown. It was agreed that Cllr PH will draft a letter to be passed to the residents. PH
- 09/291.2 2 Poppy Wreath to go onto Oct Agenda for PC Approval, Cllr SP SP
- 09/291.3 Re: Anonymous letter – Cllr KG is doing the reply for the next magazine. KG
- 09/291.4 Re: The slip road that accesses Top Farm Alconbury off the B1043 Ermine Street Alconbury-cans/vans parking on the slip road obscuring the view of approaching traffic. Reply from HDC received and forwarded to full PC and the resident who raised the concerns. Jo Challis, District Highway Manager states that it could be possible to install yellow lines but a Traffic Regulation Order would need to be implemented to give the police the powers to carry out enforcement. It is a costly process and it is unlikely that drivers would take any notice of double yellow lines. Jo Challis suggested to continue contacting Police.
- HDC Cllr TS leaves the meeting.*
- 09/291.5 CC Cllr TR spoke re: Pensions.
- 09/291.6 Cllr SB reported that electronic signs in the villages are now fixed.
- 09/291.7 Cllr SB spoke about speed limits through The Stukeleys and lack of clarity on the 50/30/50 restrictions along Ermine street. Agenda item for the Oct PC. Application for the LHI scheme to be considered and approved at Oct PC. Cllr SB will start the application now. Deadline for submission is extended till 15 Oct 17. SB
- 09/291.8 Cllrs TC and SB attended the event re: Huntingdonshire's Local Plan to 2036 and provided a booklet to the PC. Draft Consultation 2017 document is with the Clerk.
- 09/292** **Date of the next meeting:** Mon 2 Oct 17 at LSVH.
- Meeting finished at 9.15pm.
- These minutes are considered draft until ratified at the next The Stukeleys Parish Council meeting*

Date

Chairman: Terry Pinner