

## MINUTES

### The Parish Council Meeting of The Stukeleys was held on Monday 5 March 2018 at 7.15pm at Great Stukeley Village Hall

Present Terry Pinner (Chairman), Sue Parkin, Shaun Burton, Tim Close, Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
2 members of the public.  
2 members from RAF Alconbury  
CCC Cllr Terry Rodgers  
HDC Cllr Keith Baker

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.*

Copies of the presentation re: RAF Alconbury Gate provided, attached to these minutes.  
PC thanked the Security Forces, RAF Alconbury, for the presentation.

2017/18

03/379

03/379.1

#### **To Receive and Approve Apologies and Reasons for Non Attendance**

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

03/380

03/380.1

#### **Declarations of Interests for Members (Disclosable Pecuniary Interests)**

None.

03/381

Proposal:

#### **To Receive and Approve the Minutes of the Parish Council Meeting 5 February 2018**

**Proposed by Councillor SB, seconded by Councillor SP, all in favour, and it was RESOLVED that the minutes of 5 February 2018 be accepted and signed as a true record of the meeting.**

Chairman signed the Minutes.

Carried

03/382

03/382.1

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

Action Plan circulated, discussed, and updated accordingly.

03/383

03/383.1

#### **To Consider 2 Vacancies on parish council and note Councillor responsibilities**

The notice calling for councilors issued, it is on the PC NBs and website, also emailed to U&C. Clerk to forward a copy to Cllr TP, who will display it at the new shop at Alconbury Weald. Cllr SP collected a hard copy to be displayed at the local pub at GS.

Clerk  
TP, SP

03/384

#### **HDC and CCC Cllrs reports**

HDC Cllr KB announced that he will not be standing for the election. Thank you was expressed to HDC Cllr KB for serving the parish over the years.

03/385

03/385.1

#### **Alconbury Weald, update**

Rebecca Britton, U&C, reported after the meeting that they received the final clearance on safety audit and so can now book the road space for works and will to be able to update in the Parish Newsletter next month. This work will also now include the new bus stop in Little Stukeley.

03/386

03/386.1

#### **Planning**

Outstanding matters: None.

03/386.2

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

03/386.3

Applications awaiting determination by HDC, list circulated to members.

03/386.4

#### New Applications:

- Proposal: Extension to dwelling, Site Address: 18 Montagu Road Great Stukeley Huntingdon, Reference: 18/00340/HHFUL

Approve: A vast improvement to the site.

Proposal:

**Proposed by Councillor SP, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend approval to this planning consultation.**

Carried

- Proposal: Single storey rear/side extension, Site Address: 1 Montagu Road Great Stukeley Huntingdon, Reference: 18/00160/HHFUL

Approve because there is no impact to the street scene.

Proposal:

**Proposed by Councillor SP, seconded by Councillor TC, all in favour, and it was RESOLVED to recommend approval this planning consultation.**

Carried

03/386.5

Consultations – None received in this period.

03/386.6

Agreserves Land – No further outcome.

03/386.7

Neighbourhood Plan (NP)

PC sought the advice from Clare Bond, HDC Planning Services. It was noted by HDC that HDC cannot provide direct support in preparing the Neighbourhood Plan as ultimately, they have to consider it against the statutory tests and provide comments on it to the independent examiner. HDC will however provide advice as best as they can at each stage as you move forward with its preparation.

HDC have prepared a guide which can be found on their website at <http://www.huntingdonshire.gov.uk/planning/neighbourhood-planning/>

This sets out each stage involved in preparation of a Neighbourhood Plan, how HDC can help and signposts other resources and funding support.

There is no template for producing a Neighbourhood Plan as each needs to reflect locally specific issues and priorities. However, there are a good number approved across the country now, so it might be worthwhile looking at a few others to see what aspects you like or dislike and what you consider might be appropriate in the context of the Stukeleys.

Clare Bond was unable to provide recommendations on commercial providers of consultancy support.

Discussions with Houghton & Wyton and Godmanchester have both emphasised the level of commitment involved in preparation of a Neighbourhood Plan, so she suggested that the Parish Council carefully consider the community capacity available to support this project and try to round up some additional volunteers.

PC agreed to carry this item forward.

### 03/387 Finance – Budget Reports

03/387.1 Change of banks: Unity Trust, outcome

Suggested to do it in new financial year.

03/387.2 Bank Balances, Cashbook and Bank reconciliation statement as at 31 Jan 18:

Current a/c bank balance is £135,575.18

Business Reserve a/c/Saver a/c bank balance is £40,509.92

Capital Reserve a/c bank balance is £1.02.

Bank reconciliation is carried up to 31 Jan 18. Noted by PC.

03/387.3 Income and Expenditure against the Budget Report up to 31 Jan 18 – noted.

03/387.4 To finalise the Internal Auditor's report issued Apr 2017

PC analysed the Internal auditor's report. It was agreed that all items are now met.

03/387.5 Expenditure for approval 5 Mar 18

*Note since meeting: Ridyards Invoice for the hedge cutting received on 12 Mar 18 the chq no reserved for this payment is 2099. As the payment was previously approved, clerk informed PC by email and raised the chq payment.*

Date	Chq No.	Payee and Description	Amount
12 Mar 18	2099	Ridyards: hedge cutting 21 Feb 18	£576.00
		<i>Total additional Mar 18 Expenditure:</i>	£576.00

Allotment Association Chairman D Silsby presented PC a receipt re: the cut of 8 keys for the Allotment holders use. PC agreed to pay £24.00.

**Proposal:** **Proposed by Councillor TC, seconded by Councillor SB, all in favour and it was RESOLVED that David Silsby to be reimbursed for the keys purchased for the allotment holders.**

**Carried**

Date	Chq No.	Payee and Description	Amount
5 Mar 18	2116	Clerk salary Feb 18	£463.27
5 Mar 18	2117	Tax deductions form Clerk's salary Feb 18	£40.00
5 Mar 18	2118	Clerk expenses on running cost of PC Feb 18	£44.89
5 Mar 18	DD	Pensions contribution to NEST Feb 18	£52.98
5 Mar 18	2119	Easiprint Invoice No 2603 printing Mar magazines	£210.00
5 Mar 18	2120	Reimbursement to David Silsby, the Chairman of Allotment Association re: cut of 8 keys for the price of £3.00 per key	£24.00
		<i>Total Mar 18 Expenditure:</i>	£835.14

**Proposal:** **Proposed by Councillor TC, seconded by Councillor SP, all in favour and it was RESOLVED that all items listed in 03/387.5 are to be paid.**

**Carried**

*Note: The file consisting of various quotes which was provided to PC by the GSVH Committee Chairman D Silsby, was collected from the Clerk today.*

03/387.6 No E-ON invoice received in time for the meeting. PC agreed to raise the payment when the Invoice for Feb 18 is received.

*Note since meeting: E-ON Invoice for Feb 18 received on 7 Mar 18, payment raised:*

Date	Chq No.	Payee and Description	Amount
7 Mar 18	2121	E-ON Streetlight electricity Feb 18	£93.23
<b>Additional Mar 18 Expenditure:</b>			<b>£93.23</b>

**Proposal:** Proposed by Councillor SP, seconded by Councillor SB, all in favour and it was RESOLVED that the additional payment to E-ON is to be made on the receipt of the monthly invoice. Carried

*Note since meeting: Invoice received, chq payment raised and posted.*

03/387.7 *Note since meeting:* It was noted that Chq No 2040 which was raised in May 2017 did not clear. A replacement chq been requested. PC agreed to reissue the chq payment for £151.40 to reimburse Cllr KG re:

- Domain Name Renewal (18 Apr 17 to 18 Apr 19) for Thestukeleys-pc.gov.uk £65.00
- Domain Name Renewal (6 Apr 17 to 6 Apr 19) for Thestukeleyspc.org.uk £15.00
- Professional Hosting Renewal (6 May 17 to 6 May 18) for Thestukeleys-pc.gov.uk £71.40

Date	Chq No.	Payee and Description	Amount
20 Mar 18	2122	Reimburse Cllr KG re: website hosting	£151.40
<b>Additional Mar 18 Expenditure:</b>			<b>£151.40</b>

**Proposal:** Proposed by Councillor SB, seconded by Councillor SS, all in favour and it was RESOLVED that a chq is to be re-issued for £151.40 to be payable to Cllr K Gasson for the website hosting. Carried

*Payment raised.*

03/387.8 CIL funding: GSVH and LSVH applications  
Clerk approached I Dewar, CAPALC CEO, re: the process of PC becoming VHs Trustee.  
Awaiting to hear back.

Clerk emailed both VHs re: the possibility for the PC to become a Trustee for the VHs as only then PC can claim VAT back. Clerk to chase the VHs committees for a written reply.

*HDC Cllr K Baker leaves the meeting.*

CCC Cllr TR joins the meeting

03/387.9 Transparency funding: Consider and Agree purchasing a lap top for PC use  
The Transparency funding, advice was taken from CAPALC and NALC and it was found out that PC do not qualify due to the expenditure in the last 3 years on average basis being £27,044.92 and the allowed one is £25,000 or under.

### 03/388 To Review and Approve Policy Documents

03/388.1 To Approve Standing Orders – was with Cllr D Robinson who resigned. Finance committee did not meet. Planned meeting is set for Wed 28 Mar 18. Finance

Clerk amended the Standing Orders and noted PC that no changes made. Suggested to Approve this version and leave it with Finance Committee to review in 2018/19 Financial Year.

**Proposal:** Proposed by Councillor TC, seconded by Councillor SB, all in favour and it was RESOLVED that Standing Orders are approved. Carried

03/388.2 To Approve Financial Regulations – Clerk inserted the line re: advertising for tenders to meet the required regulations. Finance committee to meet and to match the PC Financial Regulations with the most recent model issued by NALC. Document is with the Finance Committee. Finance

**Proposal:** Proposed by Councillor TC, seconded by Councillor SP, all in favour and it was RESOLVED that the amended Financial Regulations are approved. Carried

03/388.3 Assets Register – Clerk has finalised the Assets Register. The file with all photos matching the PC Assets is brought to the meeting. Clerk

**Proposal:** Proposed by Councillor SB, seconded by Councillor TC, all in favour and it was RESOLVED that the Assets Register is approved. Carried

Thank you expressed to Cllr TC for taking the photos.

### 03/389 To discuss the GDPR legislation, and approve Clerk's attendance at workshop run by CAPALC on 16 Mar 18

03/389.1 CAPALC are considering the advice and guidance on preparation of the adoption of the document.  
03/389.2 To approve Clerk's training. The amount is £35 per session which will be split between all 7 PCs according to the percentage of the hours contracted.

**Proposal:** Proposed by Councillor SB, seconded by Councillor TC, all in favour and it was RESOLVED that the Clerk's training is to be approved is approved. Carried

03/390 Elections – The Public Notice of Election will be out 19 March 2018, individual nominations must be received by Huntingdonshire District Council by 4.00 pm Fri 6 April 2018.  
Nomination papers passed to members.

Due to 3 apologies tonight, there are 3 nomination papers to be passed to Cllrs standing for the Election.

*Note since meeting: All nomination papers passed to PC members.*

**03/391 Village Maintenance and Repairs** - Potholes reported at the last meeting were actually reported on CCC website last year, awaiting to hear from CCC. New potholes reported by the residents, PC informed.

03/391.1 There are a series of potholes and include significant breakdown at the edge of the carriageway in several places in Low Road from Nook Farm in its entire length down to the single cottage on the left, approx. 1 mile. Reported to CCC by Michael Newman on 7 Feb 18.

03/391.2 Notification from CCC (Lark Lisa [Lisa.Lark@cambridgeshire.gov.uk](mailto:Lisa.Lark@cambridgeshire.gov.uk)) received on 2 Mar 18 re: Footway Slurry Sealing - Ermine Street, Great Stukeley. CCC proposing to carry out these works over a 7day period, from Sunday 25<sup>th</sup> March until Saturday 31<sup>st</sup> March 2018. This will include weekend works.

**03/392 Highways Issues, Faults and Repairs**, to review outstanding issues

03/392.1 Resident Michael Monk reported on 10 Feb 18 the HCVs travelling northbound on Ermine Street (C339) despite clear weight limit signs.

03/392.2 LHI application re: change to speed limits in the parishes, Cllr S Burton

No decision. PC will be notified shortly.

03/392.3 To consider maintenance of the Boundary Hedge at St Bartholomew's Church, GS

Contractor, Chairman and the church warden met on site as agreed by PC and it was decided to only cut half of the hedge not all as it was originally quoted for. The work now will not require the hire of a chipper, just labour.

This work was planned for Wed 21 Feb 18 and the cost agreed at £480.00 + VAT.

It was confirmed to the Clerk on 28 Feb 18 that the half of hedge is now done. The payment was approved. Awaiting Invoice now. Clerk to raise the payment on the receipt of the Invoice.

Members agreed that the hedge looks good now.

03/392.4 Salt bin request: Bin ordered

Bin ordered and installed outside 8 Beech Avenue, GS.

A thank you email received from the resident.

03/392.5 Resident concerns re: road safety and the general appearance of the area outside of Top Farm, Alconbury, resident's email circulated to full PC

The issue was discussed. PC can only apply for LHI scheme once a year therefore can only apply later in 2018. It was brought to PC's attention that resident can make the application. PC will support them if they wish to make it.

**03/393 To consider updates and reports on current issues on the following:**

03/393.1 Playing Fields:

03/393.1.2 Play Areas

Annual and Visual Inspection reports for GS and LC Play Areas - PC has a detailed visual inspection form. Visual Inspection report and quotes for works will be submitted by Cllr SD.

Cllr SD will carry monthly visual inspections. The next one is planned w/c 12 Mar 18.

02/373.1.2 Football club, outcome

Chase up letter/invoice re: outstanding amount was signed by the Chairman tonight.

*Note since meeting: The scanned letter/invoice emailed to Football Club on 6 Mar 18*

03/393.2 Rights of Way:

Ms Zaria Beatles is a new Rights Of Way officer at CCC, her plan is to visit the parish councils.

Cllr TP is ROW officer for The Stukeleys.

03/393.3 Allotments:

No update. 2 new tenancy agreements signed by David Silsby, the Chairman of the Allotment Association.

Keys were cut for allotment tenants. Payment agreed by PC and included in the Finance tab above.

03/393.4 Website:

Website is up to date.

03/393.5 Village Street Lighting:

03/393.5.1 Clerk sought advice from Stuart Bell who provided a detailed list of Streetlights.

All the SPC lighting columns are identified by an A5 plate on the column or the post on which they are sited.

There is one additional lighting column that the SPC agreed to take on, namely that in St. Bartholomew's Churchyard in Great Stukeley. This is not within the Inventory, but the attached plan shows its location and it is now fully operational.

There is an SPC resolution namely that the Church PCC agreed to pay for it and the SPC agreed to add it to the village maintenance list. It is not numbered, nor does it have an A5 plate but it is now the responsibility of SPC.

- 03/393.5.2 CCC (Street Lighting [Street.Lighting@cambridgeshire.gov.uk](mailto:Street.Lighting@cambridgeshire.gov.uk)) informed PC on 2 Mar 18 that their lighting provider, Balfour Beatty, is planning to carry out maintenance works this month in Little Stukeley area and they will let PC know of upcoming works in due course.
- 03/393.6 Parish Magazine - further issues re: advertising in the magazine  
Magazine committee to meet.  
Complaint raised by the members of the public re: advertising in the magazine. This issue is outstanding, Cllr TP agreed to approach the advertisers and will seek to see the accounts to make sure PC is transparent.
- 02/393.7 Training  
Cllr SD agreed to prepare a presentation. Carry this item forward to the next meeting when Cllr SD is present.
- 03/394 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**  
This item is with Finance committee plan to meet this week.
- 03/395 Relocation of the Village Sign**  
As reported at the last PC meeting this matter is with U&C.
- 03/396 Correspondence - list circulated prior to the meeting.**  
03/396.1 A resident letter re: Traffic in LS received.  
PC discussed the issue. PC were notified that CCC considered this recently and suggested that this traffic calming measure located at the top of LS as you drive towards Alconbury has to stay. It is with CC Highways.
- 03/397 Councillors' questions**  
03/397.1 CCC Cllr TR reported that Cambs Catering & Cleaning Service (CCS) withdrew from the school catering and cleaning market by the end of the year. Ermine Street Primary school was on the list (hard copy of the letter attached). No school under this name was found.  
1<sup>st</sup> get together session was held at Warboys in Jan 18.  
An invitation for all to attend the Second Meeting of Parish Cllrs in the Ramsey and Warboys and The Stukeley Divisions at Ramsey Town Council Hall on Wednesday 14th March at 7 pm. The guest speaker will be Cllr Graham Bull who is Leader of Huntingdon District Council and also Member of the Combined Authority. Following which there will be general discussions on those issues affecting all Parishes such as Highways, Planning, etc.
- 03/398 Date of the next meeting: Mon 9 Apr 2018 at 7.15pm at LSVH**  
Meeting finished at 8.37pm.

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

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Date

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Chairman: Terry Pinner