

## MINUTES

### The Parish Council Meeting of The Stukeleys was held on Monday 4 Jun 2018 at 7.15pm at Little Stukeley Village Hall

Present Tim Close (Vice-chairman), Karl Gasson, Sally Smith, Shaun Burton, Bob Hulstrom Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
13 members of the public  
CCC 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.*

A resident approached PC re: Agenda Item 06/460.6 Magazine management issues. Heritage group, for example, has no AGM and no audited a/cs. Question was raised re: the implications of the policy to the group like this.

Member of the public approached PC asking could Agenda Item No 06/460.6 be brought forward, please. Minutes of the Magazine Committee.

WI – advertising community coffee morning. Volunteers are running the group, it will be too hard to find members to run it if more workload will lay on the shoulders of the volunteers, for example if the proper a/cs need to be produced, that will put any volunteer off.

Concerns expressed re: data protection legislation.

People live in The Stukeleys because of the community feeling here. Advertising in the magazine is one of the best ways of letting people know about the events in both villages.

Reasons for bringing the advertising issue up were requested.

It was explained by PC that initially several complaints by members of the public were raised. Residents expressed their concerns to PC.

Therefore, a draft version of the Policy Document was prepared by Cllr KG and circulated to full PC prior to the meeting. Policy was read out to the public. User groups would simply need to demonstrate that they qualify for the free community advertising which is paid using precept money. Parishioners expressed their concerns that Parish Magazine consisted of a very few pages this month which they found very upsetting.

Residents seek PC consultation with the village on the draft Magazine policy. It was suggested to put the draft policy in the next edition of the parish magazine.

*2 members of the public leave the meeting.*

2018/19

#### 06/447 To Receive and Approve Apologies and Reasons for Non Attendance

06/447.1 The Clerk reported that Cllrs T Pinner and P Tuck sent apologies for absence.

#### 06/448 Declarations of Interests for Members (Disclosable Pecuniary Interests)

06/448.1 Cllr SB declared interest in Planning Agenda item re: 18/01091/TREE.

06/448.2 Cllr BH declared interest in Agenda item No 06/460.6 Parish magazine.

*KG raised a question and suggested that Cllr SB declares an interest in Agenda item No 06/460.6 Parish magazine.*

06/448.3 Cllr SB declared interest in Agenda item No 06/460.6 Parish magazine.

#### 06/449 To Receive and Approve the Minutes of the Parish Council Meeting 14 May 2018

**Proposal:** **Proposed by Councillor SB, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes of 14 May 2018 be accepted and signed as a true record of the meeting.** Carried  
*Chairman signed the Minutes.*

*Chairman TC brought this item forward.*

#### 06/450 **Parish Magazine – to approve Community Funded Advertising Policy and consider Magazine issues**

The proposed draft Magazine Policy discussed.

Offer is open for the assistance in sorting finances to all village groups. If any organisation needs help, please contact Cllr KG.

PC expressed thank you to KG for preparing the document and offering any village groups free of charge support in preparing/sorting their accounts.

*Close the meeting*

Member of the public asked could PC publish the draft version of the policy in the magazine so that the parishioners could address PC with their concerns and provide suggestions.

*Open the meeting*

Cllr BH noted that he joined PC last month only. 3 advertisers did complain as they put money in the running cost of the magazine. Editor is tasked why run magazine not for profit and not for loss. Initially Council was offered to run the magazine several times. Content is in people's

hands. Solution offered 6 weeks ago but not taken up. 6 pages in magazine could cost £360 advertising revenue.

*Close meeting*

It was noted by the member of the public that info on how much money was given to charities over the years was provided to PC previously.

Residents clarified that people who complained did not actually know what charities the money are going to as they had no evidence nor notification during the trip.

*Open the meeting*

PC noted that what happens with the surplus is nothing to do with PC, but PC have to be confident that the group does qualify for free community advertising. 4 comments/complaints were initially brought to PC attention.

Proposal to discuss the document at the next meeting and the final draft version will be published.

**Proposal:** **Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the final Draft Magazine Policy will be published in the parish magazine before approval.** Carried  
Cllr TC will draft the full response to the initial query. TC  
Cllr SB will draft a response to be sent to all people who emailed/send letters re: the advertising matter. SB

*10 members of the public leave the meeting.*

**06/451** **Matters arising from those Minutes and previous meetings** (action plan circulated to members)  
06/451.1 Action Plan circulated, discussed in detail, several items removed from the list as complete, the list updated accordingly.

*CCC Cllr TR joins the meeting*

**06/452** **To Consider 2 Vacancies on parish council and note Councillor responsibilities – To Consider c-opting 2 Councillors**

It was noted by Cllr KG that giving the abuse PC gets no surprise it struggles to get new Cllrs. Cllr SB noted that he knows 2 people who might be interested in becoming parish Councillors.

**06/453** **HDC and CCC Cllrs reports**

06/453.1 CCC Cllr TR – provided a verbal report. CC headquarters are moving into Alconbury Weald. Transport system is being considered. Cllrs raised issue re: Traffic through The Stukeleys – the idea is to discourage people driving to Huntingdon to go through the Stukeleys. Cllr TR is working with U&C. LS Pringle Way – issues with the collection of bins due to other cars parked on the highway blocking the access to the HDC bin collectors.

Fire authority not to be taken by Police Authority.

*Cllr TR leaves the meeting*

06/453.2 Cllrs SB and SS are elected HDC Cllrs. Cllr SB is on Development and Planning, S106 funding. Cllr SS is on Corporate Governance and Community & Partnerships committees.

**06/454** **To consider Councillor email addresses,**

Chairman's email is now sorted, it [chairman@thestukeleys-pc.gov.uk](mailto:chairman@thestukeleys-pc.gov.uk) or Clerk [terry.pinner@thestukeleys-pc.gov.uk](mailto:terry.pinner@thestukeleys-pc.gov.uk) .

Note: not to use 'stukeleys.co.uk' email address for the chairman. Clerk to inform everyone.

*Note since meeting: Clerk informed contractors and U&C.*

**06/455** **Alconbury Weald, update**

Cllr SB went to Alconbury Weald and spoke to Hopkins Homes. He was surprised how many houses are already sold by the developer itself. Cllr SB wondered how many houses are sold in total by the all developers on site?

**06/456** **Planning**

06/456.1 Outstanding matters: None.

06/456.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

06/456.3 Applications awaiting determination by HDC, list circulated to members.

06/456.4 New Applications:

*Cllr SB declared interest in this item.*

18/01091/TREE Reduce Sycamore tree (frame work pollard) as the tree is getting too big and is shading the garden also the growth in centre of the tree don't look great the leafs are very thin.

Remove 5 meters out of the top of the tree and reduce the sides to match. Site address: Old Lodge 67 Ermine Street, GS

PC agreed to recommend approval.  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor BH, 1 abstaining and 4 in favour, and it was RESOLVED to recommend approval to this planning consultation.** **Carried**

06/456.5 Consultations  
 Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation - 16 May 2018 to 26 June 2018 <https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-minerals-and-waste-local-plan/>  
 No PC comments.

06/456.6 Invitation to speak at Development Management Committee 29 May 18 re: 18/00455/HHFUL 9 Church Way, LS. Retrospective Erection of a garage /store and stable block. *Note: PC approved this planning consultation.*  
 Approved by HDC.

06/456.7 Neighbourhood Plan (NP) – The Stukeleys Neighbourhood Plan Steering Group  
 PC are considering advertising in the magazine, note was published in the previous magazines too.

**06/457 Finance – Budget Reports**

06/457.1 Bank Balances, Cashbook and Bank reconciliation statement as at 30 Apr 18  
 Income in Apr 18: Allotments Plot 13c £27.00, Football club payment £595.00, Precept for 2018/19 £28,575.00 and CIL £44,492.58.  
 Current a/c balance £205,224.13  
 Reserve a/c balance £40,514.86  
 Capital Reserve a/c balance £1.02.

06/457.2 Income and Expenditure against the Budget Report up to 30 Apr 18 – noted.

06/457.3 To approve increase in Internal auditor service from £39.50 p/hr to £42.50p/hr from 2018/19, mileage is in line with Inland Revenue and will stay at £45p per mile

**Proposal:** **Proposed by Councillor ss, seconded by Councillor BH, all in favour, and it was RESOLVED to recommend approval to the increase in the hourly rate for the Internal Auditor for 2018/19 Financial Year.** **Carried**

06/457.4 Change of banks: Unity Trust, in progress - To approve signatories, bank mandates and Unity Trust applications  
 Cllrs KG, BH, SB, SS, TC and TP agreed to become signatories.  
**PC delegated powers to Finance Committee to sign the mandate at their next meeting on Mon 11 Jun 18**

**Proposal:** **Proposed by Councillor KG, seconded by Councillor BH, all in favour, and it was RESOLVED to recommend approval to the Unity Trust bank mandate, 6 signatories to be added to the new account.** **Carried**

06/457.5 To note the chq payment raised and approved on 21 May 18:

Date	Chq No.	Payee and Description	Amount
21 May 18	2138	Came & Company Insurance cover 01/06/18 to 31/05/18	£974.17
		Total:	£974.17

**Proposal:** **Proposed by Councillor KG, seconded by Councillor SB, all in favour and it was RESOLVED that the item listed in 06/457.5 is to be paid.** **Carried**

06/457.6 Expenditure for approval 4 Jun 18  
 Two Invoices missed the Jun PC Agenda and therefore will be added to July payments:  
 1) Ridyards Invoice for £1,530.00 received for grass cutting in May 18.  
 2) HDC: Electoral Services: Charge for the Uncontested Election in May 2018 for £135.00.

Date	Chq No.	Payee and Description	Amount
4 Jun 18	2139	Clerk salary May 18	£470.10
4 Jun 18	2140	Tax deductions form Clerk's salary May 18	£41.80
4 Jun 18	2141	Clerk expenses on running cost of PC May 18 (list attached to the payments)	£21.94
4 Jun 18	DD	Pensions contribution to NEST May 18	£53.88
4 Jun 18	2142	Easiprint Inv No 2747 printing Jun magazines	£259.50
4 Jun 18	2143	Canalbs Ltd – Internal audit 2017/18	£118.55 (incl £19.80 VAT)
4 Jun 18	2144	Ridyards hedge cutting 8 Nov 18 (Invoiced only now)	£288.00 (incl £48 VAT)
4 Jun 18	2145	Michael Newman reimbursement re: Flower bed LS Millennium Sign	£42.50
<i>Note: E-ON Invoice was not received in time for the meeting.</i>			
4 Jun 18	2146	<del>E-ON</del> – awaiting the Invoice	Awaiting the Inv
<i>Total Jun 18 Expenditure:</i>			£1,296.27

**Proposal:** **Proposed by Councillor KG, seconded by Councillor SB, all in favour and it was RESOLVED Carried that all items listed in 06/457.6 are to be paid.**

It was noted that a volunteer who was maintaining the flower bed beneath the millennium sign in Little Stukeley will probably be unable to undertake this task in the future, and therefore asked PC to try to find another person to do it.

06/457.7

To consider CIL (Community Infrastructure Levy) funding spending:

1) GSVH and LSVH applications, outcome.

PC received some Quotes from GSVH by email which were circulated to full PC.

PC looked through the quotes provided by the GSVH. Cllr BH will analyse the quotes and inform PC. Clerk to check with HDC re: CIL management. PC, BH Clerk

*1 member of the public leaves the meeting*

2) To consider getting the quotes for bark replacement for rubber matting at LS Play Area.

To agree to use CIL funding – 3 quotes to seek. – Clerk approached:

1) Rospa - reply received, Rospa do not carry the works PC need;

2) PI play inspection who carry PC annual PA inspection, no reply, to chase; Clerk

3) Wicksteed – meeting set for 12 Jun 18 at 1.30pm at LS Play area. Cllr TC will attend. TC

3) To consider the potential crossing by the GSVH. Speed limit already 30 m p/h there – PC raised the question with U&C – is it incorporated into Environmental enhancement, how it would affect Ermine street enhancement scheme. Clerk emailed RB, U&C. *PC discussed the matter tonight and greed to apply for LHI to install a pedestrian crossing by GSVH. PC contribution is 10% which would be £950 for this scheme, Cllr SB is happy to complete the application form.* Clerk

**Proposal:** **Proposed by Councillor SB, seconded by Councillor SS, all in favour and it was RESOLVED Carried to apply for LHI scheme to install a crossing by the GSVH.**

4) To consider installing streetlights Ermine str towards Green End, GS (this query is with U&C at the moment).

*PC suggested that RB is copied into the circulation of PC minutes.*

5) Allotment communal shed: request by Allotment Association to divide the shed and consider Community Flower meadow management

PC was approached by the Chairman of Allotment Association at the Annual Parish Meeting. Could DS bring the quote for the works they agree to be done.

*Note since meeting: Clerk emailed DS on 6 Jun 18.*

6) Cllr BH was approached by the parishioner re: Outdoor exercise units – can CIL money be used for this project. PC advised that the proposal needs to be made to PC. BH to inform the parishioner. BH

06/458

**To discuss the GDPR legislation: Preparation for the new regulation. DPO. Personal Data Audit Questionnaire carried. Policy documents, Consent forms, Privacy Notices to be discussed and Approved.**

Clerk and Cllr PT agreed that it is a really good idea to have the link in the email to the privacy notice if people want to read it in full.

Cllr PT updated the questionnaire. Consent form is important.

PC is in process of completing the list of documents for retention and are considering the electronic storage of PC documents.

Privacy notice link to all existing contacts. Update website when it is functioning again (at the moment PC website is down due to supplier fault).

Data and Information sharing agreements to be issued to existing contacts if appropriate.

Need to think who PC share data with.

Example of a Data Sharing Agreement and Information Sharing Agreement issued.  
Thank you expressed to the Clerk for putting the templates together which were circulated to full PC.

- 06/458.1 Social Media and Electronic Communication Policy – It was agreed not to go this route. PC agreed to remove this policy document and do not do Social Media.
- 06/458.2 Information and Data Protection Policy  
To amend the policy.
- 06/458.3 List of Documents for Retention or Disposal  
I-Cloud info to take out.
- 06/458.4 Subject Access Request form (SAR)
- 06/458.5 Consent Form  
Boxes to check, - 4<sup>th</sup> tick box – relevant or not, to check.
- 06/458.6 Privacy Notice Staff, Councillors and Role Holders
- 06/458.7 General Privacy Notice
- 06/458.8 Data Audit Schedule/ Mapping
- 06/458.9 Cyber Security Checklist
- 06/458.10 Security Incident Response Policy - PC do not need to approve yet  
Add info – as template is nearly empty.
- 06/458.11 Information Sharing Agreement
- 06/458.12 Data Protection Sharing Agreement  
Work in progress

**06/459 Village Maintenance and Repairs**

Due to several issues raised re: maintenance/grass cutting in both villages, PC agreed to write to the maintenance contractor and remind what PC Schedule 1 - Specifications 5.10, 5.13 and 5.17 state. Clerk

*5.10: The Contractor shall inspect all grass areas immediately before the start of any grass cutting and shall remove and dispose of all litter, stones, branches and other debris that have the potential to cause personal injury or damage to machinery, equipment and installations.*

- *Under no circumstances shall litter or rubbish be shredded as a result of grass cutting operations and left in place by the Contractor.*
- *All incidents of exceptional fly tipping and abandoned cars shall be reported to the Clerk who will arrange their removal.*

*5.13: All grass areas must be cut back to the hedge lines, fence lines, dykes and/or any other physical boundary lines by the use of mowing machine or hand held strimmer at the time of the grass cutting operation leaving no areas uncut and producing an even height across the whole area. This will include cutting back nettles, new growth brambles and other herbage. The practice of allowing boundary lines to establish by the means of not cutting back to the boundary shall not be accepted at any time. No area (including road verges) shall be only partially cut on the basis of a number of cutter widths or any other basis.*

5.17: Grass Cutting Standards: It was felt that arisings in both Churchyards were left on site.

Category of Grass	Description	Mowing Standard	Arisings
Church yards	Short grass	Cut to 25 mm	Remove from site and dispose of complying with all relevant legislation

*Note since meeting: Clerk emailed Ridyards on 5 Jun 18.*

Overhanging hedges through both villages need trimming. CCC were contacted but no positive feedback received. Therefore, PC agreed at the Annual Parish Meeting to take this job over. Ridyards, PC contractors were instructed to trim hedges that overhangs footpaths through both villages on main roads so that pedestrians and cyclist can use the paths safely. Clerk to get estimate on these works as per tendered rate (price per meter).

*Note since meeting: Clerk emailed Ridyards on 5 Jun 18.*

**06/460 Highways Issues, Faults and Repairs, to review outstanding issues**

- 06/460.1 LHI application re: change to speed limits in the parishes, Cllr S Burton  
PC was not successful.

**06/461 To consider updates and reports on current issues on the following:**

- 06/461.1 Playing Fields:  
06/460.1.1 Play Areas  
Visual checks to be carried monthly  
Cllr SB - GS play area monthly inspection.  
Cllr TC – LS play area monthly inspection.

**SB  
TC**

- The issue of the dangerous tree was brought to PC attention. The tree in question is on the boundary of the Great Stukeley Playing Fields. Cllr TP found out that the boundary is not registered to anybody. SB
- Cllr SB reported that the tree was inspected. 3 quotes to be obtained. SB
- 06/460.1.2 Football club, outcome  
Are not going to use the facility anymore.
- 06/461.2 Rights of Way:  
Find out from RB what is going on. She was managing the project.
- 06/461.3 Allotments:  
06/461.3.1 To consider Risk Management/H&S. BH  
Risk Management/H&S Template was circulated to PC. Cllr BH will issue the document and liaise with Cllr TC. To be approved at the next meeting. TC
- 06/461.3.2 Consider the CIL money to be spent on dividing the communal shed into 27 sections – 1 for each plot, it is under Agenda item CIL – PC are seeking a quote from Allotment Association for materials.
- 06/461.3.3 To consider the Community Flower meadow management BH  
Cllr BH will look at this for the next PC meeting.
- 06/461.3.4 To Approve the General policy Notice for allotment holders, circulated to PC prior to the meeting
- Proposal:** **Proposed by Councillor TC, seconded by Councillor SB, all in favour and it was RESOLVED that General Privacy Notice for the Allotment tenants is approved.** Carried
- 06/461.4 Website:  
Due to the website provider fault PC agreed to move our website to another hosting company. All Cllrs will need to reset their email addresses and passwords. Cllr KG is working on it. Proposal will be made for PC approval.
- 06/461.5 Village Street Lighting:  
Clerk reported 3 faulty lights:
  - Green End at GS No PC03.
  - Low Road, LS PC03 was reported too as 'day burning'.
  - Owl End, GS PC06 reported to contractor.
- 06/461.7 Training  
Nothing to report.
- 06/461.8 Three horseshoes Pub – No response received. Cllr BH would like to take this matter further on behalf of PC. Agreed. BH
- 06/462 Community Defibrillators – PC is looking for a volunteer to run Great Stukeleys defibrillator**  
LS and GS defibrillator checks are carried by local residents. PC expressed many thanks to the volunteers.
- 06/463 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**  
Drop box to be created for the Clerk to use efficiently. Cllr KG has to justify where the data is stored/located first. KG
- 06/464 Relocation of the Village Sign**  
Nothing to report.
- 06/465 Correspondence** - list circulated prior to the meeting. Noted.
- 06/466 Councillors' questions**  
None raised.
- 06/467 Date of the next meeting: 2 Jul 18 at Ermine Street Church Academy**  
  
Meeting finished at 10.18pm.

*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: Tim Close