

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 2 Jul 2018 at 7.15pm at Ermine Street Church Academy

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Karl Gasson, Sally Smith, Shaun Burton, Paula Tuck, Bob Hulstrom, Parish Councillors.
Ms Ramune Mimiene, Clerk.
No members of the public.
HDC Cllr T Sanderson.
Ms S Burton, U&C.

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.*
None raised.

2018/19

07/468

07/468.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that no apologies for absence were received.

07/469

07/469.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

07/470

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 4 Jun 2018
Proposed by Councillor SB, seconded by Councillor KG, all in favour, and it was RESOLVED that the minutes of 4 Jun 2018 be accepted and signed as a true record of the meeting.

Chairman signed the Minutes.

Carried

07/471

Proposal:

To Receive and Approve the Minutes of the Finance Committee Meeting 11 Jun 2018
Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED that the minutes of 11 Jun 2018 be accepted and signed as a true record of the meeting.

Chairman signed the Minutes.

Carried

07/472

Proposal:

To Receive and Approve the Minutes of the Extraordinary Parish Council Meeting 25 Jun 2018

Proposed by Councillor TC, seconded by Councillor PT, all in favour, and it was RESOLVED that the minutes of 25 Jun 2018 be accepted and signed as a true record of the meeting.

Chairman signed the Minutes.

Carried

07/473

07/473.1

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

Action Plan circulated, discussed in detail, several items removed from the list as complete, the list updated accordingly.

07/474

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

Clerk advertised in the magazine. U&C are informed and are adverting the vacancies as well. Another notice issued to the Ermine Street Church Academy.

Cllr SB knew sb who might be interested but they did not come forward.

In process.

07/475

HDC and CCC Cllrs reports

HDC Cllr TS reported the delays re: traffic calming due to paperwork not received by one of the parties. It is being chased by U&C. Traffic monitoring is taking place re: phase 2.

07/476

To consider Councillor email addresses and Committees & Working parties

Councillor email addresses are sorted.

Committees and working parties to be finalized when 2 vacancies on PC are filled.

07/477

Alconbury Weald, update

Concerns expressed re: ponds which are man-made and treated as safe.

110 houses occupied now, 3 families on average are moving in a week. 80 children are at school now, will be over 100 in Sep when children from nursery join. Nursery is very busy.

MAGPAS application is in circulation now.

Site tour for The Stukeleys Parish Council arranged for Tue 17 Jul 18 at 7pm at the Club building, Alconbury Weald.

Note since meeting: Clerk informed T Slater.

Clerk

Note since meeting: Joint Parishes Meeting is set on Tue 10 Jul 18 at 10am at The Club, Alconbury Weald. Clerk will be attending.

07/478 Planning

07/478.1 Outstanding matters: None.

07/478.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

07/478.3 Applications awaiting determination by HDC, list circulated to members.

07/478.4 New Application:

Proposal: The erection of 3 x 4 bedroom dwellings, Site Address: Land Opposite 91 Ermine Street Little Stukeley, Reference: 17/02513/FUL

Use the same response as last time:

Recommend refusal:

Because Little Stukeley is identified as an 'infill village' in the Huntingdonshire Local Plan and further identified as a 'small settlement' in the draft local plan. The proposed development is outside of the village environmental limits and none of the conditions apply that would qualify this site for countryside development. Additionally, the proposed development is part of the area considered to be important buffer between Little Stukeley and Alconbury Weald.

Proposal: Proposed by Councillor KG, seconded by Councillor TC, all in favour, and it was RESOLVED to recommend refusal to this planning consultation.

Carried

MAGPAS planning application received after the Agenda was circulated: 18/01217/FUL The erection of a building to accommodate the Headquarters and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles, with associated landscaping, car parking, and boundary treatment, with access from Ermine Street Building 252 RAF Alconbury Ermine Street Little Stukeley Huntingdon PE28 4WX

It was agreed to use the delegated powers to planning committee to respond to this planning consultation. Final response to be circulated to full PC before submitting comments to HDC.

Planning committee

07/478.5 Consultations - None

07/478.6 Neighbourhood Plan (NP) – The Stukeleys Neighbourhood Plan Steering Group

Finance committee have a plan (as per Finance Committee Minutes dated 11 Jun 18) which was approved tonight. Need to get a new NP group together. Cllr SS reported that there might be some interested residents.

07/478.7 Local Plan 2036, comments by Tim Slater

Tim Slater BA (Hons) DMS MRTPI, 3D Planning Ltd noted that parish position is made clear in the written representation made and as PC do not have any additional evidence to present to the EIP, TS withdrew the request to appear at the EIP.

07/479 Finance – Budget Reports

07/479.1 Bank Balances, Cashbook and Bank reconciliation statement as at 31 May 18

Income in Apr: Income of £275 from advertising in the PC magazine and £40 allotment rent income.

Current a/c balance as at 31 May 18 £202,558.79

Reserve a/c balance £40,516.58

Capital Reserve a/c balance £1.02.

Accepted.

07/479.2 Income and Expenditure against the Budget Report up to 31 May 18 – noted.

07/479.3 Change of banks: Unity Trust, Application is now completed, signed (there are 6 signatories for the new a/cs, Cllr PT will be added as an additional signatory when the a/c is opened) and posted to Unity Trust, in progress – awaiting outcome from Unity Trust.

07/479.4 Expenditure for approval 2 Jul 18

Amended chq No. re: pensions contribution as it is a DD and total amount for employee and employer contributions is £53.88.

Due to no PC meeting in August 2018 it was agreed to approve the additional payments to:

- SLCC membership, a contribution of £54.70 (Total payment is £185 which is split between all PCs according to the hours contracted).
- Ridyards for £1,572, ICO registration for £40.00 and
- Ermine Street Church Academy for the room hire x 2 for £60.00

Proposal: Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED that the additional 3 Invoices listed above are to be paid.

Carried

TCP

| Date | Chq No. | Payee and Description | Amount |
|----------|---------|--|----------------------------------|
| 2 Jul 18 | 2146 | E-ON streetlights energy May 2018 | £117.31 (of which £5.59 VAT) |
| 2 Jul 18 | 2147 | Clerk salary Jun 18 | £470.30 |
| 2 Jul 18 | 2148 | Tax deductions form Clerk's salary Jun 18 | £41.60 |
| 2 Jul 8 | 2149 | Clerk expenses on running cost of PC Jun 18 (list attached to the payments) | £42.46 |
| | | <i>Amendment: £26.94 Employee and £26.94 employer contribution making the total of £53.88</i> | |
| 2 Jul 18 | DD | Pensions contribution to NEST Jun 18 | £26.94 £53.88 |
| 2 Jul 18 | 2150 | Ridyards Invoice Grass cutting May 2018 | £1,530.00 (of which £255.00 VAT) |
| 2 Jul 18 | 2151 | HDC – Uncontested elections May 2018 | £135.00 |
| | | <i>PC agreed to pay Invoices for the services budgeted for received after the A was circulated (due to no meetings in August):</i> | |
| 2 Jul 18 | 2152 | Contribution towards SLCC membership split between all 7 PCs according to the % of the hours contracted, The Stukeleys is 29.57% | £54.70 |
| 2 Jul 18 | 2153 | ICO registration for 13 Aug 18 o 12 Aug 19 | £40.00 |
| 2 Jul 18 | 2154 | Ridyards Invoice for village maintenance/grass cutting including cycle path hedge cut Jun 18 | £1,572.00 incl £262 VAT |
| 2 Jul 18 | 2155 | Ermine Street Church Academy Room rent for PC meetings 14 May 18 and 2 Jul 18 | £60.00 |
| | | <i>Total Jul 18 Expenditure:</i> | £4,117.25 |

Proposal: **Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED** **Carried**
that all items listed in 07/479.4 are to be paid.

07/479.5 Due to no meeting in August 2018 Clerk is seeking PC approval in principle of Clerk's July wages, expenses, NEST contribution and Tax deductions (amounts are normally very similar, just tax deductions might slightly vary (July payroll to be carried at the end of July and all Payroll details will be presented to PC) and ICO membership which expires on 12 Aug 18 (therefore no Invoice received yet).

ICO notification received today and the chq payment raised.

Clerk will issue the remaining chqs for signing at the beginning of August 2018.

Proposal: **Proposed by Councillor BH, seconded by Councillor KG, all in favour and it was RESOLVED** **Carried**
that the item listed above are to be paid in principle after the provision of Jul payroll paperwork.

07/479.6 To further consider CIL (Community Infrastructure Levy) funding spending:

To approve Finance Committee suggestions that PC pays Grounds Maintenance using CIL funding which will release funds for the use of the consultant for the NP.

Proposal: **Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED** **Carried**
that the Finance Committee suggestion to use CIL funds to pay maintenance fees agreed to.

Clerk approached HDC re: CIL spending/management.

Response from HDC Nick Lockley, Senior Implementation Officer received who stated that HDC generally do not give advice but can offer some guidance on what expenditure can be on. The guidance was attached. It was advised to check CIL regulations before any project started.

The village halls proposals would seem to fit within the definition of infrastructure although to be on the safe side the officer wanted to know what is included within the definition of 'refurbishment. Clerk contacted HDC and listed down the proposals made by the Village Halls. HDC seem to be very happy with the works to be carried to VHs in both parishes. HDC suggested that it would be appropriate that PC sees the evidence of quotes or expenditure before making payments.

Clerk also sought advice from SLCC re: VAT claim. It was advised that PC would have to donate the money to the VH and PC would not be involved. To get the PC to pay is tax avoidance.

Clerk to check further with HMRC re: can PC, being a Trustee of LSVH can claim VAT back.

Clerk

1) GSVH and LSVH applications, outcome.

GSVH: PC received the Quotes from GSVH for Jun 18 PC meeting.

T.R.P.

Cllr BH analysed and tabled the quotes. The spreadsheet was presented to PC providing the preferences of GSVH committee. PC

PC previously agreed to grant £35,000 for each hall.

Justification/explanation needed why the more expensive quote is preferred by VH committee re: flooring. That is acceptable according to PC Financial Regulations but needs justification. PC agreed to accept the quotes subject to explanation of the dearer quote plus the 3rd quote is needed for the flooring. PC are approving everything except the flooring. Also seek advice re: which is the preferred contractor for the chairs.

PC agrees in principle with the list provided subject to justification for the flooring, the 3rd quote and preference of the chairs.

Proposal: **Proposed by Councillor BH, seconded by Councillor TC, all in favour and it was RESOLVED that the list of tabled quotes issued by GSVH is accepted in principle subject to justification for the flooring (why the dearer quote is preferred by the VH committee), submission of the 3rd quote for the flooring and explanation of the preferred option for the purchase of the chairs.** **Carried**

Cllr BH will seek further advice, and make sure it is done properly.

HDC Cllr TS leaves the meeting.

LSVH – quotes presented by Cllr SS verbally. Cllr SS will provide to the Clerk the tabled quotes for PC file.

Proposal: **Proposed by Councillor KG, seconded by Councillor PT, all in favour and it was RESOLVED that the LSVH quotes accepted and approved by PC.** **Carried**

2) To consider getting the quotes for the rubber matting at LS Play Area. To agree to use CIL funding – 3 quotes to seek. – Clerk approached:

a) Rtc Safety – agreed to have a site visit and provide quotes. Site visit planned for Tue 10 Jul 18 between 2 and 4pm, they are travelling from Brighton and will notify when they are about half an hour away. Cllr TP agreed to meet them on site. TP

b) Play Maintain suggested by PC annual inspection provider PI (Play Inspection which do not carry maintenance works) – agreed to quote, awaiting the site visit.

c) Wicksteed – Quotes received, submitted to PC.

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. Outcome: U&C already doing it. – With U&C. It is going to be a pelican crossing. Clerk

4) To consider installing streetlights Ermine str towards Green End, GS – U&C looked at it – and reported that they are not part of the scheme and therefore cannot be incorporated. Separate agreement needed. PC to revisit the issue after Phase 1.

5) Allotment communal shed: request by Allotment Association to divide the shed and consider.

D Silsby, chairman of Allotment association reported that this Issue on hold now.

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. Cllr BH checked on the prices for the outdoor units and the prices are extraordinary high. BH

07/480 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.

To approve 3 hours of additional time spent preparing GDPR docs for PC use (not finalized yet), approved by email previously.

Proposal: **Proposed by Councillor KG, seconded by Councillor BH, all in favour and it was RESOLVED that the additional 3 hours to sort out GDPR policies approved. To be added to Jul wages.** **Carried**

Clerk took into account the comments made at the last meeting and updated the documents accordingly. Some documents like 'Cyber security checklist' (no 9 on the list below) – needs full PC attention and agreement. In process.

Cllr PT will look at the documents and report back.

There is also a Subject Access Policy (how PC deals with SAR request), template circulated to full PC prior to the meeting.

1 request received from the same person. PC was previously advised by ICO not to respond to any further queries. PC agreed not to respond.

TRP

- 07/481 Village Maintenance and Repairs**
 Clerk emailed the contractor as agreed by PC at the last meeting in Jun and brought their attention to maintenance/grass cutting in both villages and it was felt that arisings in GS churchyard were left on site. Clerk received no response.
 Tree belts to be done by the contractor in Jul 18. Cllr KG brought to PC attention that the ditch between 2 villages need tidying up and he offered to trim the bit left by the contractor. PC felt that a belt is good for the wildlife. Agreed that no action to be taken.
 Potholes in Low Rd – a man fell over, it was reported to CCC. Done now.
 Overhanging hedges through both villages: Hedges are now trimmed by the PC's contractor.
- 07/482 Highways Issues, Faults and Repairs**, to review outstanding issues
 07/482.1 A complaint from the resident received re: speeding at Green End, GS. U&C are looking at a crossing over Ermine Street which is planned during the Phase 2.
- 07/483 To consider updates and reports on current issues on the following:**
 07/483.1 Playing Fields:
 07/483.1.1 Play Areas
 Cllr SB - GS play area monthly inspection. – Cllr SB needs log in details for the PA visual check. **SB**
 Cllr KG will send the details.
 Cllr TC – carried LS play area monthly visual inspection in Jun 18. **TC**
 07/483.1.2 Football club, outcome
 Club Secretary SMYFC Justin Beecher informed PC that they will be playing. Proposed invoice value for Stukeley Meadows YFC to play at Great Stukeley Field for the 2018/19 season is £350 per season - £50 a month Sept18-Mar19 = 7 months.
 The football club maintains the surface, PC carried general grass cut.
- 07/483.2 Rights of Way:
 07/483.2.1 Diversion of a public right of way No 11 and other issues.
 07/483.2.2 Route 12: Ermine Street footpath/cycle path issues raised by parishioner, it was noted that this matter is with U&C. Clerk to inform the resident. **Clerk**
- 07/483.3 Allotments:
 07/483.3.1 Risk Management/H&S – Cllr BH is in process of preparing the document. **BH**
 Water tank on the allotments is now empty, U&C apologized that they have no more water at the moment to refill the tank. There are water mains/connection installed by Anglian Water but cannot use it. Clerk brought to PC attention that PC receives Anglian Water Invoices, meter readings are zero, but Streamline Green for the period of 15/01/18 to 09/04/18 were £11.17. **TC**
 07/483.3.2 To consider the Community Flower meadow management
 Cllr BH approached 2 companies but none of them were interested. Cllr BH reported that it takes 3 to 4 years at the start - seed the area and then manage for the next 3 years. It is a 10 years contract – 13 year it total project. PC to consider.
 07/483.3.4 To sign a new Tenancy Agreement for Plot 9a
 Agreement signed.
- 07/483.4 Website:
 Website was down, now in process to be resolved. **KG**
- 07/483.5 Village Street Lighting:
 Clerk reported 3 faulty lights:
 • Low Road, LS PC03 was reported as 'day burning' on 5 Jun 18. The light was still day burning on 30 Jun 18 – Clerk to chase the contractor.
- 07/483.6 Parish Magazine – To review: PC agreed to review the advertising matter in the parish magazine. HDC informed about the outcome, confirmation received 27 Jun 18
 PC will review the decision as agreed at the Extraordinary Meeting. 2 councilors wrote to clerk requesting to do so. PC already submitted policy to the magazine for comments.
 Re: Community advertng - Explanatory text was submitted by Cllr KG but was not included in the magazine by the editor, only the draft policy is in the magazine.
- Proposal: A statement Proposed by Councillor SS that: Now that the PC has resolved to consult the community on a policy for community funded advertising in the parish magazine, the decision made at the meeting on 9 Apr 18 to charge one particular advertiser, is premature and therefore no longer appropriate. This council therefore rescinds that earlier decision made on the 9 Apr 18, seconded by Councillor KG, 5 Cllrs in favour 1 against and 1 abstention and it was RESOLVED to approve the wording suggested by Cllr SS.** **Carried**
- 07/483.7 Training
 Clerk attended CAPALC training/conference on Fri 29 Jun 18. Training was approved by PC by email. Training funds available. The Invoice of £30 is split between all PCs. The contribution of £8.87 to be added to expenses list to reimburse the Clerk as the Clerk paid the full amount.

TCP

07/483.8 Three horseshoes Pub – Outcome by Cllr BH.

07/483.9 Trees in the villages

07/483.9.1 A tree in the grounds of LSVH, resident email received re: issues with that particular tree encroaching into the garden, email received on 20 Jun 18 – the tree belongs to the LSVH, Clerk to forward email to the VH committee, Cllr SS is on the VH committee.

07/483.9.2 A tree in the GSPF – issues, quotes for the works to be carried and further suggestions, Cllr SB – tree surgeons' quotes to be received.

07/483.9.3 Resident email re: tree outside the boundary of 1a Church Rd.

Suggestion by Cllr KG – it is not really a trip hazard as it is not on the footpath. Compromise to be suggested to the resident. As this land is almost certainly an 'abandoned' piece of land not defined by the developer. It does not belong to the PC, but it is an eyesore. If PC clears the concrete (Cllr KG will sort this out with Cllr SS help), would the resident level with topsoil and turf and keep the grass cut? Clerk to email to the resident with the suggestion.

Clerk

07/484 Community Defibrillators – volunteers check the Defibrillators

07/485 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence

Moving ISP.

KG

07/486 Relocation of the Village Sign

Nothing to report.

07/487 Correspondence - list circulated prior to the meeting. Noted.

18/01217/FUL The erection of a building to accommodate the Headquarters and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles, with associated landscaping, car parking, and boundary treatment, with access from Ermine Street Building 252 RAF Alconbury Ermine Street Little Stukeley Huntingdon PE28 4WX – PC agreed to use the delegated powers to the planning committee and respond to this planning application within the time framework provided by HDC. PC planning to recommend Refusal.

07/488 Councillors' questions

07/488.1 Outdoor gym – Cllr BH is awaiting the quotes which can be between £11,000 to £50,000.

07/488.2 Cllr SB presented a verbal statement.

07/489 Date of the next meeting: 3 Sep 18 at 7.15 at GSVH

Meeting finished at 9.35pm.

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

3/9/2018

Date

Chairman: Terry Pinner