

## MINUTES

### The Parish Council Meeting of The Stukeleys was held on Monday 5 November 2018 at 7.15pm at Ermine Street Church Academy

Present Tim Close (Vice-chairman), Karl Gasson, Sally Smith, Paula Tuck, Andie Hallihan Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
2 members of the public.  
HDC Cllr T Sanderson  
CCC Cllr T Rodgers  
Andrew Fisher, 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.*

PC expressed a minute of silence in respect to the memory of the ex-member of PC Mr David Hossack who died last week.

2 residents attended the meeting and highlighted safety concerns about traffic calming measures at LS. The road layout was described as confusing and the road markings and signage do not seem to be adequate. Cllr SS did receive a few other complaints too.

*2 Councillors joined the meeting*

Residents experience problems exciting Low Road at LS and suggested the need for better road markings or additional warning signs.

*Note since meeting: CCC and HDC Cllr T Sanderson followed that up for PC.*

*2 members of the public leave the meeting.*

2018/19

11/530

11/530.1

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

The Clerk reported that Cllr T Pinner sent apologies for absence.

11/531

11/531.1

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

Cllr KG declared interest in Finance Agenda item 11/539.7 Payments 181105.20 and 181105.21.

11/532

Proposal:

#### **To Receive and Approve the Minutes of the Parish Council Meeting 1 October 2018**

**Proposed by Councillor PT, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes of 1 Oct 2018 be accepted and signed as a true record of the meeting.**

Carried

*Chairman signed the Minutes.*

11/533

11/533.1

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

Action Plan noted.

11/534

11/534.1

#### **To Consider 1 Vacancy on parish council – PC have now got 2 vacancies**

PC was informed that Cllr Bob Hulstrom resigned from PC.

HDC will email PC again after 23 November 2018 advising us whether PC can go ahead and co-opt to the vacancy.

*It was agreed to bring Alconbury Weald item forward.*

11/535

#### **Alconbury Weald, the Local Plan update and the Country Park, T Slater**

T Slater sent the update and his apologies for tonight.

Representative from U&C Andy Fisher attended the meeting.

There are issues with Ermine street night works. Works are carried overnight to avoid day closures. It was agreed that due to lack of communication between the contractor, U&C and PC the number of issues were brought to PC attention by residents. It was admitted that not enough notice was provided by contractor re: works on site. Cllr SS received calls and people were coming to see her seeking the answers and explanations. Contractor was very polite and helpful. It was agreed that a better signage needed. SPC need to be aware of the schedules and works to be carried but PC is not responsible for it.

Remembrance service is on Sun 11 Nov 18 and Late Night Christmas party 14 Dec 4pm to 10pm. U&C are arranging to hold the second workshop re: the Country Park on Mon 19 Nov 18 at 7.30pm.

5 Dec for a full run with the PC to give councillors a chance to preview the public exhibitions before the public exhibitions on 7<sup>th</sup> (LSVH), 8<sup>th</sup> (GSVH) and 15<sup>th</sup> (The Club, Alconbury Weald) December for the wider Stukeleys residents to engage and shape the plans.

- 1) Application for approval of appearance, layout, landscaping and scale - in respect of the construction of 189 homes, pocket park, associated highways, landscaping and ancillary works (submitted under condition 15/18 of outline planning permission 1201158OUT). Site Address: Parcel 5 Senliz Road Alconbury Weald Reference: 18/02223/REM – received 26 Oct 18, comments by 16 Nov 18  
 PC considers that this application is in accordance with the design code and planning conditions.  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor KG, all in favour, and it was RESOLVED to recommend approval to this planning consultation.** **Carried**
- 2) Reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new highway to form part of a link from the A141 to key phase 1 and all associated works'. Site Address: Land West Of The East Coast Mainline Railway And North Of Spittals Way Huntingdon Reference: 18/02275/REM  
 T Slater, Planning Advisor for PC was not able to locate a key document on the website. This is a significant application and has implications for the southern access and transportation through the site and along Ermine St. T Slater recommended that PC requests an extension of time to enable him to look at it properly and report to the next Committee meeting.  
 PC agreed to take T Slater advice and proposals.  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor KG, all in favour, and it was RESOLVED to agree with the planning recommendations to be made by T Slater to this planning consultation.** **Carried**
- 11/536** **HDC and CCC Cllrs reports**  
 HDC Cllr T Sanderson reported re: Planning. HDC are in process of setting the budget for 2019/20. Cllr TS will report back to PC re: A141 capacity. Cromwell museum to be handed to CCC. HDC Cllr SB will be laying a wreath.
- 11/537** **To consider Councillor email addresses and Committees & Working parties**  
 11/537.1 Cllr PT joined Personnel committee.  
 11/537.2 Cllr AH joined Finance Committee, Rights of Way, Playing Fields, Open Spaces and Environment and Parish Magazine.  
*CCC Cllr TR joins the meeting*
- 11/538** **Planning**  
 11/538.1 Outstanding matters: Complaint PC wishes to make.  
 Comments by T Slater re: 17/02513/FUL The erection of 3 x 4 bedroom dwellings, Land Opposite 91 Ermine Street Little Stukeley received. **KG Clerk**  
 Cllr KG will draft a letter, Clerk to submit via HDC complaints procedure.  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED to agree to submit the complaint to HDC.** **Carried**
- CCC Cllr TR reported that yet another parish forum meeting was arranged. New route proposed for the Tour of Cambridgeshire. The cycle route is now extended. Alconbury is included this time. Email address of the organizer provided. Agenda for the next meeting. Around 10,000 participants last year. There will be only block road closures.  
 Question of buses as bus providers are cutting back the service.
- 11/538.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.
- 11/538.3 Applications awaiting determination by HDC, list circulated to members.
- 11/538.4 New Application:  
 1) Erection of new function room Site Address: Holiday Inn Thrapston Road Brampton Reference: 18/01609/FUL  
 Recommend Approval: As it has no obvious impact on the villages.  
**Proposal:** **Proposed by Councillor KG, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend Approval to this planning consultation.** **Carried**
- 2) Rear extension consisting of a single storey flat roof 'orangery' and two storey flat roof area Site Address: 42 Low Road Little Stukeley Huntingdon Reference: 18/02000/HHFUL  
 Recommend Approval.  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED to recommend Approval to this planning consultation.** **Carried**

3) Proposal: Reserved matters application for 192 dwellings for appearance, layout, scale, landscape and access in respect of Key Phase 1 pursuant to outline planning permission 1201158OUT. Site Address: Alconbury Airfield Ermine Street Little Stukeley Reference: 18/01536/REM.

Dealt under Alconbury Weald Agenda item.

**Recommend Approval:** The Stukeleys Parish Council has already commented on the initial application for reserved matters and notes that the new consultation relates only to the subsequent additional information and amendments to the layout requested by HDC.

The amendments in Parish Council view are consistent with the outline permission and are appropriate in relation to improving the design.

The Stukeleys Parish Council would therefore recommend its support for the proposal and reiterates its recommendation of approval.

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

**Carried**

4) 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: 18/02056/FUL. Received 18 Oct 18

**Recommend Refusal:** Because of the lay out and density of buildings, the site is inadequate for 4 homes and insufficient parking provided.

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

**Carried**

11/538.5 Appeal: PC were notified re: Appeal against the decision of the Local Planning Authority to refuse planning permission: Land North east of 114 and 116 Owl End Great Stukeley. 17/02140/OUT Erection of two detached dwellings with garaging

11/538.8 Savills wrote to PC re: Public Consultation Event Land north of Ermine Street Huntingdon. Exhibition is at the Great Stukeley Village Hall on **15 November 2018**. The doors will be open for members of the public between 4:00pm – 8:00pm. There will be representatives from their team of consultants who will be there to explain the scheme, listen to ideas and will seek to answer the questions. Prior to this, they provided an engagement opportunity for Parish Councillors, Town Councillors and Ward Members between **3:00pm – 4:00pm**. Posters put on the NBs.

11/538.6 Neighbourhood Plan (NP) – HDC Cllr T Sanderson suggested to meet with Clare Bond HDC re: possible quotes. It was agreed that Cllrs SS and SB will approach HDC for advice.

**SS, SB**

### **11/539 Finance – Budget Reports**

11/539.1 Bank Balances, Cashbook and Bank reconciliation statement as at 31 September 18

Carried.

Current a/c balance as at 31 Sep 18 £173,980.35

Reserve a/c balance £40,523.24

Capital Reserve a/c balance £1.02.

11/539.2 Income and Expenditure against the Budget Report up to 31 Sep 18 – noted.

11/539.3 Change of banks: Unity Trust, update

Issues with bank transfer.

PC agreed to raise a chq for £30,000.00 to transfer money from PC NatWest a/c to PC Unity Trust Current a/c T1. As previously made bank transfer of £15,000.00 was made into Unity Trust Instant a/c.

**Proposal:** **Proposed by Councillor KG, seconded by Councillor SS, all in favour, and it was RESOLVED to approve the bank transfers.**

**Carried**

11/539.5 Precept 2019/20 notification received from HDC – submission by Fri 14 Dec 18

Noted. Finance Committee are meeting on Mon 12 Nov 18 to draft the Budget and Precept 2019/20 suggestions.

One volunteer joins the group, PC approve.

11/539.6 Lap top for PC use. The lap top purchased, and Cllr KG is going to be reimbursed for the expenditure. Software still needed

PC agreed that Microsoft office has to be purchased. Cllr KG spoke to Microsoft support team. They told that it is ok to use Office 365 Home account for PC activities. Email is printed for PC files confirming this. Work in hand.

**Proposal:** **Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED to approve the spending of around £100.00 to purchase the Microsoft Office 365 for PC use.** **Carried**

CCC Cllr TR leaves the meeting

11/539.7 Expenditure for approval 5 Nov 18:

To reimburse the Clerk re: Cartridge for £47.99 which was used to print out all information required to deal with SAR request, Agenda item 11/540.4

Date	Payment No.	Payee and Description	Amount
5 Nov 18	181105.11	Wave: Water charges 07/07/18 to 06/07/18	£12.10
5 Nov 18	181105.12	K&M Lighting Services replacement of P42 photocell	£78.00 (Incl £13 VAT)
5 Nov 18	181105.13	CIL Funds: JM Interiors Blinds for GSVH	£260.00
5 Nov 18	181105.14	Clerk wages Oct 18	£510.70
5 Nov 18	181105.15	HMRC Tax deductions from Clerk's wages Oct 18	£1.20
5 Nov 18	181105.16	R Mimiene, Expenses on running cost of PC Oct 18	£30.67
5 Nov 18	300001	S137: Royal British legion: Poppy Appeal x 2 Churches GS & LS 100 years commemoration. <i>Note: Chq payment requested</i>	£70.00
5 Nov 18	DD	NEST pensions contribution Oct 18	£53.88
5 Nov 18	181105.17	Ridyards Ltd grass cutting Sep 18	£1,140.00 (incl £190 VAT)
5 Nov 18	181105.18	E-ON Streetlighting energy Aug for £117.31 & Sep for £113.53	£230.84 (incl £11 VAT)
5 Nov 18	181105.19	Easiprint Ltd Nov 18 magazines	£227.80
5 Nov 18	181105.20	Reimburse Cllr K Gasson re: freephone number.	£36.42
5 Nov 18	181105.21	Reimburse Cllr K Gasson re: Purchase of the lap top of PC use	£759.05 (incl VAT)
5 Nov 18	181105.22	Heaton catering equipment GSVH water boiler	£348.48 (incl £58.08)
5 Nov 18	181105.23	The National Allotment Society: Membership renewal	£66.00
5 Nov 18	181105.24	R Mimiene, Reimbursement for the cartridge	£47.99
		<i>Total Nov 18 Expenditure:</i>	£3,873.133

**Proposal:** **Proposed by Councillor SB, seconded by Councillor TC, all in favour and it was RESOLVED that the Invoices listed above including the expenses of £47.99 for printing are to be paid.** **Carried**

11/539.8 CIL (Community Infrastructure Levy) funding spending.

1) GSVH and LSVH applications for CIL spending, outcome. Clerk created a spreadsheet listing all payments, VAT and balance.

2) Quotes for bark replacement/ rubber matting – thick wet pour at LS Play Area

Action to Cllr SS.

SS

**11/540 To discuss the GDP legislation**

Cllr PT liaised with the Clerk and put the documents together.

Privacy notice to be added onto the website.

All what PC has in places meets legislation. ICO are very happy and confident with PC processes.

Thank you expressed to Cllr PT for the work she put in.

Any extra hours Clerk spent sorting the SAR request need to be logged. Agenda item for Personnel meeting which is now set for Mon 19 Nov 18, venue The Stukeleys hotel.

Data sharing agreement – PC are confident that PC did not share any data.

Emails to be stored for 7 years.

PC thanked Cllr PT for the help with the re: GDP processes.

Personnel

**11/541 Village Maintenance and Repairs**

11/541.1

Cllr KG raised a concern that the tree belts have not been maintained at all this year and look appalling. It was agreed to set a meeting with the contractor early March. Remind contractor that there is a risk of not getting paid if instructions accepted from anyone except the Clerk. Clerk to instruct the contractor.

*Note since meeting: Contractor instructed.*

Clerk

- 11/541.2 Hedge at LSVH PF – PC agreed to instruct the contractor to trim/attend tot the hedge. Clerk  
*Note since meeting: contractor instructed.*  
 Cllr KG checked the agreement with contractors re: additional instructions which will be admitted from the Clerk till the end of Nov.
- 11/541.3 Cllr SB noted that in GS there are dead trees which are left to rot (exact location to be provided to the Clerk). Cllr SB sought PC permission to approach the Wildlife Trust to remove the dead trees and replant with new ones. Cllr SB will report on the progress. If this is not successful it was agreed that Cllrs will tidy up the area themselves. SB
- 11/541.4 Cllr TC reported that led was stolen from the church roof. Clerk to find out the legislation re: PC supporting the churches. Clerk
- 11/542**  
 11/52.1 **Highways Issues, Faults and Repairs**, to review outstanding issues  
 Resident reported that drain covers in Church Rd and Park View in LS sunk in the footpath, Clerk to investigate whom to report. Clerk
- 11/52.2 Cllr TC reported potholes at: 1) Green End to Washingley Farm, 2) Owl End towards allotments from Chestnut Avenue and 3) Church Close, GS.  
*Note since meeting: Reported.*
- 11/543**  
 11/543.1 **To consider updates and reports on current issues on the following:**  
**Playing Fields:**  
 11/543.1.1 Play Areas  
 Cllr SB - GS play area monthly inspection carried today 5 Nov 18 by Cllr SB. SB  
 11/543.1.2 PC cut the hedge round GS PF. Review football club access, Agenda item.  
 PC agreed to get a quote from current PC contractor re hedge works and fecing. Cllr AH will list the things that need doing. AH  
*Note since meeting:*  
*Cllr AH summarised the observations on the consideration to re-hedging and re-fencing GSPF.*  
*Cllr AH walked the perimeter of the GSPF on 17/10/18 and noted the following:*
1. *Whilst most of the low wire fencing is correctly positioned and secured, some areas have become detached from their supporting posts. The fencing would benefit from being re-secured to the supporting posts. This affects possibly 25% of posts.*
  2. *A small number of supporting posts are missing or unfit. Approximately 6-10 posts would benefit from replacement or repositioning.*
  3. *The low wire fencing is overwhelmed by bushes and vegetation in some areas – particularly towards the rear of the fields on the left hand boundary when looking from the road. I would suggest the vegetation placing a load on the wire fence is cut back and removed to prevent any unnecessary load on the low wire fence.*
  4. *All of the gates on the side and rear of the perimeter do not align with their latches, meaning they cannot be easily closed. I would suggest the latch mechanisms are removed and aligned to allow the gates to easily and effectively close.*
- Clerk sought a quote from the current contractor.*
- 11/543.2 **Rights of Way:** No update.
- 11/543.3 **Allotments:**  
 11/543.3.1 Risk Management/H&S – The completed one by Cllr TC and circulated to Chairman of the Allotment Association. Agenda item for Dec PC. TC
- 11/543.4 **Website:** No update.
- 11/543.5 **Village Street Lighting:**  
 No updates.
- 11/543.6 **Parish Magazine** – no update.
- 11/543.7 **Training** – New Cllrs would like to go on Cllr training.
- 11/543.8 **Trees in the villages**  
 10/524.9.2 A tree in the GSPF – Cllr SB – Seek contractors' advice re: felling of the tree. Clerk to ask contractors. SB  
*Note since meeting: Clerk contacted the contractor and sought a quote.*
- 11/544**  
**Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**  
 In progress. KG
- 11/545**  
**Relocation of the Village Sign**  
 Nothing to report.
- 11/546**  
**PC meeting dates and venues for 2019 – advertised in the magazine**  
 On the website.



- 11/547**      **Correspondence – dealt with.**
- 11/548**      **Councillors' questions**  
None.
- 11/549**      **Date of the next meeting: Mon 3 Dec 18 at 7.15 at LSVH**  
Meeting finished at 9.42pm.

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

\_\_\_\_\_ **3/12/18** \_\_\_\_\_  
Date

\_\_\_\_\_  \_\_\_\_\_  
Chairman: Tim Close