

## MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 3 December 2018 at 7.15pm at Little Stukeley Village Hall

Present Tim Close (Vice-chairman), Karl Gasson, Sally Smith, Andie Hallihan Parish Councillors.  
Ms Ramune Mimiene, Clerk.  
1 member of the public.  
HDC Cllr T Sanderson  
CCC Cllr T Rodgers  
T Slater, Planning Advisor

### 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 expressed serious concerns re: Green Buffer between the villages southern bypass.

*Cllr KG joins the meeting.*

*Cllr AH joins the meeting.*

*Member of the public leaves the meeting*

2018/19

12/550

12/550.1

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

The Clerk reported that Cllrs P Tuck, S Burton, T Pinner sent apologies for absence.

12/551

12/551.1

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

None.

12/552

Proposal:

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

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

Carried

*Chairman signed the Minutes.*

12/553

Proposal:

**To Receive and Approve the Minutes of Finance Committee Meeting 12 November 2018**

**Proposed by Councillor AH, seconded by Councillor SS, all in favour, and it was RESOLVED that the minutes of 12 November 2018 be accepted and signed as a true record of the meeting.**

Carried

*Chairman signed the minutes.*

12/554

12/554.1

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

Action Plan noted.

12/555

**To Consider 2 Vacancies on parish council – PC have now got 2 vacancies**

HDC informed PC that PC can now co-opt to fill the vacancy after the resignation of Cllr B Hulstrom. 2 people expressed interest in joining the PC and but could not attend this meeting.

12/556

12/556.1

**HDC and CCC Cllrs reports**

HDC Cllr SS attended the meetings on housing when shortage of social housing was discussed. Service providers are general needs housing.

12/556.2

HDC Cllr TS informed that HDC are looking for ideas re: savings and alternative budget. Regarding maintenance, HDC could hand over 20% of the budget for PCs to cut their grass as it is believed that parishes get grass cutting cheaper than HDC providers do.

The Stukeleys PC noted that our contractor is coming from Norfolk therefore it is not cheaper in our case. Draft HDC Budget is on the website. District running deficit.

12/556.3

CCC Cllr TR is on Budget and Accounts Committee. Cllr TR reported on LHI scheme. Another volunteer needed for the team which is run by CC Cllr S Criswell. Pensions are being looked at. Full CCC meeting is on 11 Dec 18. Cllr TR been following the issues re: the works through GS and LS villages causing problems. Clarification needed on the finish of works at LS. Major concern is signage at LS. The design at Alconbury Weald for County Council offices agreed. CC will speak to Jo Challis re area.

12/557

**Councillor email addresses and Committees & working parties**

Cllrs are covering all areas till vacancies are filled by newly co-opted members.

12/558

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

Update provided by T Slater. PC members attended the meeting at U&C. Consultation starts Wed this week. PC raised issues and were promised response before the public consultation. Analysis done by U&C but not shared yet.

2 New planning applications yet to come in the new year from U&C.

Cllrs attended the meeting with U&C on 21 Nov 18. Cllr KG noted that what PC does has no real impact on the changes imposed on GS and LS community. The message from U&C was disappointing, as stated by Cllr KG, - U&C cannot deliver what they promised PC five years ago and asked a question what would The Stukeleys PC like U&C to promise now.

Cllr KG suggested employing a different planning consultant who would be impartial for the professional support.

PC need to consider how they work with the advisor TS. PC agreed to inform the advisor TS re: services needed before Feb PC.

*TS the planning advisor leaves the meeting.*

*From Nov PC:*

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

Recommendation - Support

The Stukeleys PC welcomes the application as a link in the main transportation route through the site to join phase 1 and the residential areas to the north of Alconbury Weald to Huntingdon and the A141 and as such it is anticipated that it will reduce traffic along Ermine St. through The Stukeleys which is a long term aim of The Stukeleys Parish Council.

It is noted that the link will only become effective when the southern access and internal link phase 2 are approved and constructed and it is hoped that these can brought forward in a timely manne.r

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

**Carried**

*New consultation received 26 Nov 18*

1) Reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new highway and re-use of existing runway/taxiway to form part of a link from the A141 to key phase 1 and all associated works. Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 18/02499/REM – received

1 objection letter received from the resident. Letter was read out by the chairman. Clerk to advice the resident to acknowledge the receipt of the letter and advise to speak to the developer as soon as they can, and approach HDC planners.

*Note since meeting: Clerk approached the resident.*

PC Recommendation - Support

The Stukeleys PC welcomes the application as a link in the main transportation route through the site to join phase 1 and the residential areas to the north of Alconbury Weald to Huntingdon and the A141 and as such it is anticipated that it will reduce traffic along Ermine St. through The Stukeleys which is a long-term aim of The Stukeleys Parish Council.

It is noted that the link will only become effective when the southern access and internal link phase 2 are approved and constructed and it is hoped that these can brought forward in a timely manner.

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

**Carried**

## **12/559 Planning**

12/559.1 Outstanding matters: Complaint PC wishes to make.

17/02513/FUL The erection of 3 x 4 bedroom dwellings, Land Opposite 91 Ermine Street Little Stukeley received.

PC agreed to approach TS Planning Advisor for help in drafting the complaint again which will be submitted by PC. Clerk to email HDC, as well as post a hard copy. 1 Cllr to submit to HDC via online complaint form.

KG  
Clerk  
PC  
Clerk

*HDC Cllr TS and CC Cllr TR leave the meeting*

12/559.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

12/559.3 Applications awaiting determination by HDC, list circulated to members.

12/559.4 New Application:

- 1) 18/02380/FUL Proposed alterations to the existing secondary access to form a primary access, and the erection of a vehicle canopy LVIS Gate RAF Alconbury Ermine Street Little Stukeley – *PC comments by 3 Dec 18*

No comments. Email Jacqui Ireland and seek explanation re: traffic floats. Cllr KG to provide contact email address.

- 2) 18/01918/OUT Mixed use development comprising: Up to 1,000 dwellings, Primary School including early years provision, Up to 205sqm community floorspace, Up to 1,000sqm retail floorspace (Class A1), Food and drink uses (Classes A3-A4), Open space and play areas, Landscaping, Pedestrian and cycle links, Associated drainage and engineering works and, highway connections including primary and secondary vehicle access from Ermine Street and the A141 (Outline Planning Application for phased development with all matters reserved except means of access onto the local highway network). Site Address: Land North West Of Spittals Way And Ermine Street Great Stukeley- *PC comments by 4 Dec 18*

HDC Cllr TS note received a response from the Definitive Map team at the County Council - CCC are objecting at this stage as they would like to see more information on the provisions for Public Rights of Way.

PC recommend refusal on the basis that highway issues have not been clarified as the site will generate traffic beyond the safe capacity of local roads, disturbance resulting in unacceptable to local communities and building homes on prime farmland is unacceptable use giving currently undetermined status of RAF Wyton.

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

**Carried**

- 3) 18/02365/FUL Erection of two replacement dwellings with detached garages following the demolition of the existing dwellings Site Address: Land At And Including 48 And 50 Green End Great Stukeley - *PC comments by 17 Dec 18*

Recommend approval – on the grounds of acceptable use of the existing plot.

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

**Carried**

12/559.5 Neighbourhood Plan (NP) – on the next Agenda. Cllrs AH and TC join the group. Procurement process needed re: planning. Cllr KG will bring up to date where we are and what needs doing to start progressing. PC has now got money to pay for the consultant.

**KG  
AH  
TC**

**12/560 Finance – Budget Reports**

12/560.1 Bank Balances, Cashbook and Bank reconciliation statement as at 31 Oct 18

PC are in the process of changing banks.

12/560.2 Income and Expenditure against the Budget Report up to 31 Oct 18 – noted.

12/560.3 Change of banks: Unity Trust, update

Cllr KG received a phone call from NatWest bank informing that the bank will complete the transfer in the next 7 – 14 days which is approximately by 13 Dec 18.

12/560.4 To Approve Finance Committee recommendation: To Approve Budget & Precept 2019/20

**Proposal:** **Proposed by Councillor KG, seconded by Councillor AH, all in favour, and it was RESOLVED to approve the Budget for £26,131.00 and Precept for £46,157.00.**

**Carried**

*Note since meeting: Precept for 2019/20 submitted HDC on 4 Dec 18.*

12/560.5 Lap top for PC use. The lap top purchased, software to be obtained. To be discussed under the Agenda item 12/568.

12/560.6 To approve further chq to be raised from NatWest to Unity Trust bank as the bank transfer did not happen yet. Letter received that PC need to re-sign the mandate for NatWets (signed twice already) It was agreed to do further transfer from NatWest.

*PC agreed to Transfer funds within Unity Trust. £15,000 from instant a/c to current – Clerk to set the transfer between a/cs.*

**Clerk**

12/560.7 Expenditure for approval 3 Dec 18:

Clerk informed that 3 payments made on Unity Trust bounced back. The account no and sort code are correct. Clerk to investigate and add 3 payments to the Unity Trust.

*Note since meeting: It was explained to the Clerk by the bank that because it is a Building Society a special account number/reference for the payment to actually go through was required. The full name was not sufficient.*

Date	Chq No.	Payee and Description	Net	VAT	Total amount
3 Dec 18	181203.1	Clerk wages and Tax Deductions from Clerk's wages Nov 18	-	-	£ 510.70
3 Dec 18	181203.2	HMRC Tax deductions from Clerk's wages Nov 18	-	-	£1.20
3 Dec 18	181203.3	Clerk's Expenses on running cost of PC Nov18	-	-	£35.80
3 Dec 18	DD	NEST pensions contribution Nov 18	-	-	£53.88
3 Dec 18	181203.5	Ridyards Ltd grass cutting Oct 18	£575.00	£115.00	£690.00
3 Dec 18	181203.6	E-ON Streetlighting energy Oct 18 £117.31	£111.72	£5.59	£117.31
3 Dec 18	181203.7	PI Play arra inspection company – annual inspection of Play Areas x 2	£130.00	£26.00	£156.00
3 Dec 18	181203.8	Easiprint Ltd Nov 18 magazines	-	-	£238.00
3 Dec 18	181203.9	CIL funding: GSVH First - Michael Dumont, Class Facias	£16,000	£3,200	£19,200.00
3 Dec 18	181203.10	Annual Fee for Web Hosting and Domain Name renewal 27 Jan 19 to 26 Jan 18, ONE.COM, Parish magazine	£28.95	5.79	£34.74
		<i>Total Dec 18 Expenditure:</i>			£21,037.63

**Proposal:** Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED Carried that the Invoices listed in 12/560.7 are to be paid.

12/560.8 Due to no meetings in January, to approve in principle Dec 18 Clerk's wages, Tax Deductions, NEST pensions contribution and Expenses on running cost of PC (to be paid 1st week in January 2019)

**Proposal:** Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED Carried that the Dec 18 Wages, Tax deductions, Expenses and Pensions contribution to be paid.

12/560.9 CIL (Community Infrastructure Levy) funding spending. CIL statement for 2017/18 to be submitted to HDC by 31 Dec 18 –

CIL report 2017/18 (1 Apr 17 to 31 Mar 18) submitted HDC on 4 Dec 18. During 2017/18 PC received £95,778.16 and had £0.00 expenditure. Total amount of CIL money received as at 31 Mar 18 was £114,249.55.

Re: further CIL expenditure could PC fund a cafe on countryside park? To investigate.

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

GSVH chairman D Silsby reported on the progress of the works to the VH:

External work has now been completed and everything has been finished to a very acceptable standard. Invoice from First class Facias now received.

The new chairs are on order.

The water boiler is expected to be delivered 20/11/18.

Window blinds are ready to be installed when committee room has been refurbished.

Having trouble with contractors to give GSVH a date for doing the alterations needed to be done.

Will probably put job out to tender again and have the quotes re-submitted, looking to proceed with the work in early 2019.

GSVH still wish to use M&D Flooring to install the new flooring. A new quote on the type of floor covering circulated to PC. This will have to be done in 2019 as the company is fully booked until then.

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

Action to Cllr SS.

PC

SS

**12/651** Tour of Cambridgeshire 2019 – cycle route

Noted. No comments.

**12/652** To formally Approve the GDP legislation and Consider a FOI request and GDPR request dated 21 Nov 18, PC sought ICO advice, awaiting the response

The Stukeleys Parish Council acknowledge the receipt of the email re: FOI request and will inform the person that PC do not have any information on this matter.

**Proposal:** Proposed by Councillor KG, seconded by Councillor AH, all in favour and it was RESOLVED Carried that the FOI response is approved.

12/652.1 Electronic Communication Policy

**Proposal:** Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was RESOLVED Carried that Social Media and Electronic Communication Policy is approved.

12/652.2	Information and Data Protection Policy	
<b>Proposal:</b>	<b>Proposed by Councillor TC, seconded by Councillor SS, all in favour and it was RESOLVED that the Information and Data Protection Policy is approved.</b>	<b>Carried</b>
12/652.3	List of Documents for Retention or Disposal	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED that List of Documents for Retention or Disposal is approved.</b>	<b>Carried</b>
12/652.4	Subject Access Request form (SAR)	
<b>Proposal:</b>	<b>Proposed by Councillor SS, seconded by Councillor KG, all in favour and it was RESOLVED that SAR is approved.</b>	<b>Carried</b>
12/652.5	Consent Form	
<b>Proposal:</b>	<b>Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was RESOLVED that Consent Form is approved.</b>	<b>Carried</b>
12/652.6	Privacy Notice Staff, Councillors and Role Holders	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED that Privacy Notice Staff, Councillors and Role Holders is approved.</b>	<b>Carried</b>
12/652.7	General Privacy Notice	
<b>Proposal:</b>	<b>Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was RESOLVED that General Privacy Notice are approved.</b>	<b>Carried</b>
12/652.8	Data Audit Schedule/ Mapping	
<b>Proposal:</b>	<b>Proposed by Councillor TC, seconded by Councillor SS, all in favour and it was RESOLVED that Data Audit Schedule/ Mapping is approved.</b>	<b>Carried</b>
12/652.9	Cyber Security Checklist	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED that Cyber Security Checklist is approved.</b>	<b>Carried</b>
12/652.10	Security Incident Response Policy	
<b>Proposal:</b>	<b>Proposed by Councillor SS, seconded by Councillor KG, all in favour and it was RESOLVED that Security Incident Response Policy is approved.</b>	<b>Carried</b>
12/652.11	Information Sharing Agreement	
<b>Proposal:</b>	<b>Proposed by Councillor TC, seconded by Councillor KG, all in favour and it was RESOLVED that Information Sharing Agreement is approved.</b>	<b>Carried</b>
12/652.12	Data Protection Sharing Agreement	
<b>Proposal:</b>	<b>Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED that Data Protection Sharing Agreement is approved.</b>	<b>Carried</b>
<b>12/563</b>	<b>Village Maintenance and Repairs</b>	
12/563.1	General maintenance, issues and outcome – nothing to report.	
<b>12/564</b>	<b>Highways Issues, Faults and Repairs</b> , to review outstanding issues	
	None raised.	
<b>12/565</b>	<b>To consider updates and reports on current issues on the following:</b>	
12/656.1	<u>Playing Fields:</u> 12/565.1.1 Play Areas: Visual Inspection reports for GS and LC Play Areas - monthly reports from Cllrs SB and TC. Annual Play Areas inspection carried on 15 Nov 18. Circulated to PC. No major issues raised. 12/565.1.2 GSPF: Quote received form PC contractor to cut back trees and hedges round Playing Fields in GS Quote 1: from PC contractor for the additional works received: Quote to cut back trees & hedges round playing field st Great Stukeley Labour £2160.00 Hire of equipment £649.75 Total cost £2809.27 + vat Quote 2: Cut back and crown raise hedge rows down both sides of the field so all limbs are away from the boundary fence and clear of vehicles i.e (mowers etc) and pedestrians. All waste will be chipped back into the bottom of the hedge to mulch down. <b>Cost £950</b>	AH

- Proposal:** **Proposed by Councillor SS, seconded by Councillor AH, all in favour and it was RESOLVED Carried**  
**that the Quote No 2 for £950.00 is approved.**
- 12/565.1.3 LSPF: Maintenance of the hedge, contractor instructed, outcome  
 12/565.2 Rights of Way: No update.
- 12/565.2.2 Route 12: Ermine Street footpath /cycle path issues raised by parishioner, further questions raised by the resident re: works carried previously – nothing to report
- 12/565.3 Allotments:  
 12/565.3.1 Risk Management/H&S – To Approve the Risk Management/H&S, Allotment association consulted, outcome by Cllr T Close - 2<sup>nd</sup> part of the doc.
- Proposal:** **Proposed by Councillor KG, seconded by Councillor SS, all in favour and it was RESOLVED Carried**  
**that the Risk Assessment for the Allotments is approved.**
- 12/565.3.2 Invoices issued to Allotment holders.
- 12/565.4 Website:  
 Webmaster – Cllr KG will manage the website.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor AH, all in favour and it was RESOLVED Carried**  
**that Cllr KG will manage the PC website.**
- 12/565.5 Village Street Lighting:  
 No updates.
- 12/565.6 Parish Magazine – to consider the request made by The Stukeleys Heritage Group re: advertising in the Parish Magazine  
 Cllr AH will draft a response to the above query. Agreed.
- 12/565.7 Training: Cllr AH would like to go on training. Clerk will inform if anything is available.
- 12/565.8 Trees in the villages  
 12/565.8.1 Tree belts maintenance, contractor informed, outcome  
 Cllr TP brought to PC attention some concerns re: tree belts maintenance. Cllr TP noted that the land owners have changed a few years ago now. Cllr TP considers PC have no legal rights to maintain it. There was never a written agreement with the previous owner, they only gave PC verbal permission to plant the trees. Cllr TP will be discussing tree line with the farm manager.  
 PC discussed the matter and agreed that trees were planted by PC and agreement was that PC maintains the area. PC were maintaining it for a few years. PC agreed to carry on maintaining that area.  
 12/565.8.2 A tree in the LSPF – it is with the PC contractor.  
 12/565.8.3 An ash tree felling in the GSPF – quotes sought and obtained for the works received  
 Quote1: PC Contractor produced a quote for additional work requested: The quote to fell the Ash Tree at Great Stukeley Labour charge £1440.00 Hire of Equipment (cherry picker & Chipper) £1081.00. Total cost £2521.00 +vat.  
 Quote 2: Large Ash tree on the boundary. The tree is showing signs of cavities on the limbs in the upper canopy, as a result I have recommended a heavy pollard down to the main fork of the tree. Enabling the tree to regenerate from this position, without loss. Cost £650.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor AH, all in favour and it was RESOLVED Carried**  
**that the Quote No 2 for £650.00 is approved.**
- 12/566 **To consider the legislation re: support and help to Churches**  
 Advice provided to PC not complete. PC to challenge CAPALC.
- 12/567 **To consider a fenced off area in which to exercise dogs, GS – request by the resident**  
 Suggestion for the country park. Info for U&C.
- 12/568 **Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**  
 Proposals from CTM – 2 packages, hosted through office 365. Set up intranet. Ongoing support UK servers for storage. Cllr KG will seek 2 more quotes. KG
- 12/569 **Relocation of the Village Sign**  
 Nothing to report.
- 12/570 **Correspondence – dealt with.**
- EXCLUSION OF THE PUBLIC AND PRESS**  
**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.**
- 12/571 **To Receive and Approve the Minutes of the Personnel Committee Meeting 19 Nov 2018**  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor AH, all in favour and it was RESOLVED Carried**  
**that the Minutes of Personnel Committee and Recommendations are approved.**

**12/572**

**Councillors' questions**

Cllr KG resigned. PC thanked Cllr KG for serving the Community of The Stukeleys PC and making a difference. Cllr KG offered his help and support. Cllr KG will be missed.

**12/573**

**Date of the next meeting:** The next meeting is on Mon 4 Feb 19 at Ermine Street Church Academy

Meeting finished at 10.39pm.

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

\_\_\_\_\_  
Date

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