

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 13 May 2019 at 8.27pm at Ermine Street Church Academy

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Sally Smith, Paula Tuck, Andie Hallihan, Ashton Cull and G Evans, Parish Councillors.
Ms Ramune Mimiene, Clerk.
3 members of the public
HDC Cllr T Sanderson
CC Cllr T Rogers CCC

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.
No matters raised.*

2019/20

05/635

Proposal:

Elect a Chairman
Proposed by Councillor TC, seconded by Councillor GE, all in favour, and it was RESOLVED that Terry Pinner is elected a Chairman.

Carried

05/636

Proposal:

Elect a Vice - Chairman
Proposed by Councillor SS, seconded by Councillor PT, all in favour, and it was RESOLVED that Tim Close elected a Vice - Chairman.

Carried

05/637

05/637.1

To Receive and Approve Apologies and Reasons for Non Attendance

The Clerk reported that Cllr S Burton sent apologies for absence.

05/638

Proposal:

To review and Approve PC Code of Conduct
Proposed by Councillor TC, seconded by Councillor AC, all in favour, and it was RESOLVED that Code of Conduct is approved.

Carried

05/639

05/639.1

Declarations of Interests for Members (Disclosable Pecuniary Interests)

None.

05/640

Proposal:

To Receive and Approve the Minutes of the Parish Council Meeting 1 April 2019
Proposed by Councillor TC, seconded by Councillor AH, all in favour, and it was RESOLVED that the minutes of 1 April 2019 be accepted and signed as a true record of the meeting.
Chairman signed the Minutes.

Carried

05/641

05/641.1

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

Action Plan noted.

05/642

To Consider Co-option to fill 1 Vacancy on Parish Council

1 application received, waiting for the confirmation.

05/643

HDC and CCC Cllrs reports

HDC Cllr TS presented a verbal report.
HDC Cllr SS presented a verbal report.
HDC Cllr SB presented a verbal report.
CCC Cllr TR presented a verbal report.

05/644

To finalise and approve Councillor e-mail addresses and Committees & Working Parties for 2019/20

Done.

05/645

Alconbury Weald, the Local Plan update and the Country Park
PC requested a presentation from U&C on transport modelling.

05/645

05/645.1

Planning

Planning Committee, outcome
Planning meeting took place. Planning Committee members and Planning Advisor T Slater attended the meeting.

05/645.2

Outstanding matters: Complaint PC wishes to make.

T.P.

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

AH

05/645.3 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

05/645.4 Applications awaiting determination by HDC, list circulated to members.

05/645.5 New Application:

1) Residential development (2 dwellings) Site Address: Land East Of Manor House Owl End Great Stukeley Reference: 19/00841/PIP

No comments to make.

2) Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new roundabout from the A141 including drainage, landscaping and associated works. Site Address: Land West Of The East Coast Mainline Railway And North Of Spittals Way Huntingdon Reference: 18/01577/REM

No comments.

3) New signage and lighting Site Address: Stukeley Country Hotel Church Road Great Stukeley Reference: 19/00600/LBC – received 11 Apr 19

No comments.

4) 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

PC Recommend Refusal: It was agreed to recommend refusal because of overlooking, loss of privacy and noise to existing properties. Potential loss of business to the neighbouring properties.

Proposal: Proposed by Councillor TC, seconded by Councillor PT, 2 Cllrs opposed and 2 abstained, all others in favour to refuse, and it was RESOLVED that PC recommends Refusal to this planning consultation.

Carried

5) Conditional Information for 1201158OUT: Condition 9: Amended Key Phase 1. Condition 10: Amended Key Phase Framework a) Design Code b) Indicative Sequencing Plan c) Archaeological Investigation d) School Site Plan e) Key Phase Transport Assessment f) Key Phase Travel Plan & Mitigation Strategy g) Delivery Plan h) Site Wide Strategy Supplements (Water, Ecology & Code of Construction Practice) and i) Sustainability Statement. Site Address: Alconbury Airfield Ermine Street Little Stukeley Reference: 19/80094/COND – Note: Extension provided by HDC till after PC May's meeting. Draft Response put together and circulated to full PC for the approval

PC issued a separate detailed response which consisted of PC concerns and listed all other issues.

Proposal: Proposed by Councillor AH, seconded by Councillor AC, all in favour, and it was RESOLVED that PC recommends approval to the above planning application.

Carried

6) Erection of two-storey Cambridgeshire County Council Civic Hub (4,219sq.m GEA), comprising office space with an ancillary multi-function meeting area (to include Full Council Member Meetings), support space, a staff break-out area, with provision of vehicular and cycle parking, and associated landscaping to site. Location: Cambridgeshire County Council Civic Hub, Ermine Street, Alconbury Weald, PE28 4WX Application No.: H/5005/19/CC

The Stukeleys Parish Council welcomes the County Council to Alconbury Weald and is supportive of the county's decision to relocate as a recognition of the growing significance of Alconbury Weald. Stukeley Parish Council does however raise concerns in respect to the ambitious travel plan assumptions within the submission and the level of parking to be provided within the site. In particular concern is expressed in the early years of the new building in advance of the enhanced sustainable transport infrastructure being implemented- it is a concern that particularly in this time on site parking will not be adequate leading to overspill parking into the industrial area.

It is requested that consideration is given to provision of additional parking.

Response to be sent to CCC as the planning authority in this case.

Proposal: Proposed by Councillor AC, seconded by Councillor TC, all in favour, and it was RESOLVED that PC recommends approval to the above planning application.

Carried

HDC Cllr TS and CC Cllr TR left the meeting.

T.R.P.

7) Ermine Street Plan HU1 By Savills 13 Mar 19 – Invited to PC meeting.
 Outline at the moment. PC to discuss the outdoor sport options.
 At the last meeting in Apr the points were raised by SPC and the response received to the key issues:

Since the meeting Savills provided the following points of clarification:

- Gross density: 17dph
- Net density: 40dph
- Illustrative depth of planted buffer on the western boundary: 15m
- Distance between existing properties and the site boundary are indicated on the attached

The application will be submitted in outline and so the detailed design will be secured as part of a future Reserved Matters application with the associated consultation also held at that stage.

Reserved Matters include layout and landscaping.

Savills also informed PC that the suggestion that the provision of two tennis courts on site would be appropriate and this would be combined with a financial contribution for off-site enhancements to outdoor sport in the local area. This would be secured through a S.106 Agreement attached to any planning permission.

The Parish Council agreed that the approach cannot be determined until the routing of the A141 is resolved. PC suggested Savills attend the next PC meeting where PC can share their thoughts and concerns on the development.

Steph Burton, U&C left the meeting.

HDC Cllr TS and 2 members of the public left the meeting.

It was noted that email from Alconbury RAF re: ROAD CALMING MEASURES - B1090 ERMINE STREET NORTH of LITTLE STUKELEY - ROUNDABOUT FOR A14 received.

It was stated that at a meeting at RAF Alconbury on 25 Jan 19 various road calming measures for consideration in conjunction with the work that will take place at the LVIS entrance to RAF Alconbury were discussed. One of the measures was the reduction of the speed limit on the B1090 road north off Little Stukeley up to the A14 roundabout which passes the LVIS gate entrance to RAF Alconbury and the main access road to the housing development and primary school on Alconbury Weald. As an application for a reduction in the speed limit for road safety reasons has to be initiated through The Stukeleys' Parish Council. PC were asked to raise a case at your next Parish Council Meeting for the consideration of a reduction in the speed limit from 50 MPH to 30 MPH, which would certainly help to reduce the potential for any further road traffic accidents (RTAs), as they already had 2 minor RTAs at the LVIS gate road junction.

PC were notified that to ease the traffic flow the base were working with Cambs CC Highways to have a no entry box placed on the road by the LVIS entrance which will help traffic exiting and entering the base at peak times.

The email was noted by PC. PC felt it would be useful to have another meeting.

Note since meeting: Clerk emailed Alconbury RAF on 17 May 19.

05/646.6 Neighbourhood Plan (NP) - Update on the Neighbourhood Plan, with recommendations for next steps. Cllr AH presented at plan.

05/646 Finance – Budget Reports

Clerk noted that 1st part of PC Precept for 2019/20 of £23,079.00 is now received

Clerk also issued Invoice to County Council for the yearly contribution towards the cutting of CCC verges in the parishes for £969.87

Clerk was asked to check if PC could provide a loan for churches.

Clerk

05/646.1 To Approve Year End Accounts: Bank Balances, Cashbook, Income and Expenditure against the Budget Report and Year End Bank reconciliation to 31 Mar 19

Proposal: Proposed by Councillor TC, seconded by Councillor AH, all in favour, and it was RESOLVED that the Year End Accounts are approved.

Carried

05/646.2 To Review PC Assets list: Addition during 2018/19 financial year was a purchase of PC lap-top for £759.05

Noted.

TRP

05/646.3 To Approve Annual Governance and Accountability Return (AGAR) 2018/19

05/646.3.1 To Approve Section 1 Annual Governance Statement 2018/19

Proposal: Proposed by Councillor TC, seconded by Councillor GE, all in favour, and it was RESOLVED that Section 1 Annual Governance Statement 2018/19 is approved.

Carried

- 05/646.3.2 To Approve Section 2 Accounting Statements 2018/19
Proposal: **Proposed by Councillor TC, seconded by Councillor GE, all in favour, and it was RESOLVED that Section 2 Accounting Statements 2018/19 are approved.** Carried
- 05/646.3.3 To Approve Explanation of Variance Form and Reserves list 2018/19
Proposal: **Proposed by Councillor TC, seconded by Councillor AH, all in favour, and it was RESOLVED that** Carried
- 05/646.3.4 To Note the commencement date of the period for the exercise of public rights – Noted. Uploaded to PC website.
- 05/646.4 Lap-top for PC use – software still to be obtained
- 05/646.5 Internal Auditor visit set for 15 May 19: Report for 2018/19 – Noted.
- 05/646.6 To consider using an Accounts Package for PC use
 3 quotes collected: Edge IT Systems Ltd, Quick Books and Easy PC accounts.
 Finance Committee recommended to use Easy PC accounts package.
Proposal: **Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was RESOLVED that Easy Accounts packages is to be used.** Clerk Carried
- 05/646.7 To Approve Insurance Cover, PC can choose from 1 Year Premium for £1,063.14 or Long-Term Agreement Premium for £1,012.48.
Proposal: **Proposed by Councillor SS, seconded by Councillor AC, all in favour, and it was RESOLVED that PC Long Term insurance cover is approved.** Carried
- 05/646.8 To note the receipt of 1st part of Precept of £23,079.00 – Noted.
- 05/646.9 To note bank balance as at 30 Apr 19 £312,459.92 (updated Cashbook and Income and Expenditure report for the period of 1 to 30 Apr 19 circulated to PC prior to the meeting)
 Noted.

05/646.10 Expenditure for Approval 13 May 19:

| Date | Chq No. | Payee and Description | Net | VAT | Total amount |
|----------|-----------|--|-----------------------------------|-------------------------------------|--|
| 13/05/19 | 190513.1 | Clerk's wages Apr 19 | £612.94 | - | £612.94 |
| 13/05/19 | 190513.2 | HMRC: tax deductions Apr 19 | £26.60 | - | £26.60 |
| 13/05/19 | 190513.3 | NEST: Pensions contribution Employer and Employee Apr 19 | £74.05 | - | £74.05 |
| 13/05/19 | 190513.4 | Clerk's expenses on running cost of PC Apr 19 | £34.52 | - | £34.52 |
| 13/05/19 | 190513.5 | Ridyards: Villages maintenance incl Hedge works £1,008.00 & maintenance Apr 19 £1,140.00 | £840.00+ £950.00= £1,790.00 | £168.00 +£190.0 0= £358.00 | £1,008.00 +£1140.0 0= £2,148.00 |
| 13/05/19 | 190513.6 | E-ON Electricity Mar 19 (monthly bill for PC streetlights) £137.94 and Apr 19 £140.16 | £271.43 | £13.57 | £285.00 |
| 13/05/19 | 190513.7 | Wave: Anglain Water, water charges Allotments GS | £11.84 | - | £11.84 |
| 13/05/19 | 190513.8 | CAPALC: membership 1 Apr 19 to 31 Mar 20 £383.73 + GDP membership £50.00 | £433.73 | - | £433.73 |
| 13/05/19 | 190513.9 | BT: reimburse K Gasson | £37.12 | - | £37.12 |
| 13/05/19 | 190513.10 | Easiprint | £266.40 | - | £266.40 |
| 13/05/19 | 190513.11 | Viking: Cartridge black | £34.09 | £6.82 | £40.91 |
| 13/05/19 | 190513.12 | Hiscox Insurance cover 1 Jun 19 to 31 May 20 – long term agreement agreed | £1,012.48 | - | £1,012.48 |
| | | Total May 19 Expenditure: | £4,605.20 | £378.39 | £4,983.59 |

Proposal: **Proposed by Councillor SS, seconded by Councillor TC, all in favour and it was RESOLVED that the Invoices listed in 05/646.10 are to be paid.** Carried

1 member left the meeting

T.P.

05/646.11 CIL (Community Infrastructure Levy) funding spending, updated report circulated

- 1) GSVH and LSVH applications for CIL spending, outcome. Clerk created a spreadsheet listing all payments, VAT and balance. Email re: LSVH to full PC.
PC are waiting for the quotes from GSVH.
- 2) Quotes for bark replacement/ rubber matting – thick wet pour at LS Play Area
Quotes to be circulate by Cllr SS and the overview will be provided at the same time.
SS will bring to the next meeting.

SS

05/647 To Review and Approve Policy and other PC documents (yearly procedure)

05/647.1 New Model of Standing Orders issued in 2018 by NALC including GDPR
Proposal: Proposed by Councillor PT, seconded by Councillor SS, all in favour and it was RESOLVED that Standing orders are approved. Carried

05/647.2 Risk Assessments and arrangements for insurance cover
Proposal: Proposed by Councillor PT, seconded by Councillor SS, all in favour and it was RESOLVED that the Risk Assessment and Arrangements for Insurance Cover are approved. Carried

05/647.3 Financial Risk Assessment – approve with the amendment suggested by the Finance Committee (Budget has to be set by RFO together with the Finance Working Group)
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED that the Financial Risk Assessment is approved. Carried

05/647.4 Complaints Procedure
Proposal: Proposed by Councillor PT, seconded by Councillor SS, all in favour and it was RESOLVED that the Complaints procedure is approved. Carried

05/647.5 Procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 – Review Freedom of Information document
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED that the Freedom of Information request is approved. Carried

05/647.6 Disability Access Policy – to be changed into ‘Accessible Access Policy’
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED that the Accessible Access Policy Access Policy is approved. Carried

05/647.7 Staff Grievance Procedure and Staff Disciplinary Policy
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED that the Staff Grievance Procedure and Staff Disciplinary Policy are approved. Carried

05/647.8 Dispensation procedure
Proposal: Proposed by Councillor PT, seconded by Councillor SS, all in favour and it was RESOLVED that the Dispensation Procedure is approved. Carried

05/647.9 Voluntary and Community Sector Grants Policy
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED that the Voluntary and Community Sector Grants Policy is approved. Carried

05/647.10 Training Statement of Intent – now changed into Policy
Proposal: Proposed by Councillor PT, seconded by Councillor SS, all in favour and it was RESOLVED that the Training Policy is approved. Carried

05/647.11 Memberships of other Bodies
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED that the Memberships of other Bodies are approved. Carried

05/648 Village Maintenance and Repairs

05/648.1 General maintenance, issues and outcome
Cllrs SS and TP walked around both villages, the list of works to be carried will be issued. TP, SS

05/649 Highways Issues, Faults and Repairs, to review outstanding issues

05/649.1 HGV parking on the slip road outside Top Farm on the old A1
Slip road / Entrance to Top Farm. PC considered to use CIL money to fund it. Specification what work needs doing and at what cost. Clerk to approach Highways. Clarify with Top Farm owners. Clerk
It was agreed that Highways Sub Committee should be formed under the chairmanship of Ashton, date of first meeting to be agreed.

TP, SS

PC approached the CC Highways seeking to put yellow lines to stop parking of HGV vehicles. Dangerous parking is blocking view.
Cllrs TP and SS inspected the layby today.
Clerk to chase CC Highways and suggest a site meeting.
Note since meeting: Clerk chased Highways officer on 17 May 19.

Clerk

05/650 To consider updates and reports on current issues on the following:

- 05/650.1 Playing Fields:
05/650.1.1 Play Areas: Visual Inspection reports for GS and LC Play Areas – No reports this month. TC, SB
Hedge at LSVH – Chairman approached the resident directly to identify the area.
05/650.1.2 To Consider reinstating the damaged fence at GS PF. PC consider rabbit fencing the PF. PC
- 05/650.2 Rights of Way:
Nothing to report.
- 05/650.3 Allotments: No update.
- 05/650.4 Website: No update.
- 05/650.5 Village Street Lighting:
A CC Policy re: Streetlighting received. PC informed.
- 05/650.6 Parish Magazine
Next the next month Agenda.
- 05/650.7 Training
Training for a new Cllr needed.
- 05/650.8 Trees in the villages
05/650.8.1 Tree belts maintenance, contractor informed, outcome - ongoing TP
Cllr TP to feedback to PC the outcome with the farmer.
- 05/650.9 Issues with Defibrillators reported, required details submitted. Confirmation received.
- 05/651 To consider the legislation re: Support and help to Churches**
Advice sought. PC awaiting the auditor's advice.
- 05/652 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**
Ex Cllr K Gasson notified PC that he is seeking 2 more quotes. KG
- 05/653 Relocation of the Village Sign**
This issue is with U&C.
- 05/654 Correspondence – dealt with.**
- 05/655 Councillors' questions**
Chairman thanked everyone.
- 05/656 Date of the next meeting:** The next meeting is on Mon 3 Jun 19 at 7.15pm at LSVH.
Meeting finished at 9.50pm.

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

3 Jun 19

Date



Chairman: Terry Pinner