

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 1 July 2019 at 7.15pm at Ermine Street Church Academy

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Shaun Burton, Paula Tuck and G Evans.
Ms Ramune Mimiene, Clerk.
1 member of the public.
HDC Cllr T Sanderson
T Slater, Planning Advisor
D Silsby, Chairman of Allotments Association

15 MINUTE OPEN MEETING 7.15pm to 7.30pm

Members of the council will be available between 7.15pm and 7.30pm when members of the public can address the Council in an open surgery session. 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 so that the formal meeting is started promptly at 7.30pm.

The state of the verges at Ermine Street was brought up to PC attention by the resident. It was reported that verges are full of weeds and not cut. Chairman explained that verges were cut today. Wild-flowers and poppies were left there on purpose till the next grass cut. U&C noted at the last meeting that they are looking for a suitable season to re-seed and re-instate the verges.

It was reported that the cycle paths down the Ermine Street are difficult to use due to overgrown hedges. Resident asked are the footpaths there also the cycle ways. PC need to check the signage. Motorists have to be more aware of the approaching cyclists.

Adequate signage for lorries needed. Resident contacted Highways numerous times over the last years. At Spittals roundabout there is a sign stating 'no HGVs'. Seek CC Cllr TR help re: Improvement of the signage.

1 member of the public left the meeting.

D Silsby, Chairman of Allotments Association, approached PC seeking more CIL funds to cover further refurbishment projects at GSVH. DS reported that GSVH Committee are still struggling re: getting the quotes required. But DS is putting the portfolio together to be presented for PC. The Committee are planning to insulate the building and sort out the flat roof. Request for additional amount of £30,000. PC advised that this item is on the Agenda tonight.

DS left the meeting

07/677 To Receive and Approve Apologies and Reasons for Non Attendance

07/677.1

The Clerk reported that Cllr S Burton sent apologies for lateness.
Cllrs A Cull, S Smith and A Hallihan sent apologies for absence.

07/678 U&C item brought forward –

Alconbury Weald, Ermine Street Safety Audit meeting

It was noted that safety audit did not happen yet.

T Slater, Planning Advisor, reported that the guide in relation to the 3 applications issued by U&C will be shared with the PC.

The following planning submissions to HDC:

- Section 73 amendment application
- Country Park Key Phase
- Grange Farm Outline

Note since meeting: The application guide is now received and circulated to SPC members in advance of the applications being validated.

Planning Advisor spoke to HDC Planners in relation to agreeing an extension of time for SPC comments in respect to each of the applications. HDC informed that the applications will be validated in turn, it could be almost the end of the month before the last is validated.

Note since meeting: HDC are now aware that SPC does not have a meeting until September. An extension of time until mid Oct was requested.

The PC will be convening a series of planning group meetings over the summer holidays and into September to discuss each application to enable all 3 applications to be considered at the Oct meeting.

Cllr SB joined the meeting

Cllr G Evans joined the Planning Committee. Next meeting set on 22 Jul 19 at The Stukeleys Hotel.

07/679 HDC and CCC Cllrs reports

HDC Cllr TS reported that Bloor Development (1100 properties) in Huntingdon Town boundary and Savills (500 properties) planned to be built in Parish Boundary. Town Council arranged the meeting with the PC to discuss the joint ideas what is wanted there. Meeting set on Mon 8 Jul at 6.30pm at

Town Hall. TS, Planning Advisor, as well as 3 or 4 PC Cllrs and the Clerk agreed to attend the meeting.

TS, Planning Advisor, left the meeting

07/680 Declarations of Interests for Members (Disclosable Pecuniary Interests)

07/680.1 None.

07/681 Proposal: To Receive and Approve the Minutes of the Finance Working Group Meeting 18 Jun 2019 Proposed by Councillor PT, seconded by Councillor SB, all in favour, and it was RESOLVED that the minutes of 18 Jun 2019 be accepted and signed as a true record of the meeting.

Chairman signed the Minutes.

Finance Committee recommendations approved. PC discussed the NationWide Community a/c, investigate 1st if they work with parish councils and what option they offer.

Carried

PC
Finance
Committee

07/682 Proposal: To Receive and Approve the Minutes of the Parish Council Meeting 3 Jun 2019 Proposed by Councillor SB, seconded by Councillor PT, all in favour, and it was RESOLVED that the minutes of 3 Jun 2019 be accepted and signed as a true record of the meeting.

Chairman signed the Minutes.

Carried

07/683 Matters arising from those Minutes and previous meetings (action plan circulated to members)

07/683.1 Noted.

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.

07/684 To Consider Co-option to fill 1 Vacancy on Parish Council

Members discussed the 3 applications received.

Proposal: Proposed by Councillor TC, seconded by Councillor PT, all in favour, and it was RESOLVED that Ben Parkyn is co-opted to the Council.

Clerk to write to other 2 candidates and ask if they would be willing to stand on any of the committee as volunteers.

Carried

07/685 To Consider Councillor Responsibilities, Committee and Working Group. Suggestion to form Highways Group, Cllr A Cull agreed to lead it.

Cllr A Cull sent apologies for tonight's meeting. It was agreed to carry this item forward.

07/686 Planning

07/686.1 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. No further outcome.

AH

07/686.2 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

07/686.3 Applications awaiting determination by HDC, list circulated to members.

07/686.4 Due to no PC meeting in August, to give authority to Planning Committee to deal with any urgent planning matters which might come up between Council meetings (next one is in Sep only)

Planning Committee meeting is set for 22 Jul 19

Proposal: Proposed by Councillor TC, seconded by Councillor GA, all in favour, and it was RESOLVED to give authority to Planning Committee to deal with any urgent planning matters.

Carried

07/686.5 New Application:

1) Listed building consent for internal and external works, demolition of boiler house outbuilding and ancillary works (amendments to listed building consent 17/00435/LBC). Site Address: Watch Office And Operations Room Alconbury Airfield Ermine Street Reference: 19/01036/LBC

Recommend Approval.

Proposal: Proposed by Councillor TC, seconded by Councillor TP, all in favour, and it was RESOLVED to recommend approval.

Carried

2) Single storey rear extension Site Address: 3 Camoys Close Great Stukeley Huntingdon Reference: 19/00967/HHFUL

No comments.

3) Construction of single storey side and rear extensions to provide an annexe for a wheelchair user Site Address: 32 Church Road Great Stukeley Huntingdon Reference: 18/01316/HHFUL Recommend Approval.

Proposal: Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED to recommend approval.

Carried

- 07/686.6 To note: Development Management Committee (DMC) on Monday 17th June 2019: 18/01391/FUL Erection of a two storey dwelling replacing a former dwelling (new design to replace 2 previously approved schemes see 16/02705/FUL) and associated works - 1 Lodge Farm Cottage, Low Road, Little Stukeley PE28 4HG
- 07/686.7 Local Plan – Councillors are invited to view the Local Plan. Noted.
- 07/686.8 Neighbourhood Plan (NP) – Update by Cllr A Hallihan – Cllr AH apologised tonight. Carry forward to the next meeting. **AH**

07/867 Finance – Budget Reports

- 07/867.1 Bank Balances, Cashbook and bank Rec for May 19 now carried.
- 07/867.2 Income and Expenditure against the Budget Report 2019 – Noted.
- 07/867.3 Reserves now transferred to Instant a/c giving balance of £40,560.70 as at 17 Jun 19
- 07/867.4 To Approve bank mandate: Add a new signatory to the PC Unity Trust bank a/c, sign the mandate
It was agreed to increase the number of signatories. Cllrs PT and GE agreed to become signatories.

Proposal: **Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that Cllrs P Tuck and G Evans are added to the Unity Trust bank as signatories.** **Carried**
Mandate signed.

07/867.5 Lap-top for PC use – software still to be obtained.

07/867.6 Expenditure for Approval 1 Jul 19:

To approve additional expenditure:

Training expenses for Cllr G Evans - £75.00 payable to CAPALC.

ICO Data protection fee of £40.00 - Reminder to renew received today 1 Jul 19 and was added to the payments for authorisation tonight.

Invoice for pump repair for the allotments. PC agreed to reimburse D Silsby for £58.80 as per Invoice received today.

Invoice for Village maintenace for £1,350.00 incl VAT.

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT
Jul-19										
01-Jul-19		190701.1	Wages	Wages June 19	02-Jul			£511.74	£268,981.49	
01-Jul-19		190701.2	HMRC	Tax deductions Jun 19	02-Jul			£127.80	£268,853.69	
01-Jul-19		190701.3	Expenses	Expenses on running cost of PC	02-Jul			£33.62	£268,820.07	
01-Jul-19		DD	NEST	Pensions Jun 19	14-Mar			£74.05	£268,746.02	
01-Jul-19		190701.4	E-ON	Streetlighting May 19	02-Jul			£144.84	£268,601.18	£6.90
01-Jul-19		190701.5	Easiprint	Copies of the parish magazine	02-Jul			£243.20	£268,357.98	
01-Jul-19		190701.6	CAPALC	Conference 28 Jun 18 - amount split between all PCs (total £50.00)	02-Jul			£9.87	£268,348.11	
01-Jul-19		190701.7	T&S Gardening&Grounds Maintenance	Tidy up of Little Stukeley Hall grass area where building rubbish was	02-Jul			£120.00	£268,228.11	
01-Jul-19		190701.8	CAPALC	Cllr training G Evans 6 Jul 19	02-Jul			£75.00	£268,153.11	
01-Jul-19		190701.9	ICO	Data protection renewal	02-Jul			£40.00	£268,113.11	
01-Jul-19		190701.10	Ridyards Ltd	Village maintenance May 19	01-Jul			£1,350.00	£266,763.11	£225.00
01/07/2019		190701.11	Mr DJ & Mrs HL Silsby	Reimbursement for repir kit for the pump at Allotments	02-Jul			£58.80	£266,704.31	
				Bank reconciliation to be carried				0.00	2,788.92	£231.90

Proposal: **Proposed by Councillor TC, seconded by Councillor GE, all in favour and it was RESOLVED that the Invoices listed in 07/687.6 including the additional payments listed above (CAPALC, ICO, Ridyards Ltd and D Silsby) are to be paid.** **Carried**

07/687.7 Due to no meeting in August, to approve in principle the Clerk's July wages and all other staff related payments including payment to HMRC and NEST. There might be other payments which PC will agree to pay in principle and report to Sep meeting.

Proposal: **Proposed by Councillor TC, seconded by Councillor SB, all in favour and it was RESOLVED that July wages, HMRC payment are to be paid at the beginning of August.** **Carried**

07/687.8 Due to GDP and Clerk working from home, the suggestion to have a virtual office for PC business was presented. This option was not approved by PC. PC felt that PO box is to be arranged instead. Action for the Clerk to investigate the fees. **Clerk**

07/687.9 CIL (Community Infrastructure Levy) funds, balance as at 31 May 19 was £218,403.23. Finance Working Group suggested keeping a balance of £50,000 in Unity Trust a/c and opening a new a/c for CIL funds to be transferred and kept in. Finance WG are investigating the best options for PC

- 1) GSVH and LSVH applications, update and outcome. To Consider GSVH Committee request to increase the amount for Great Stukeley village hall

The GSVH Committee have put out requests for companies to quote for the work GSVH want undertaken at the hall, refurbishment of the committee room.

GSVH did start this in February, but the people contacted to quote have not forwarded their prices, so GSVH have had to start again.

The village hall does have a balance left from their last grant, but they do not think this will be enough to cover the costs.

Chairman DS asked the Parish Council to consider granting an amount to cover the cost of having the flat roof area of the hall re-covered and insulated as they had several leaks recently and there is no insulation in the roof. GSVH Committee have had roofing companies out to quote for the work and will forward their prices once received them.

It was agreed to review any estimated expenditure up to £30,000.

Proposal: **Proposed by Councillor TC, seconded by Councillor PT, all in favour and it was RESOLVED that the GSVH Committee request for additional CIL funds up to £30,000 is approved.** **Carried**

2) Redeveloping of GS PF into recreation park, Cllr T Close

Cllrs TC and TP to get together and go through the history of the field. Then Cllr TC is planning to come up with the suggestions for the area. TC

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

Clerk holds 4 quotes and one more quote presented by the chairman tonight. PC are not yet content, keep on the Agenda.

07/688 Village Maintenance and Repairs

07/688.1 General maintenance, issues and outcome: To consider Hedges in the villages which do not belong to The Stukeleys Parish Council, deal with complaints received.

Complaint received – Cllr TP checked the hedges and reported to PC that all overgrowth is now cleared by either residents or the contractor.

07/688.2 PC would like to remind that overhanging trees/branches on the footpaths belonging to Highways need to be reported on <https://highwaysreporting.cambridgeshire.gov.uk/>

Grass cutting contract expires 29 Feb 2020: To consider and agree the way forward. Outcome of the letter sent to the contractor after the last PC meeting.

Tree belts reported as not looking very tidy. PC agreed to leave the wild-flowers and not trim round the trees yet.

Cllrs SB and PT will sort the advert to go into Parish Newsletter seeking for a grass cutting contractor for the next season, preferably with local connection. Clerk to forward info hold from the last tendering process. TC SB

Note since meeting: Info forwarded to PC.

07/689 Highways Issues, Faults and Repairs, to review outstanding issues

07/689.1 HGV parking on the slip road outside Top Farm on the old A1- Highways group

Cllr SB inspected the site and reported back to PC that there is apparently a lorry parking sign there. Sign needs taking down/covering. Yellow lines would not help. Cllr AC to finalise. AC

U&C noted that they would look to pull the speed limit point into a wider review of Ermine Street approach. The speed limit process which would include submitting a TRO to the County Council and would likely take 3-6 months. U&C will draw up some plans and docs to support this and share those before submission for PC input. It is likely a meeting with the Police and Council will form part of this. RB will keep SPC posted. U&C

06/689.2 Ermine Street Improvement Scheme, outcome.

Nothing to report.

06/689.3 To Consider the Gateway features for both villages

This is down to PC choosing the style of gate. U&C offered to pay for one to both ends of the villages. PC want more in between. Discuss at Sep PC. Clerk

Note since meeting: Clerk recirculated the email from U&C with the proposed suggestions of the style gates.

07/690 To consider updates and reports on current issues on the following:

07/690.1 Playing Fields:

07/690.1.1 Play Areas: Visual monthly Inspection reports for GS and LC Play Areas: TC, SB

LS PA Risk Assessment carried.

GS PA Risk Assessment outstanding.

07/690.2 Rights of Way: Footpath between Waterloo and Lodge farms overgrown. Cllr TC will report online. TC

07/690.3 Allotments: Chairman of Allotments Association had to buy a repair kit for the pump at allotments, at a cost £58.80. PC agreed to reimburse DS and this payment was approved under Finance Agenda item.

07/690.4 Website: Year End info uploaded to PC website.

07/690.5 Village Street Lighting: New streetlight by the Church at GS – light is reported at the last meeting in Jun as shining into the bedroom. Cllr SS agreed to sort this out. Outstanding. SS

- 07/690.6 Parish Magazine
Monthly articles and info submitted. Cllr TC will put info re: ideas for GS PF. TC
- 07/690.7 Training
1) CAPALC Annual Conference - Share the vision, shape the future, personnel working group recommended that they agree for the Clerk to attend this training and pay PC share of the cost.
2) CAPALC Councillor Training – Approve Cllr Glyn Evans training on 6 Jul 19. Payment approved tonight under the Finance.
Note since meeting: Training been postponed a couple of days before, date to be re-issued.
- 07/690.8 Trees in the villages, Cllr G Evans
Cllr GE will chase this up. January 2020 planting would be ideal. GE
- 07/691 To consider the legislation re: Support and help to Churches**
Support and help to Churches – Loans provision to churches, advice received from CAPALC
Further advice received from NALC re: can PC grant or lend money to the Church towards the cost of an accessible access.
Section 8 of the Local Government Act 1894 prohibits a parish council from contributing to the cost of works on property relating to the affairs of the church or an ecclesiastical charity. The church building, as per NALC letter dated 26 Jun 19 is clearly properly relating to the affairs of the church and therefore the parish council cannot contribute to the cost of works for the accessible access to the church.
- 07/692 Electronic storage of PC documents: IT issues, Cllrs email addresses and Repository of Correspondence**
Awaiting 2 more quotes, K Gasson is arranging this. KG
- 07/693 Relocation of the Village Sign**
With U&C.
- 07/694 Correspondence – Dealt with.**
- 07/695 Councillors’ questions – None raised.**
- 07/696 Date of the next meeting:** The next meeting is on Mon 2 Sep 19 at 7.15pm at GSVH
Meeting finished at 9.14pm.

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

Date

Chairman: Terry Pinner