

## MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 7 October 2019 at 7.15pm at Little Stukeley Village Hall

Present Tim Close (Vice-chairman), Sally Smith, Paula Tuck, Ashton Cull and Ben Parkyn, Parish Council Councillors  
Ms Ramune Mimiene, Clerk.  
3 members of the public.  
T Rodgers, CC Cllr

### 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.

Residents attended the meeting seeking any suggestions from the Parish Council re: their proposed new house at 74 Owl End, Great Stukeley (Outline plan submitted to PC prior to the meeting). Plans are going to be submitted HDC next month.

*Cllr AC joined the meeting*

*Cllr SS joined the meeting*

A resident commented on the application at Land at 20 Green End. In 2013 The Stukeleys PC recommended refusal. HDC also objected at the time.

*3 members of the public left the meeting*

### **10/717 To Receive and Approve Apologies and Reasons for Non Attendance**

10/717.1 The Clerk reported that Cllrs T Pinner, G Evans, Andy Hallihan and Shaun Burton sent apologies for absence.

### **10/718 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

10/718.1 Cllr PT declared interest in planning Item re 20 Green End: Minute no 10/725.4.3.

### **10/719 To Receive and Approve the Minutes of the Parish Council Meeting 2 September 2019**

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

*Chairman signed the Minutes.*

Carried

### **10/720 Matters arising from those Minutes and previous meetings (action plan circulated to members)**

10/720.1 Noted.

### **10/721 To Receive and Approve the Minutes of the Finance Working Group Meeting 1 October 2019**

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

*Chairman signed the Minutes.*

*Finance Working Group recommended to open 2 a/cs for CIL funds:*

- 1) 1 Long Term a/c: Nationwide (1 year saver – no withdrawals for 12 months). Interest 1.10% per year and no fees). There is a branch in Huntingdon, relatively simple, - PC chose this option.

It was agreed to open Nationwide a/c and transfer £85,000, agreed.

- 2) 1 Instant Access a/c: Finance Committee recommended the Metro bank (Instant Access Deposit a/c) Interest 0.45%, easy access, funds can be accessed immediately, no fees.

PC discussed this option and chose Cambridge Building Society instead. Interest 0.25%, withdrawals up to twice a month, no fees. Not ideal but worth exploring.

*PC would require internet banking access and a chq book to operate efficiently. Clerk to check if that would be available.*

Clerk

**Proposal:** Proposed by Councillor TC, seconded by Councillor AC, all in favour, and it was RESOLVED that CIL funds are to be split into 2 new different a/cs, one long term (transfer of £85,000 to Nationwide a/c) and another one instant access (PC agreed to explore Cambridge Building Society).

Carried

### **10/722 To Consider Councillor Responsibilities: Committee and Working Groups.**

10/722.1 List re-circulated

New IT working group formed. Members of IT Working Group are Cllrs B Parkyn and A Cull. Cost and time affective way to manage the PC data and PC emails to be researched.

It was suggested to budget £2000 for IT expenditure for 2020.21 Financial year.

AC, BP

It was agreed to merge 2 Working Groups and create one called Maintenance of Open Spaces and Environment WG: Cllrs Terry Pinner/Shawn Burton, Sally Smith, Andie Hallihan.

**10/723 HDC and CCC Cllrs reports**

10/723.1 HDC Cllr SS, verbal report. Cllr SS draw everyone's attention to HDC website which has been updated and has now to offer much more than before. Useful information on various issues and topics can be found by residents, for example you can research Health and Wellbeing, Recycling, Planning, please visit <https://www.huntingdonshire.gov.uk/> .

10/723.2 CC Cllr TR, verbal report.  
The next Parish Forum to be held in Warboys Village Hall (Community Centre) on Wednesday 16th October at 7pm. An agenda will follow shortly. CC Cllr TR will follow this up. CC Cllr TR left the meeting

CC Cllr TR

**10/724 Alconbury Weald, update**

10/724.1 Alconbury Weald - Ermine Street Traffic Calming - Speed Survey  
Ermine Street Safety Audit is set for 7<sup>th</sup> November 19 at 5pm. Cllrs SS, TC, AC confirmed attendance. Cllr PT will confirm the availability. HDC Cllr TS will join aswell.  
Clerk to inform CC Cllr TR.  
*Note since meeting: CC Cllr TR invited.*

Clerk

**10/725 Planning**

10/725.1 Applications determined by HDC: Clerk circulated Planning spreadsheet which was noted and approved by the members.

10/725.2 Applications awaiting determination by HDC, list circulated to members.

10/725.3 Proposal for a new house - 74 Owl End, Gt. Stukeley, Pre-application  
PC noted that they would support this application.

10/725.4 New Applications:

*1 member of the public re-joins the meeting*

1) 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 Reference: 18/02365/FUL

PC submitted comments to this consultation before. Based on the additional information received, The Stukeleys PC recommend approval on the grounds of acceptable use of the existing plot.

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

Carried

2) Erection of wooden shed/garage Site Address: 51 Park View Great Stukeley Huntingdon Reference: 19/01535/HHFUL

Updated site plan received. PC recommend Approval as per previous PC's comments.

**Proposal: Proposed by Councillor AC, seconded by Councillor BP, all in favour, and it was RESOLVED that PC recommend Approval to the above planning application.**

Carried

3) Demolition of existing outbuildings and erection of a proposed dwelling and garage

Site Address: Land At 20 Green End Great Stukeley Reference: 19/00877/FUL

*Note: Residents comments received earlier today under the open public session.*

PC recommend Refusal:

As Green End consists of less than 30 dwellings The Stukeleys PC recommend Refusal because the proposed development is in the open countryside. Furthermore, there are concerns on the suitability of the access road.

**Proposal: Proposed by Councillor AC, seconded by Councillor SS, all in favour, and it was RESOLVED that PC recommend Refusal to the above planning application.**

Carried

PC agreed to seek further extension till after Nov PC meeting to the 2 consultations listed below. Planning meeting set on Tue 22 Oct 19 at 7pm. Clerk to email Planning Committee and Planning Advisor.

*Note since meeting: Meeting confirmed. Venue: Alconbury Weald.*

4) Planning Application for 1,500 at Alconbury Weald (Grange Farm): Outline planning permission (all matters reserved) for a mixed-use development to include- means of access, residential development of up to 1,500 dwellings (C2 & C3), local centre including retail and community facilities (A1-A5 & D1), primary school, open space, play areas, recreation facilities, landscaping, associated demolition, ground works and infrastructure. Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 19/01341/OUT

5) Variation of conditions 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 20, 24, 26 and 28 for application 1201158OUT - Amended wording (see covering letter, appendix 1) and Key

Planning Committee  
Clerk

Phase Submission - KP2 - The Country Park (Hybrid Element). Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 19/01320/S73

- 6) Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of hard and soft landscape works, drainage infrastructure, installation of electrical sub station and all associated engineering and earth works. Site Address: Land East Of IMET Emery Crescent Enterprise Alconbury Weald Campus Reference: 19/01528/REM

*Comments submitted between the meetings as agreed at the last meeting:*

*SPC have no reason to object, however we wish to raise the concern in respect to the appearance of the RMU. (submitted HDC 15 Sep 19)*

10/725.5 Allocation HU1: Land North of Ermine Street (St John's College land, by Savills):  
No feedback.

10/725.6 Neighbourhood Plan (NP) – Update by Cllr A Hallihan  
Cllr AH will feedback on progress at the Nov PC. Looking for a date for the NP meeting.

AH

## 10/726 Finance – Budget Reports

10/726.1 Bank Balances, Cashbook and Bank Rec to 31 Aug 19 carried for current a/c.

- Instant a/c £40,568.71
- Current a/c £265,350.19 (Note: cashbook balance £264,857.39 due to unpresented payment to Easiprint for £492.80 (querying this with the company as there were no issues before. We used the correct a/c details from the Invoice, money did not leave PC a/c)

Bank Statements for Sep 19 now received providing balance as at 30 Sep 19:

- Unity Trust Instant a/c: Interest of £40.90 received on 30 Sep 19 giving the total balance of £40,609.61
- Unity Trust Current a/c balance as at 30 Sep 19: £286,065.73

Bank Reconciliation carried for Sep 19, presented to PC, noted.

10/726.2 Income and Expenditure against the Budget Report 2019 – Noted.

Report on income to 24 Sep 19:

- VAT refund of £643.31 for the period to 31 Mar 19 claimed back and already received on 27 Aug 19
- The 2nd part of Precept payment received on 24 Sep 19 for £23,078.00
- Football Club paid £350.00 for the use of GS PF on 9 Sep 19

10/726.3 To Approve Financial Regulations (last reviewed Apr 2018)

**Proposal: Proposed by Councillor AC, seconded by Councillor TC, all in favour, and it was RESOLVED that the amendments to Financial Regulations are approved.**

Carried

Next Finance WG meeting is set for 9 Mar 20.

10/726.4 Bank mandate approved at Jul PC now needs resigning as the bank introduced new forms of updating the signatories (Cllr PT & GE). Updated.

10/726.5 Lap-top for PC use – software outstanding, Clerk to arrange – set a DD to purchase Microsoft office 365 Business Premium –

Clerk to check is Cllr SB an authorized online signatory.

Clerk

**Proposal: Proposed by Councillor AC, seconded by Councillor TC, all in favour, and it was RESOLVED that the DD is set up for the Microsoft Office 365 Business Premium.**

Carried

10/726.6 PO Box approved at the last PC meeting, to further consider the options as the fees list is now obtained from the Royal Mail – Suggestion to install a secure Post Box inside the wall of LSVH. PC considers this a good solution. Cllr SS and TP to investigate further.

SS

Cllr SS will collect 3 quotes. Clerk add to the budget for 2020.21.

10/726.7 To note the completion of the External Audit to 31 Mar 19: Notice issued and uploaded to PC NBs and the website – Noted.

10/726.8 Outcome regarding the Finance Working Group, as raised by Cllr G Evans after CAPALC training – Ongoing.

10/726.9 CPRE – keep it on the Agenda. PC most likely not to sign for the membership.

10/726.10 Start considering Budget and Precept for 2020/21, Finance WG met and presented Budget recommendations to PC

Precept request has to be submitted to HDC by 12 Dec 19. Finance Working Group presented Precept and Budget recommendations for 2020.21 which were circulated to PC prior to the meeting. To be approved at the next meeting.

Clerk

10/726.11 Expenditure for approval 7 October 2019

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT

Oc 2019									
07-Oct-19	191007.1	Wages	Wages Sep 19				£511.54	£261,651.39	
07-Oct-19	191007.2	HMRC	Tax deductions Employee Sep 19				£128.00	£261,523.39	
07-Oct-19	DD	NEST	Pensions contribution Employee + Employer Sep 19				£74.05	£261,449.34	
07-Oct-19	191007.3	Expenses	Expenses on running cost of PC				£39.92	£261,409.42	
07-Oct-19	191007.4	Easiprint	July 19 magazine				£246.40	£261,163.02	
07-Oct-19	191007.5	Easiprint	Aug 19 magazine				£246.40	£260,916.62	
07-Oct-19	191007.6	Easiprint	Sep 19 magazines				£249.60	£260,667.02	
07-Oct-19	191007.7	Easiprint	Oct 19 magazines				£268.60	£260,398.42	
07-Oct-19	191007.8	Glyn Evans	Reimbursement Expenses form - training courses ran by CAPALC				£36.00	£260,362.42	
07-Oct-19	191007.9	PKF Littlejohn LLP	External audit to 31 Mar 19				£480.00	£259,882.42	
07-Oct-19	191007.10	E-ON	Streetlighting energy Aug 19				£144.84	£259,737.58	£6.90
07-Oct-19	191007.11	The National Allotment Association	Yearly membership				£66.00	£259,671.58	£11.00
07-Oct-19	191007.12	Ridyards	Village Maintenance				£1,620.00	£258,051.58	£270.00
07-Oct-19	191007.13	K Gasson	Reimburse re: gov.uk renewal paid to 34SP				£65.00	£257,986.58	£10.83
07-Oct-19	191007.14	K Gasson	Reimburse re: thestukeleys-pc.gov.uk hosting 6 May 19 to 6 May 20				£95.40	£257,891.18	£15.90
07-Oct-19	191007.15	CPRE Campaign to Protect Rural England	Yearly Membership				£36.00	£257,855.18	
								<b>£257,986.58</b>	
			Bank reconciliation to be carried				<b>0.00</b>	<b>£4,307.75</b>	£314.63

PC agreed not to sign for the CPRE membership for now.

Suggested payment to CPRE (Ref No 190902.12) not approved yet, PC agreed to investigate 1<sup>st</sup>.

**Proposal:** Proposed by Councillor AC, seconded by Councillor TC, all in favour and it was RESOLVED that the Invoices listed in 10/726.11, except payment to CPRE for £36.00, are to be paid. **Carried**

10/726.12 CIL (Community Infrastructure Levy) funds,

LSPA repairs should start soon.

1) GSVH and LSVH applications, update and outcome.

- GSVH: Overall total spending including VAT is £31,006.77 (for the works PC approved at the last meeting). Clerk met with the Chairman of the GSVH today before the meeting to compare the records. SS
- LSVH sought some funds for the PF tidying up – PC asked Cllr SS to provide 3 quotes for tidy up works to be carried at LSVH Playing Fields. It was agreed to rename it into landscaping works. Cllr SS will now collect the quotes. – *At the PC meeting in Nov 2019 PC agreed to have a correction: PC to check the Financial Regs.*

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

**10/727 Village Maintenance and Repairs**

10/727.1 General maintenance, issues and outcome:

A letter to residents re dumped grass cuttings in the hedge outside the LSVH needs to be written, Cllr SS will provide the address and the wording for the letter. SS

10/727.2 Grass cutting contract expires 29 Feb 2020: To further consider and agree the way forward. Clerk circulated the copy of the existing contract, schedule of works and previous tendering process info Maintenance group met. The contract will be submitted to the next PC meeting for approval. Maintenance WG Clerk  
Word docs to be sent to Cllr SB.

**10/728 Highways Issues, Faults and Repairs**, to review outstanding issues

A resident reported the weed situation throughout the village to HDC Cllr TS who approached District Council who apparently no longer offer this service as it was now under the County Council. It was reported County Council. Resident reported back to say it was now done.

10/728.1 HGV parking on the slip road outside Top Farm on the old A1- Highways group Cllr AC thanked Cllr TC for helping to measure the area (60m of the double yellow lines). Cllr AC was in contact with Police re: enforcement of the double yellow lines. Police will support PC project. Official Plan needs to be drawn. Highways AC

10/728.2 Ermine Street Improvement Scheme, outcome.

Constant complaints received from residents. Meeting now set by UC on 7 Nov 19.

10/728.3 To Consider the Gateway features for both villages The same design as in Alconbury. Not sure on the location though. PC  
Footpath adjacent to Mormon Church onto Beech Avenue is an issue, - Ermine to Beech Avenue – needs attention. It has been previously done by the volunteer but PC need a plan in place for the future maintenance as not much help received from the County Council who are actually responsible body for clearance of the paths in the county.

- 10/729** **To consider updates and reports on current issues on the following:**
- 10/729.1 Playing Fields:  
 10/729.1.1 Play Areas: Visual monthly Inspection reports for GS and LC Play Areas: TC, SB  
 Once the works completed on the resurfacing, Cllr TC will inspect the LS Play Area. TC  
 GS PA Risk Assessment outstanding. SB  
 10/729.1.2 Payment from Football Club now received – Review in March 2020.
- 10/729.2 Rights of Way: Beech Avenue needs attention and a plan for the next year. TC
- 10/729.3 Allotments: No matters raised.
- 10/729.4 Website: No matters.
- 10/729.5 Village Street Lighting: issue raised by County Council re: streetlighting energy, PC already paying SS  
 E-ON for the supply of the electricity. We are now obtaining lists from both E-ON and CCC to Clerk  
 compare the inventory.  
 The list from CCC received. Awaiting the list from E-ON now so that could be compared.  
 It was noted that the lights were passed to E-ON around 6 years ago.
- 10/729.6 Parish Magazine  
 Nothing to report.
- 10/729.7 Training  
 Keep informed as and when training available.
- 10/729.8 Trees in the villages  
 Cllr GE was looking into it. Keep it on the agenda.
- 10/729.9 Salt bins in the villages: Report from residents received re: Salt bins being blown into the roads.  
 CC Highways confirmed that when the winter maintenance starts the salt bins will be re-filled.

- 10/730** **To consider the legislation re: Support and help to Churches**  
 Cllr SS informed that the Invoice coming now for the Church window which was agreed previously. Clerk  
 Clerk to check Minutes when and how it was agreed.  
*Note since meeting: Minutes of 7 Dec 2015 and 1 Feb 2016 show evidence and PC approval. Clerk distributed the scanned copy to full PC. To discuss at the next PC meeting in Nov.*

- 10/731** **Relocation of the Village Sign**  
 With U&C.

**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.**

- 10/732** **To Receive and Approve The Minutes of Personnel Committee 23 Sep 2019**  
**Proposal:** Proposed by Councillor SS, seconded by Councillor PT, all in favour and it was RESOLVED Carried  
**that the Minutes of Personnel Committee are approved.**  
 Clerk's appraisal carried. Scale point agreed.

- 10/733** **Correspondence**  
 Noted. One item needs dealing with, Cllr PT and Clerk will liaise.

- 10/734** **Meeting dates for 2020/21 – to be agreed.**

- 10/735** **Councillors' questions – None.**

- 10/736** **Date of the next meeting:** The next meeting is on Mon 4 Nov 19 at 7.15pm at Ermine Street Church Academy

Meeting finished at 9.52pm.

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

\_\_\_\_\_  
 Date

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