

## MINUTES

### The Parish Council Meeting of The Stukeleys was held on Monday 4 November 2019 at 7.15pm at Ermine Street Church Academy

Present Tim Close (Vice-chairman), Sally Smith, Glyn Evans, Paula Tuck, Ashton Cull and Ben Parkyn, Parish Council Councillors.  
Ms Ramune Mimiene, Clerk.  
HDC Cllr T Sanderson.  
2 members of the public.  
D O'Brian, East of England Ambulance Trust.  
CC Cllr T Rogers.

#### 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.

A short presentation carried by 1<sup>st</sup> Aid provider David O'Brian who has been asked by the East of England Ambulance Trust, (EEAST), to set up a Community First Responder's (CFR), group covering an identified 'black hole' in coverage, West of the A1 and North of the A14 and so in The Stukeleys PC area. Seeking a donation of £500.00 which was calculated according to the size of the parish. Other parishes are also approached in this area.

*Cllr AC joined the meeting.*

PC own 2 defibrillators, one in each village. Volunteers check the defibrillators weekly. PC agreed to add to this item to the next Agenda.

*D O'Brian left the meeting.*

A member of the public asked about the progress on the Neighbourhood Plan. Cllr AC responded. A resident raised an issue that PC Minutes were not on the PC NBs. PC has volunteers who put Agendas up. Will discuss this.

PC received a CCC response to the resident's query re: the drain covers which are the trip hazard. Drain covers were reported to CCC on 7 Sep 2019 by the Clerk, response received on 8 Oct 2019 stating that 'CCC Highways at this time, having undertaken a site visit, do not feel that any action is necessary, however they will continue to monitor this location as part of routine inspections and works will be carried out if required in the future'. Resident noted that the response was not satisfactory and that she will approach County Council direct. HDC Cllr TS agreed to chase CC Highways for the explanation on this matter.

HDC Cllr  
TS

HDC Cllr TS reported that Ermine Street Traffic Calming meeting is on 7 Nov 19.

#### **11/737 To Receive and Approve Apologies and Reasons for Non Attendance**

11/737.1 The Clerk reported that Cllrs Terry Pinner, Shaun Burton and Andy Hallihan sent apologies for absence. Cllr Sally Smith sent apologies for lateness.

#### **11/738 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

11/738.1 None.

#### **11/739 To Receive and Approve the Minutes of the Parish Council Meeting 7 October 2019**

*PC agreed to have a correction under the Minutes 10/726.12: PC to check the Financial Regulations.*

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

*Chairman signed the Minutes.*

#### **11/740 Matters arising from those Minutes and previous meetings (action plan circulated to members)**

11/740.1 HDC Cllr TS will check re the ownership of the path between Beech Avenue and Ermine Str. TS

#### **11/741 HDC and CCC Cllrs reports**

11/741.1 None.

#### **11/742 Alconbury Weald, update**

11/742.1 None.

#### **11/743 Planning**

11/743.1 Applications determined by HDC: list circulated, noted by PC.

11/743.2 Applications awaiting determination by HDC, list circulated to members.

- 11/743.3 New Applications:  
 1)APPLICATION REF. 19/01946/CLED Extensions to dwelling house constructed 17 years ago not in compliance with planning application and consent reference 0200780FUL specifically omitting part of ground floor extension, omission of fire place chimney and variation of part of conservatory roof 4 Beech Avenue Great Stukeley Huntingdon PE28 4AX  
 PC agreed to Recommend Approval: No reason to object.
- Proposal:** **Proposed by Councillor AC, seconded by Councillor GE, all in favour, and it was RESOLVED that PC recommend Approval to the above planning application.** **Carried**
- The three Alconbury Weald Planning Consultations to be carried forward to the next meeting in Dec:*
- 2) Conditional Information for 1201158OUT: Condition 9: Amended Key Phase 1 definition. 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 PE28 4WX
- CC Cllr TR joined the meeting*
- 3) 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  
*Planning committee met and shared the ideas, the suggested template response drafted but needs finalizing. PC thanked Planning Advisor TS for the input. Agreed to carry forward to the next meeting.*
- 4) 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 Phase Submission - KP2 - The Country Park (Hybrid Element). Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 19/01320/S73
- CC Cllr TR presented a verbal report.
- 11/743.4 Allocation HU1: Land North of Ermine Street (St John's College land, by Savills):  
 No further feedback.
- 11/743.5 Neighbourhood Plan (NP) – Update by Cllr A Hallihan **AH**  
 Cllr AH will feedback on progress at the Dec PC. Looking for a date for the NP meeting.
- 11/744 Finance – Budget Reports**
- 11/744.1 Cashbook and Bank Reconciliation to 31 Oct 2019
- Unity Trust Instant a/c: £40,609.61
  - Unity Trust Current a/c: £331,162.21
- 11/744.2 Income and Expenditure against the Budget Report 2019 – Noted.
- 11/744.3 To enable to acquire the Software for Parish Council lap top: Microsoft office 365 Business premium, and be able to pay by DD it was agreed to consider a Corporate Bank card for PC use (card will have a limit (to be set by PC according to the Financial Regulations) and used for emergency spending, suggested £500.00 per calendar month as per PC Financial Regulations 4.1 and 4.5) – this will enable to set up a DD to acquire the Microsoft Office Business Premium installation and future use.  
 Further info can be found here: <https://www.unity.co.uk/corporate-multipay-card/>  
 A card with a monthly cap.
- Proposal:** **Proposed by Councillor AC, seconded by Councillor TC, all in favour, and it was RESOLVED that PC will apply for the corporate card with a monthly spend cap for PC use.** **Carried**  
*Clerk to apply for the card. It might be a long process as DD needs to be set as well.*
- 11/744.4 Bank mandate approved at Jul PC – to add Cllrs P Tuck and G Evans. Finalised **Clerk**  
*Clerk posted the signed mandate to the Unity Trust bank.*
- 11/744.5 Sign Unity Trust mandate removing signatories, mandate circulated prior to the meeting  
 It was agreed to remove ex Cllr from the bank a/c.

- Proposal:** **Proposed by Councillor TC, seconded by Councillor AC, all in favour, and it was RESOLVED that the old signatory on PC account is to be removed.** **Carried**
- 11/744.6 PC agreed at their last meeting in October to open the savings a/c at Nationwide for CIL funds: Long Term a/c: Nationwide (1 year saver – no withdrawals for 12 months). Interest actually 0.75% per year and no fees). To sign the mandate.
- Proposal:** **Proposed by Councillor AC, seconded by Councillor PT, all in favour, and it was RESOLVED that the mandate for a new account at Nationwide to keep CIL funds is approved.** **Carried**
- 11/744.7 *Signed mandate emailed to Nationwide on 5 Nov 19.*  
PO Box for PC use, Quotes by Cllr S Smith  
*Cllr SS joined the meeting*
- Cllr SS presented the estimates varying from £150 to £200. PC instructed Cllr SS to proceed. The address at LSVH is already registered. **SS**
- Proposal:** **Proposed by Councillor TC, seconded by Councillor AC, all in favour, and it was RESOLVED that the post box is to be installed. Cllr SS to arrange the works.** **Carried**
- 11/744.8 Outcome regarding the issue raised by Cllr G Evans after CAPALC training, Terms of Reference for Finance Working Group: Finance WG met. Advice received.
- 11/744.9 To consider joining CPRE, yearly membership fee is £36.00 – PC agreed not to proceed.  
Remove from the Agenda.
- 11/744.10 Discuss and Approve Budget and Precept proposals for 2020.21 Financial Year. Precept needs to be submitted to HDC by 12 Dec 19  
It was agreed to approve at Dec PC. **PC**
- 11/744.11 To agree the payment of £3,000 towards the window of St Martin’s Church, Little Stukeley – as agreed by the full Parish Council at their meeting on 1 Feb 2016 Minute 170.c to contribute the Grant of £3,000 to St Martin’s Church PCC under the power of Section 137 (LGA), as stated by PC. The minute stated that the Invoice has to be received and the works have to commence withing 24 months from the day of that PC meeting.  
PC to grant £3,000 subject to the Invoice received in time for the meeting. *(Copies of the Minutes dated 2015 and 2016 showing the full PC discussions and actions at the time, circulated to the Councillors prior to the meeting).*  
PC discussed the matter. Clerk sought advice and provided the legislation on the grants to churches, advice issued to PC by NALC and CAPALC.

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure
04-Nov-19		Chq No 300003	PCC	S137 Grant to St Martin's Church PCC				3,000.00

- Proposal:** **Proposed by Councillor GE, seconded by Councillor PC, all in favour except Cllr AC who voted against this decision, and it was RESOLVED that PC will support the Church with the Grant under S137 as agreed by PC back in 2016. Grant payment made to PCC.** **Carried**

- 11/744.12 *CC Cllr TR and HDC Cllr TS left the meeting*  
Expenditure for approval 4 Nov 2019:  
Clerk noted that the monthly expenses on running cost of PC missed the Agenda. The payment of £44.87 was agreed to be added to Nov payments, approved by PC.

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT
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Nov-19										
04-Nov-19		191104.1	Wages	Wages Oct 19				£541.76	£330,620.45	
04-Nov-19		191104.2	HMRC	Tax deductions Employee Oct 19				£135.40	£330,485.05	
04-Nov-19		DD	NEST	Pensions fund Oct 19				£78.41	£330,406.64	
04-Nov-19		191104.3	Wave	Water bill Great Stukeley Allotments 6 Jul to 5 Oct 19				£11.93	£330,394.71	
04-Nov-19		191104.4	RTC Safety surfaces Ltd	LSPA tarmac				£17,541.60	£312,853.11	£2,923.60
04-Nov-19		191104.5	BT	PC freephone BT bill (to report streetlights, calls diverted to PC mobile)				£37.22	£312,815.89	6.20
04-Nov-19		191104.6	E-On	Streetlighting energy Sep 19				140.16	£312,675.73	6.67
04-Nov-19		191104.7	Ridyards	Villages maintenance Sep 19				930.00	£311,745.73	155.00
04-Nov-19		191104.8	Esiprint	Magazine Nov 19				252.80	£311,492.93	
04-Nov-19		191104.9	The Flat Roofing Company	GSVH Warm Roof construction to Toilet and Kitchen Roof: CIL funds				5,700.00	£305,792.93	950.00

It was agreed to pay the Clerk's expenses:

04-Nov-19		191104.11	Clerk	Expenses on running cost of PC Oct 19				44.87	£301,224.06	
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**Proposal:** Proposed by Councillor SS, seconded by Councillor GE, all in favour and it was RESOLVED that the payments listed in 11/744.11 including the monthly reimbursement to Clerk for the expenses on running cost of PC for £44.87 for Oct 2019 are approved. **Carried**

11/744.13 CIL (Community Infrastructure Levy) funds,  
LSPA repairs should start soon.

- 1) GSVH and LSVH applications, update and outcome.  
Landscaping Quotes for LSVH PF

PC agreed to get it done as a matter of urgency. Clerk checked the Financial Regulations which state 11.i) 'where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply'.

Cllrs SS spoke about the estimates and presented the Invoice for works. PC agreed to pay RHD Building Solutions to remove the rubbish from LS village PF and dispose of it, level the area to the rear of the PF, supply 20 tonnes of top soil and the grass seed.

The Invoice for £1,524.00 received. PC agreed to make this payment. Clerk to add to Nov payments list.

**Proposal:** Proposed by Councillor SS, seconded by Councillor BP, all in favour, and it was RESOLVED that payment to RHD Building Solutions for £1,524.00 (incl £254.00 VAT) is to be paid from CIL funds. **Carried**

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT
04-Nov-19		191104.10	RHD Building Solutions	LS PF groundworks				1,524.00	£301,268.93	254.00

Cllr TP noted PC on his absence that he received a quote for reduction of hedges and having a general tidy up along the bank. Quote for works for £450.00 + VAT. PC want to check is it for LS, this query is with Cllr TP. Agenda Dec meeting

TP

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

Cllr TP wanted to help with this project. Firstly, Cllr TP would like to put an article in the Parish Magazine, inviting comments from the parishioners. Secondly to employ professional designers and Arborists. Cllr TP thinks that this should be put on a time schedule where it would nice to see the whole plan put in place by July 2020 so that the design and the planting can be put in place in the Autumn. Long term maintenance to be discussed.

Cllr TC will approach Cllr TP.

TP

TC

**11/745 Village Maintenance and Repairs**

11/745.1 General maintenance, issues and outcome:

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

Cllr SS have obtained two quotations for pathway improvements requested in Church Way, Little Stukeley, adjacent to the churchyard. Quotes are as follow: **SS**

- Bound and Bounce £6980.00 inc VAT
- BPJ £7250 ex VAT
- The 3<sup>rd</sup> quote yet to be submitted for PC file by Cllr SS **SS**

The preferred contractor so far is Bound and Bounce.

**Proposal:** Proposed by Councillor SS, seconded by Councillor PT, all in favour, and it was RESOLVED that the quote from Bound and Bounce is accepted and paid from CIL funds. **Carried**

11/745.2	<u>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.</u> Maintenance group met. The contract submitted to PC for approval. Email dated 23 Oct 19 consisting all the documents prepared by the Maintenance Working Group, circulated by Cllr S Burton.	Maintenance WG Clerk
<b>Proposal:</b>	<b>Proposed by Councillor SS, seconded by Councillor GE, all in favour, and it was RESOLVED that PC starts tendering process.</b>	<b>Carried</b>
	Cllr SS will put the advert together. Advert could also go into parish magazine. One advert to go in Hunts Post. Clerk to inform Ridyards. It was agreed to advertise till the end of Nov. If needed, a chq payment will be raised to pay for the Hunts Post advert. Approved in advance. Maintenance group to provide the list of documents which Clerk needs to send out.	Maintenance WG SS Clerk
<b>11/746</b>	<b>Highways Issues, Faults and Repairs, to review outstanding issues</b>	
11/746.1	<u>HGV parking on the slip road outside Top Farm on the old A1- Highways group</u> Cllr AC is working on this project. Cones are doing a good job for now. Leave this item on the Agenda	Highways AC
11/746.2	Ermine Street Improvement Scheme, outcome. Constant complaints received from residents. Meeting now set by U&C on 7 Nov 19.	
11/746.3	<u>To consider the road surface issues raised by the residents at the end of Pringle Way specifically outside number 22, 24 and 33.</u> Has been reported to Highways as it is their responsibility, but no help received. The area is very untidy. All Cllrs agreed to report it on CCC highways reporting online system. Cllr AC will do some investigation on the best person to contact.	All AC
11/746.4	To Consider the Gateway features for both villages – submitted to U&C. awaiting the feedback.	
<b>11/747</b>	<b>To consider updates and reports on current issues on the following:</b>	
11/747.1	<u>Playing Fields:</u> 11/747.1.1 Play Areas: Visual monthly Inspection reports for GS and LC Play Areas: Cllr TC inspected the LS Play Area in Oct 19. GS PA Risk Assessment outstanding.	TC, SB TC SB
11/747.2	<u>Rights of Way:</u> Beech Avenue needs attention and a plan for the next year. The path between Beech Avenue and Ermine Str – HDC Cllr TS agreed to find out the ownership of it before PC committed to doing any maintenance to it. <i>2 members of the public left the meeting</i>	TC TS
11/747.3	<u>Allotments:</u> Invoices to the tenants to be issued for the next growing season.	
11/747.4	<u>Website:</u> Website and setting up email addresses for nine Cllrs and the Clerk. Cllr BP will liaise with ex Cllr K Gasson. Cllr BP will come back with the options and proposals for PC.	BP
11/747.5	<u>Village Street Lighting:</u> County Council submitted the list of lights they charge PC for the energy. PC are now waiting for the detailed list from E.ON, electricity provided, so that we can compare the lists and make sure that PC are not paying both CC and E-ON for the same lights. 27 lights are on PC maintenance list. <i>Note since meeting: Lights reported to the contractor are: Owl End PC02 and PC04 at GS not working and PC07 is on during the day. PC raised a query with the contractor regarding the Warranty of the lights.</i>	Clerk
11/747.6	<u>Parish Magazine</u> Nothing to report.	
11/747.7	<u>Training</u> Nothing at the moment	
11/747.8	<u>Trees in the villages</u> Cllr GE was looking into it. Keep it on the agenda.	
11/747.9	<u>Salt bins in the villages</u>	
<b>11/748</b>	<b>To consider the legislation re: Support and help to Churches</b> None.	
<b>11/749</b>	<b>Relocation of the Village Sign</b> With U&C.	
<b>11/750</b>	<b>Correspondence</b>	

- 1) To consider the correspondence from East of England Ambulance Trust, (EEAST) received, seeking to set up a Community First Responder's (CFR), group covering an identified 'black hole' in coverage, West of the A1 and North of the A14 and in The Stukeleys area – Seeking a one off donation of £500. Dec Agenda item.
- 2) Resident email re Agendas and Minutes – copies of the minutes will be provided on the request. Change the note in the magazine.
- 3) Volunteering with HDC – posters for the NB provided, Cllrs SS and BP will put on both villages NBs.
- 4) Cllr PT agreed to create the Vexatious Complaint Policy for PC use. PT

**11/751 Meeting dates for 2020/21** – to be finalized, as still awaiting the confirmation from Ermine Str Church Academy.  
 February meeting was suggested to be held on 2<sup>nd</sup> Mon of the month – 10 Feb 2020 instead of the 1<sup>st</sup> Mon in Feb. Clerk

**11/752 Councillors' questions** – None.  
 New NB required for Little Stukeley – Cllr SS will obtain 3 quotes. SS

**11/753 Date of the next meeting:** The next meeting is on Mon 2 Dec 19 at 7.15pm at Great Stukeley VH  
 Meeting finished at 9.25pm.

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

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 Date

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 Chairman: Tim Close