

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 2 December 2019 at 7.15pm at Great Stukeley Village Hall

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), Sally Smith, Shaun Burton, Andy Hallihan and P Tuck, Parish Council Councillors.
Ms Ramune Mimiene, Clerk.
4 members of the public.
T Slater, Planning Advisor.
CC Cllr T Rodgers.

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.

Cllr AH joined the meeting

Update on NP provided by Cllr AH.

Planning matter raised by the resident re: Nook Farm Barn Ermine Street Gt. Stukeley. This application for permitted Development conversion of a barn to 5 houses (19/01789/PMBPA) was refused by HDC on the 28th November due to the so much to be done to the structure that it was really a new build.

Residents supported the idea of the restructure of the Great Stukeley Playing Field into recreation park. Residents noted that the hedge round the PF needs attention and it would be nice to see the better presentation of the tumulus. There was an article in the magazine for residents to come forward with the ideas.

Cllr TP already received one quote from the landscaping company. The brief presented to residents.

It was noted that the minutes are not on the notice boards. PC discussed this matter at the last meeting. Cllrs will strive to put a copy of the minutes onto the Notice Boards, but Minutes will mainly be on the website, a hard copy will be provided on the request. It was noted that Little Stukeley needs a new Notice Board, - it is on the Agenda for the PC discussion tonight.

Residents also noted that there are not enough benches in the GS village. Could one be located near by the pub? PC advised the residents to write to PC suggesting how many benches are required and the preferred location. Cllr TP reminded everyone that benches previously were removed from the village due to the residents' complaints as those areas became the gathering spots for teenagers which some residents found disruptive.

12/754 **To Receive and Approve Apologies and Reasons for Non Attendance**
12/754.1 The Clerk reported that Cllrs B Parkyn, A Cull and G Evans sent apologies for absence.

12/755 **Declarations of Interests for Members (Disclosable Pecuniary Interests)**
12/755.1 None.

12/756 **To Receive and Approve the Minutes of the Parish Council Meeting 4 November 2019**
Proposed by Councillor TC, 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. **Carried**
Chairman signed the Minutes.

12/757 **Matters arising from those Minutes and previous meetings** (action plan circulated to members) TP
12/757.1 Minutes will be put up at GS by Cllr AH and LS NB by Cllr TP. AH

12/758 **HDC and CCC Cllrs reports**
12/758.1 HDC Cllr SS reported on the meeting with CC Highways and U&C re: Safety audit. It was a positive meeting with all parties involved.
Update on AW issued by Rebecca Britton, and presented by HDC Cllr SS:
Scope of Works – Ermine Street Little and Great Stukeley
1. Review the location of the 7No. recently installed 'speed cushions' within Little and Great Stukeley, and look to convert them into 'flat-top' or 'table top' road humps, as well as potential pedestrian crossing points. This review will consider the proximity of any existing driveway /

access points, potential alterations to highway drainage provisions, utility constraints, road markings. The plateau length of any 'flat-top' road hump would be a minimum of 6m which is preferred on bus routes;

2. Look to implement the extension of the 30mph speed limit south of Great Stukeley, passed the Green End junction, up to the existing 40 / 50 mph speed limit terminal signs and provide an updated gateway feature into Great Stukeley;
3. Prepare a sign design comparing standard warning signs against map type directional signs (as requested by CCC) – This relates to the currently drafted mitigation measures responding to the Stage 3 Road Safety Audit (RSA);
4. CCC have agreed that the above works can be undertaken as part of the RSA mitigation measures, and under the existing S278 Agreement in place for the Ermine Street Traffic Calming scheme;
5. However, it was noted at the meeting that the recently undertaken speed survey recorded 85th percentile speeds well under the 30mph speed limit at all 6No. surveyed locations i.e. no speeding issues within the villages. Also, CCC are unaware of any injury collisions recorded along Ermine Street post the installation of the traffic calming scheme. Therefore, the above additional measures are only being requested to resolve a perceived problem rather than an identified issue.

Potential Risks

6. Further to Point 2 above, the required Traffic Regulation Order (TRO) associated with the extension of the 30mph speed limit is not guaranteed to be granted. Therefore, as a contingency it was proposed that additional measures are designed in order to increase the awareness of motorist on the northbound approach to the existing 30 / 40mph speed limit terminals south of Church Road (South) and the main area of Great Stukeley.

It was highlighted that all works required to process and advertise (including any associated fees) the TRO will be undertaken by CCC.

Scope of Works – Speed Limit along Ermine Street North West of Little Stukeley

7. Prepare plans indicated potential alterations to the existing 50mph speed limits on Ermine Street (north west of Little Stukeley):-
 - Option 1 – Extend the existing Little Stukeley 30mph speed limit north west along Ermine Street past the Swynford Road junction (covering the extent of the street lighting);
 - Option 2 – Provide a 30mph speed limit from the Megatron roundabout to Little Stukeley;
 - Option 3 – 30mph from Little Stukeley to the Boulevard Rust Lane roundabout;
 - Option 4 – 30mph from Little Stukeley to North of Top Farm (covering the exist of the HCV access);

It was confirmed that any letters of support from the Parish Council and USAF would be useful; and one has already been agreed to be provided from the Base.

8. Design Gateway features to Little Stukeley – similar to Alconbury Village;
9. Liaise accordingly with CCC and the Parish Councils to identify the appropriate option;
10. Prepare TRO documents supporting preferred option;

It was also asked as part of this – and depending on the speed signs/limit to the north of the site – to look at the Top Farm track and layby and make recommendations on those for the PC to consider.

The speed survey results shared.

The team are working to get these finalise asap, U&C hope within the next 7-10 days.

In addition to this, there are a couple of other transport related aspects to share on buses:

- With the works nearly signed off, U&C hope to be able to install the new bus stop just along from the Swynford Road entrance to the site to support residents access the existing service. There will also be one going in on the Boulevard by the Incubators and Civic Living homes, to serve the development from each side of first phase.
- U&C are into detailed discussions about the local service being launched next year, which will increase frequency of a service from Alconbury Weston, Alconbury, AW, Stukeleys down to the bus and rail station to 1 and then 2 an hour, so therefore with the Stagecoach service offering 3 an hour. U7C will finalise this with the providers and County, as it will work with the 46A service. It has been complicated to work these all together to get the best outcome for all the villages, but AW hope to finalise this next week, and then it is about 8-12 weeks before the service can start.

There will then be a significant improvement in bus services (frequency and also running later and more over weekends) phase in from March/April, and U&C will keep PC posted on that.

12/759
12/759.1

Alconbury Weald, update: Ermine Street Safety Audit and Other Matters
Provided under the Minute Number 12/758.

12/760 **Planning**

- 12/760.1 Applications determined by HDC: List circulated, noted by PC.
- 12/760.2 Applications awaiting determination by HDC, list circulated to members.
- 12/760.3 New Applications:
- 1) Application for approval of access, appearance, landscaping, layout and scale for green and grey infrastructure along with electrical sub stations, gas governor and foul water pumping station and all associated works. Site Address: Alconbury Airfield Ermine Street Little Stukeley Reference: 19/02343/REM
Report circulated by TS, planning Advisor. It was agreed to support the proposal.
- Proposal:** **Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED that PC recommend Approval to the above planning application.** **Carried**
- 2) Proposed demolition of existing conservatories, erection of single storey side extension and external alterations. Site Address: 9 Elm Road Great Stukeley Huntingdon Reference: 19/02213/HHFUL
Approve.
- Proposal:** **Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that PC recommend Approval to the above planning application.** **Carried**
- Applications outstanding from the Previous meeting:
- 3) 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
SPC wish to lodge a Holding Objection pending resolution on 19/01341/OUT and the alignment of the A141.
- Proposal:** **Proposed by Councillor TC, seconded by Councillor PT, all in favour, and it was RESOLVED that PC recommend a Holding Objection to the above planning application.** **Carried**
- 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
*SPC wish to lodge a holding objection to the outline application as currently submitted and wishes to engage with both HDC planning and UC to explore an amended submission which would protect the separation of AW from Huntingdon and enable a meaningful country park to be provided to maintain this separation in perpetuity.
That UC be requested to fully consider other options for delivering additional housing – noting that it is up to 1500 and does not necessarily mean 1500 exactly.
In principle SPC is accepting of development on land south of Grange Farm with an equivalent area to the 27Ha of land formerly identified for the Education Campus - however the extent and format of this is reliant on clarification of the line of the realigned A141.*
- Proposal:** **Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that PC recommend a Holding Objection to the above planning application.** **Carried**
- 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 Phase Submission - KP2 - The Country Park (Hybrid Element). Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 19/01320/S73
SPC wish to lodge a Holding Objection pending resolution on 19/01341/OUT and the alignment of the A141 as the parameters of the country park are a function of the site area and its interaction with surrounding development.
- Proposal:** **Proposed by Councillor AH, seconded by Councillor SS, all in favour, and it was RESOLVED that PC recommend a Holding Objection to the above planning application.** **Carried**
- Planning Advisor TS left the meeting*
- This planning consultation received after the Agenda was issued:
Dismantle and store Barn B Site Address: Pringle Farm Pringle Way Little Stukeley Reference: 19/02417/FUL – comments by 20 Dec 19*
- 12/760.4 Allocation HU1: Land North of Ermine Street (St John's College land, by Savills):

12/760.5 No update.
Neighbourhood Plan (NP) – Update by Cllr A Hallihan
 PC need to have another meeting to engage in it. Who is going to interview the advisors (four will be interviewed): Cllrs SB, AC, SS and TC agreed to get involved. Parishioners are invited to join. Interview will consist of their recommendations. Follow up with HDC will be carried by Cllr AH. Dates for the public consultations to be confirmed. Advice on process will be provided. **AH**

CCC Cllr TR joined the meeting

Verbal report presented. Climate change: The aim by 2050 to be carbon neutral is quite challenging. A presentation/ more detailed report by County Council would be useful – Feb Agenda? Clerk to email CC Cllr TR to confirm. **Clerk**

12/761 Finance – Budget Reports

12/761.1 Cashbook and Bank Reconciliation to 30 Nov 2019

Due to the Bank Statement only issued by the bank today, the bank reconciliation for Nov 2019 will be carried for Feb PC.

Clerk bought bank statements for PC to view:

- Unity Trust Instant a/c: ££40,609.61
- Unity Trust Current a/c: ££301,471.06

Bank statements circulated.

12/761.2 Income and Expenditure against the Budget Report to Nov 2019 – Noted.

12/761.3 Application for the Corporate Multipay Card with a monthly spending cap (will enable to set up a DD to acquire the Microsoft Office Business Premium installation and future use)

It was agreed to sign the mandate for the use of purchase of the items for PC use. PC need a policy in place which could go with Financial Regulations. When the card in possession, the Finance Committee to meet and put the policy in place. It was agreed that no cash withdrawals are to be made from this card.

CC Cllr TR left the meeting

Proposal: Proposed by Councillor AH, seconded by Councillor SB, all in favour, and it was RESOLVED that PC applies for the Multipay Card. **Carried**

Note since meeting: During the signing process it was spotted that as from today the PC address have changed therefore it was agreed to obtain a new mandate form to change the PC address first and then apply.

12/761.4 Unity Trust mandate to remove a signatory posted to the bank awaiting the confirmation of the PC instructions. **Clerk**

As PC now have enough authorised signatories it was agreed to remove ex Cllr K Gasson from PC a/c.

12/761.5 Unity Trust mandate to remove a signatory posted to the bank awaiting the confirmation of the PC instructions.

No feedback yet.

12/761.6 The savings a/c at Nationwide for CIL funds mandate signed at the last meeting, posted to the bank, awaiting to hear (Long Term a/c: Nationwide (1 year saver – no withdrawals for 12 months). Interest actually 0.75% per year and no fees)).

Form submitted to the bank, confirmation received, hard copy also posted on the request. Awaiting to hear back.

12/761.7 Post Box for PC – Quote approved at the last meeting, Cllr S Smith to report

The Post Box installed, the new PC address is: 14 Low Rd, LS, PE28 4BA

12/761.8 Terms of Reference for Finance Working Group

To be completed at the next Finance meeting.

12/761.9 To consider the Donation of £500 to East Of England Ambulance Trust for setting up a Community First Responder's group to cover this area:

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure
02/12/2019		191202.1	East of England Ambulance Trust	To set up First Responder's Group in the area - S137				500.00

Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour, and it was RESOLVED that the Grant of £500.00 is provided to the EEAT from S137 money. **Carried**

12/761.10 To Approve Budget and Precept proposals for 2020.21 Financial Year, Precept needs to be submitted to HDC by 12 Dec 19

PC agreed that the Budget for 2020/21 is £30,282.00

- Proposal:** Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the Budget for 2020/21 is £30,282.00. Carried
A long discussion took place.
1st Proposal:
- Proposal:** Proposed by Councillor TC, seconded by Councillor SB, 3 Cllrs in favour, of the PC Precept being £53,362.00. Carried
2nd Proposal:
- Proposal:** Proposed by Councillor AH, seconded by Councillor SS, 3 Councillors in favour, of the PC Precept being £46,157.00 (stays the same as previous year). Carried
- Chairman used his casting vote in favour for the 1st Proposal and it was agreed that the Precept for 2020/21 is £53,362.00.**

12/761.11 Expenditure for approval 2 Dec 2019:

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT
02/12/2019		191202.2	Wages Nov 2019	Wages including employee tax deductions				658.35	£300,065.71	
02/12/2019		191202.3	Expenses	On running cost of PC Nov 2019				29.12	£300,036.59	
02/12/2019		DD	NEST	Pensions contribution employee and employer				76.23	£299,960.36	
02/12/2019		191202.4	Ridyards	Villages maintenance				960.00	£299,000.36	160.00
02/12/2019		Chq No 300004	Royal British Legion	Poppy Appeal x 2 Wreaths S137				70.00	£298,930.36	
02/12/2019		191202.5	E-ON	Streetlighting energy				144.84	£298,785.52	6.90
02/12/2019		191202.6	Sally Smith	Reimbursement for the supply of the letter box LSVH				221.11	£298,564.41	36.85
02/12/2019		191202.7	Bound and Bounce	Deposit for the works to the path in Church Way - paid from CIL funds				2,094.00	£296,470.41	349.00
02/12/2019		191202.8	Easiprint	Dec 2019 edition				252.80	£296,217.61	

- Proposal:** Proposed by Councillor SS, seconded by Councillor SB, all in favour and it was RESOLVED that the payments listed in 12/761.11 are approved. Carried

12/761.12 Due to no scheduled PC meetings in January 2020: To Approve wages and all related payments are to be paid.

- Proposal:** Proposed by Councillor SS, seconded by Councillor AH, all in favour and it was RESOLVED that the Dec wages including all related payments are approved and will be paid early in January 2020. Carried

12/761.13 CIL (Community Infrastructure Levy) funds,

1) Cllr TP received a quote for reduction of hedges and having a general tidy up along the bank. Quote for works for £450.00 + VAT. TP

PC agreed to seek 2 more quotes. Cllr TP will approach contractors.

2) Redeveloping of GS PF into recreation park, Cllrs T Pinner and T Close TP
Cllr TP received one quote for the design, 2 more quotes needed.

The 1st quote covers:

- Undertake a site review and discuss the project brief
- Prepare a coloured landscape strategy plan that would be suitable for planning purposes if required, to include:
 - Enhancements to the existing park
 - Footpath/circulation network
 - Dog exercise zone
 - Basketball area
 - Small child's goal and kick about space
 - Exercise points
 - Informal/secluded seating area
 - BBQ zone
 - Boundary enhancements
- Prepare an image board of key hard works features and specimen trees
- Attend a parish meeting to present the scheme

A sum of £3,200.00 ex VAT.

Cllr TP submitted a piece in the parish magazine, seeking residents' opinion on the project. Email to chairman. What the village wants.

12/762 Village Maintenance and Repairs

Football club – Clerk to notify that there is a possibility that the park will be redeveloped of into recreation area. Comments needed from parishioners what they want. Clerk

12/762.1	<u>General maintenance, issues and outcome:</u> Maintenance re: Accessible access – PC approved the deposit tonight.	
	Cllr SS have now obtained in writing the 3 rd quote:	SS
	<ul style="list-style-type: none"> • Bound and Bounce £6,980.00 inc VAT • BPJ £7,250 ex VAT • RHD Building Solutions for £7,830 	
	The preferred contractor was chosen by Bound and Bounce.	
	It was agreed that the Invoice to be paid on the completion of the works after Cllrs SS and TP inspected the works carried.	
Proposal:	Proposed by Councillor SS, seconded by Councillor TP, all in favour and it was RESOLVED that the final payment to Bound and Bounce is approved and will be made on the receipt of the final Invoice.	Carried
12/762.2	<u>Grass cutting contract expires 29 Feb 2020: Tendering process documents approved, Advert to be issued, Cllr S Smith</u>	Maintenance WG
	Advert to be put together by Cllrs SS and SB. Tender packs prepared. Small committee will meet and decide on the best tender. Cllr TP has the original maps which need to be marked. Advertise in Hunts post for 2 weeks. 24 Jan 2020 is the deadline for applications so that full PC could approve the tender at Feb meeting. Grass cutting to start from 1 Mar 2020.	
12/762.3	<u>Notice Board</u> – Cllr SS suggested to have a NB in the bus stop at LS. Cllr SS will investigate the fees.	SS
12/763	Highways Issues, Faults and Repairs , to review outstanding issues	
12/763.1	<u>HGV parking on the slip road outside Top Farm on the old A1- Highways group</u>	
	LS on the chicane bit accident reported – street signs reported to CC Highways by Cllr TC.	
12/763.2	<u>Ermine Street Improvement Scheme, outcome. As reported above.</u>	
12/763.3	<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>	
	Joseph Hudson, Local Highways Officer, stated that although the carriageway is in a poor state, none of the area falls within County Council intervention levels so cannot be done on as an emergency job. This area will be repaired when CC Highways have the resources to do so however at this point, they don't have a timescale for that. Joseph Hudson Local Highways Officer PC may consider seeking CC permission if PC could carry out any works. Cllr TP to investigate. Implications of doing the work. Remain on the Agenda.	TP
12/763.4	<u>To Consider the Gateway features for both villages</u> – submitted to U&C. Awaiting the feedback. Consider one at either end of entrance to both villages.	
12/763.5	<u>HDC Cllr TS also been in touch with Joseph Hudson at CCC Highways about resurfacing of Ermine Street.</u> Highways officer was not too sure what the scope is with the parish funding it as it is maintenance rather than a new thing so he does not believe it can be an LHI scheme. Highways officer will have to ask if it is possible however it isn't within intervention levels and patching areas that big are not going to be cheap (£10,000+) as PC will need road closures. He is not sure if there is something the parish can fund.	
12/764	To consider updates and reports on current issues on the following:	
12/764.1	<u>Playing Fields:</u>	
	12/764.1.1 Play Areas: Visual monthly Inspection reports for GS and LC Play Areas:	TC, SB
	Cllr TC inspected the LS Play Area in Oct 19. The bin should be removed. Play tarmac was nicely done. Swings need new seats. Quotes to replace bars and seats only on the swings. Clerk to obtain 3 quotes.	TC Clerk
	GS PA Risk Assessment outstanding, Cllr SB.	SB
	<i>3 members of the public left the meeting</i>	
12/764.2	<u>Rights of Way:</u> Beech Avenue needs attention and a plan for the next year. HDC Cllr TS found out that the bridal path in Beech Avenue that was reported is maintained by the County Council rights of way team. HDC Cllr TS reported that he is waiting to hear back from them to see if there is any funding available to improve it.	
12/764.3	<u>Allotments:</u> Collecting the payments.	
12/764.4	<u>Website:</u> Wait till Cllr BP is present.	BP
12/764.5	<u>Village Street Lighting:</u> No issues.	
12/764.6	<u>Parish Magazine</u>	
	Nothing to report.	
12/764.7	<u>Training</u>	
	Nothing at the moment.	

- 12/764.8 Trees in the villages
Cllr GE was looking into it. Keep it on the agenda.
- 12/764.9 Salt bins in the villages – no update.
- 12/765 To consider the legislation re: Support and help to Churches**
None.
- 12/766 Relocation of the Village Sign**
With U&C.
- 12/767 Correspondence**
12/767.1 Thank you letter from St Martin's Church noted by PC.
12/767.2 Letter from the resident re: Incident in Owl End. PC noted that the responsibility re planning lies within HDC. Parish Council is only a consultee in the planning process.
- 12/768 Meeting dates for 2020/21 are as follow:**
Mon 10 Feb (2nd Mon of the month) – Ermine Street Church Academy
Mon 2 Mar – GSVH
Mon 6 Apr – LSVH
Mon 4 May – Annual Parish Meeting/Assembly at 7.15pm and Annual Parish Council Meeting to follow - Ermine Street Church Academy
Mon 1 Jun – GSVH
Mon 6 Jul – LSVH
Mon 7 Sep – Ermine Street Church Academy
Mon 5 Oct – GSVH
Mon 2 Nov – LSVH
Mon 7 Dec – Ermine Street Church Academy
- 12/769 Councillors' questions**
None raised.
- 12/770 Date of the next meeting:** No scheduled meeting in January 2020. Please note that the next meeting is on the second Mon 10 Feb 2020 at Ermine Street Church Academy.

Meeting finished at 10.02pm.

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

Date

Chairman: Terry Pinner