

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 1 June 2020 at 7.15pm ON-LINE MEETING ONLY

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), P Tuck, G Evans, B Parkyn, S Burton, S Smith, and P Tuck Parish Council Councillors.
Ms Ramune Mimiene, Clerk.
R Britton, U&C.
T Slater, Planning Advisor.
No members of the public.
HDC Cllr T Sanderson.

If public wishes to attend this meeting, please contact the Clerk providing your name, email address and contact number by emailing to clerk@thestukeleys-pc.gov.uk.

Due to the Coronavirus the Government has issued the regulations that gives local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on **4 April**. They apply to local authority meetings that are required to be held, or held, before 7 May 2021.

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

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.

- 200601/01** **To Receive and Approve Apologies and Reasons for Non Attendance**
200601.01 The Clerk reported that apologies for absence were received from Cllrs A Cull and A Hallihan.
- 200601/02** **Declarations of Interests for Members (Disclosable Pecuniary Interests)**
200601.01 Cllr BP declared interest in Agenda item 200601/12.4 Website.
- 200601/03** **Coronavirus: Update**
200601.01 Various correspondence received and circulated to PC. Meetings are held via Zoom till further notice.
- 200601/04** **To Receive and Approve the Minutes of the Parish Council Meeting 4 May 2020**
Proposal: **Proposed by Councillor TC, seconded by Councillor GE, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.** **Carried**
Chairman will sign the Minutes at the next face to face meeting available.
- 200601/05** **Matters arising from those Minutes and previous meetings** (action plan circulated to members)
All items on the Agenda. TP
AH
- 200601/06** **HDC and CCC Cllrs reports**
HDC Cllr SS presented a verbal report. HDC updates are sent regularly.
HDC Cllr SB noted that there is a DMC meeting at HDC via Zoom.
HDC Cllr TS presented a verbal report. Member briefing is being issued by HDC.
Parish Council were advised by HDC Cllr TS that it is possible to submit a bid to "The Communities Capital Fund" to help pay for modifications to Little Stukeley village hall - Cllr SS agreed to take this forward to Village Hall Committee as they own the building. **SS**

200601/07	Alconbury Weald, update: Ermine Street Safety Audit and Other Matters	<p>RB, U&C updated PC on the delivery on site and ran through in more detail. AW have around 320 homes occupied at the moment.</p> <p>In terms of the updates on bus stops, RB spoke to the development team and understood that the full amount is only decided when the S278 is agreed, but is likely to be in the region of £10k which is the set commuted sum for a bus stop with Real Time Information.</p> <p>On the Ermine Street works, U&C have stepped out of this a little as they felt the Stukeleys and County Council need to agree the signage approach they are both happy with and then U&C could finalise the approach to take.</p> <p>U&C are currently getting the County Council approved approach costed with each item separately costed, so that U&C can then agree what works to undertake. A number of these were agreed to be funded by SPC, but again U&C can finalise those when they have the costings. U&C should get the costings back for those soon, and therefore RB suggested getting a meeting in to the diary, to run through the costs, options and how to progress. Nominated representatives from SPC will attend the online meeting.</p> <p>U&C will also need to agree process re-ordering the Gateway Features, as it was noted by RB that SPC would pay for them, but U&C would install at nil cost, as part of these works. SPC need to finalise the wood/white finish and wording SPC wanted.</p> <p>RB spoke to Highways about getting a sign up by Top Farm, where the turn off is used as a layby by some lorries and, also to explore road markings that discourage anyone stopping along that length of road. RB agreed to chase CC Highways for the suggestions.</p>	
200601/08	Planning	<p><u>Applications determined by HDC</u>: List circulated, noted by PC.</p> <p><u>Applications awaiting determination by HDC</u>, list circulated to members.</p> <p>New Applications:</p>	
200601/08.1	<p>This application was received from HDC and from the developer.</p> <p>1) Outline planning application for the phased development of up to 648 dwellings with associated public open space, services and other ancillary infrastructure with all matters reserved except for the means of access Site Address: Land North West Of Ermine Business Park Ermine Street Great Stukeley Reference: 20/00847/OUT</p>		
200601/08.2	<p>Due to the complexity of the site, PC felt they need help from the Planning Advisor.</p>		
200601/08.3	<p>Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED that PC employs the Planning Advisor to put the planning recommendations together.</p>	<p><i>T Slater, Planning Advisor, will email PC the fees list.</i></p> <p><i>TS will contact the case officer re: this planning consultation and will provide a summary response for the Clerk to circulate to full PC.</i></p> <p><i>Clerk to seek extension.</i></p>	<p>Carried</p> <p>TS Clerk</p>
Proposal:	<p>Allocation HU1: Land North of Ermine Street (St John's College land, by Savills): <i>Developer contacted PC direct re:</i></p> <p>Outline Planning Application - Land north east of Ermine Street, Huntingdon Savills UK, on behalf of The Master, Fellows and Scholars of the College of St John the Evangelist in the University of Cambridge, has submitted to Huntingdonshire District Council an 'Outline planning application for the phased development of up to 648 dwellings with associated public open space, services and other ancillary infrastructure with all matters reserved except for the means of access' on land north east of Ermine Street. The site forms the northern part of Huntingdonshire's Local Plan to 2036 allocation HU1.</p>		
200601/08.5	<u>Neighbourhood Plan (NP)</u>	<p>Cllr TC received a detailed info on NP from HDC which he will share with all Cllrs. PC agreed to get 3 quotes for the professional to write the plan for PC.</p>	
Proposal:	<p>Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that PC gets 3 quotes for the appointment of the Planning Advisor.</p>		<p>Carried</p>
200601/09	Finance – Budget Reports	<p><u>To Review and Approve the addition to PC assets – soldier silhouettes x 2 net fee of £258.30 (Assets for 2020/21 Financial Year)</u></p> <p>PC thanked Chair TP and Vice Chair TC for erecting the soldier silhouettes.</p>	
200601/09.1			

200601/09.5.1 To Note the Committed CIL funds:

- Committed CIL spending on Little Stukeley Village Hall for the additional meeting room and redesign of toilets to incorporate accessible toilets – CIL funds required up to 50k (approved at May 20 PC) – Verbal update by Cllr SS. SS

- Committed CIL spending: LHI resurfacing of the Ermine street, GS - PC contribution £15,000 (approved at May 20 PC) -
PC applied for LHI scheme, but as informed tonight, this does not fall within the remit, and therefore PC were advised that this application will not be successful. PC agreed to withdraw it and do a PFHI scheme. To discuss under highways. All

200601/09.5.2 GSVH and LSVH applications, update and outcome

No further update.

Cllr SS asked that the support towards the Community Room in the LS Church to add to the Jul PC Agenda. SS Clerk

200601/09.5.3 Redeveloping of GS PF into recreation park, Cllrs T Pinner and T Close TP, TC
3 quotes to be finalized and presented to PC.

200601/10 Village Assets: Maintenance and Repairs

200601/10.1 Maintenance of Open Spaces

200601/10.2 Notice Board at Little Stukeley: Quotes by Cllr S Smith,
PC approved the Budget of up to £500.00 for the new Notice Board.

Proposal: **Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the spending for up to £500 is approved for the new Notice Board to be installed at the Bus Stop in LS.** Carried

Cllr SS agreed to arrange the works and report back to PC. SS

200601/10.3 Bins in the village: HDC to empty the one in LS Play Area

200601/10.4 **To further Consider Bus Stop Adoption** – As discussed in previous meetings, in principle the SPC have no objections in considering the adoption of the bus shelter and be the management body for this stop once we have a clear indication of CCC contribution, outstanding

Proposal: To further consider this and confirm if the Parish Council are happy to be the nominated management body for the bus stop, assuming SPC would be supported by a commuted sum

PC agreed that more details needed before the decision can be taken. Carry forward.

Proposal: **Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the adoption of Bus Stop is approved.** Carried

200601/11 Highways Issues, Faults and Repairs, to review outstanding issues

200601/11.1 HGV parking on the slip road outside Top Farm on the old A1- Highways group and AW, TS
On-going.

200601/11.2 Ermine Street Improvement Scheme, outcome.

Clerk was approached by CCC. It was agreed to discuss the matter again at the June SPC meeting.

Comments have to be submitted to Policy.andRegulation@cambridgeshire.gov.uk

Mar PC Minutes stated:

PC considered the scheme and felt that no extra signage is needed at this point. However PC are quite keen to progress a speed table at the entrance to GS coming from Huntingdon going north where the road currently says 'slow down', just prior the bridle way path where the current 30m per speed limit and GS village sign is.

Additionally, SPC agreed to submit CCC:

Stukeley Parish Council comments re: revised Draft drawings for the Alconbury Weald traffic calming along Ermine Street

- Weald, Traffic 24213/2113/122 – ‘Alconbury Calming Along Ermine Street – Stage 3 RSA Mitigation Measures Sheet 1 of 2’;

From the North/West Glasson Gateway 30 / 50 as per drwg.

‘Other Routes’ signage **not required**

Tabletop hump between Mill Rd and Saunders Close as per drwg.

Tabletop hump between beyond Church Way as per drwg.

Additional Glasson Gateway 40 / 30 to replace existing sign beyond bus stop.

- ;24213/2113/123 – ‘Alconbury Weald, Traffic Calming Along Ermine Street – Stage 3 RSA Mitigation Measures Sheet 2 of 2’

From the South/East ‘Other Routes’ signage **not required**

3 x Tabletop humps as per drwg.

Additional Glasson Gateway 40 / 30 to replace existing sign.

- 24213/2113/1204 Rev A – ‘Alconbury Weald, Traffic Calming Along Ermine Street – Traffic Regulation Order – Existing and Proposed Speed Limit Signs’;

From the South/East Glasson Gateway 50 / 40 as per drwg.

Note since meeting: SPC comments on the SPC headed paper submitted to CCC and the feedback from CCC received. It was not as expected by SPC. PC responded further.

- 200601/11.3 LHI scheme application submitted CCC for Ermine Str, GS: PC contribution required £15,000 was approved at May’s meeting. CIL funds to be used. Cllr T Close to report
With the help of HDC Cllr TS this application has now been agreed to be withdrawn. TS
- PC agreed to apply for traffic calming at Ermine Street instead. Cllrs SB, SS and TC to get together and proceed with the application. SB, SS
Costings to be obtained. Max spending of £10,000. TC
- Proposal:** **Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the SPC apply for LHI scheme for traffic calming for Ermine Street. Approved.** Carried
- 200601/11.4 To Consider and Approve the LHI scheme put together for PC by HDC Cllr T Sanderson.
Location: Between Ermine Street and Beach Avenue, Great Stukeley, Suggested PC contribution is £2,500. It would be the 2nd PC application this year. To check if that is allowed.
HDC Cllr TS prepared the LHI application for the above, but it was agreed by PC tonight that this application is now not going ahead either.
- 2006001/11.5 To consider the road surface issues raised by the residents at the end of Pringle Way specifically outside number 22, 24 and 33.
PC consider Privately Funded Scheme for that. It was agreed to approach CCC for the price.
Note since meeting:
Link to Privately Funded Highway improvements scheme provided by HDC Cllr TS:
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/privately-funding-highway-improvements>
Note since meeting: Cllr TP drafted a letter which was sent to County Highways.
- 200601/11.6 To Consider the Gateway features for both villages
PC chose the design as Alconbury Weston and submitted U&C.
- 200601/12** **To consider updates and reports on current issues on the following:**
- 200601/12.1 Playing Fields:
Further response re the future of the GSPF sent to the football club:
It was stated that the tenure at the Great Stukeley playing field for the Stukeley Meadows F.C. is secure until the end of the current 2020 playing season.
SPC currently the PC put out to tender for a landscape architectural adviser to prepare a strategy plan for remodelling the 3.9 acre field into a pocket park for the benefit of Stukeley residents of all ages.
The Stukeleys Parish Council plan to include some or all of the following including; footpath/circulation network, dog exercise zone, basketball area, play and exercise equipment and a kick around area.
Outside table tennis option for the park was discussed. Cllr TC agreed to seek quotes. TC
200601/12.1.1 Play areas remain closed till further notice form the Government.
- 200601/12.2 Rights of Way:
Footpath 7 issued reported to PC. Footpath 7 closed by Racecourse. Leave it on the Agenda.

200601/12.3	<p><u>Allotments</u>: To Approve Allotments Risk Assessment, Cllr G Evans It was agreed to remove the line re 1st Aid box, PC thought that the Allotment Association need to look into that and PC cannot be responsible for refilling the 1st Aid box. Cllr GE will amend the Risk Assessment and will send to the Clerk so it could be filed.</p>	GE
Proposal:	<p>Proposed by Councillor GE, seconded by Councillor SS, all in favour, and it was RESOLVED that the Risk Assessment is approved with the above amendment.</p>	Carried
	<p>Report by the Allotment Association Chairman received: The allotments in general are in good order, all plots are being worked. The water was becoming a bit of an issue, as the pump was becoming a problem with wear and tear over the last seven years. It would be beneficial to all if it could be replaced with a new one that could pump at a faster flow rate.</p>	
	<p>One of the tenants has been pumping water directly from the tank, using a motorized pump, and filling containers for all the tenants to use, but this was making the use of water more than necessary. With all of this hot weather early in the season the Chairman of Allotment Association was concerned that the tank will quickly empty. Does the parish council have any means of delivering water and refilling the tank. Tenants have been transporting water from home as they cannot get the pump to work.</p>	
	<p>PC discussed the matter. PC pay the standing charge for the water meter. Cllr SS agreed to show Cllr GE who is the Allotments officer on PC, where the meter is. It was agreed that there is no need for the PC to provide water, people always took their own water.</p>	SS, GE
200601/12.4	<p><u>Website: Website accessibility as per new Guidelines</u> https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement Cllr BP presented 3 quotes for PC approval at this meeting. Cllr BP withdrew himself from the discussion and did not vote on the matter. PC preferences were:</p>	BP
	<p>Company 1 has greater flexibility over design and the Council can add pages as PC want or suggest new features at no extra cost (SPC have the freedom to do what PC want and Cllr BP would be able to learn more as he would be heavily involved in the page and editing if this company selected). The accessibility statement as required by will be issued.</p>	
	<p>Company 2's primary work is for Councils' and they appear to provide PCs with a standard template for council websites and then give access to upload documents and edit certain parts of the web-page. Although it would potentially take longer to set up, give less flexibility to the council and cost more.</p>	
Proposal:	<p>Proposed by Councillor SS, seconded by Councillor TC, 1 abstained, all other Cllrs in favour, and it was RESOLVED that Company 1 is approved.</p>	Carried
	<p>Councillor BP was asked by PC to engage with G3cko-Design.uk to provide a new website for the Stukeley Parish Council and will establish how G3cko-Design.uk wish to proceed in regards to taking on the Website hosting and design. Once a timeline has been established, Cllr BP will contact Karl Gasson, current IT manager and arrange a suitable date for the handover of the website and email account information. Once the details have been handed over, Cllr Ben Parkyn will then be responsible for the website and email accounts. Due to there being no handover period a small period of disruption may occur. The Parish Council is to take on the annual payments for the services provided by G3cko-Design.uk and also the existing accounts payments for the domain and email services.</p>	BP
Proposal:	<p>Proposed by Councillor TC, seconded by Councillor CC, 1 abstained, all other Cllrs in favour, and it was RESOLVED to do so.</p>	Carried
	<p>The council have minuted the website handover. PC thanked the current webmaster for maintaining the village website for so many years and even after the resignation from PC. <i>Note since meeting: the current webmaster was informed re: PC decision.</i> <i>Cllr SB let the meeting.</i></p>	
200601/12.6	<u>Village Street Lighting</u> : No issues.	
200601/12.7	<u>Parish Magazine</u> : No update.	
200601/12.8	<u>Training</u> : Training info is being constantly circulated and Cllrs are advised to attend the training.	
200601/12.9	<u>Trees in the villages</u> – Cllr SB inspected the trees before and will inspect again in 2020, outstanding.	SB
200601/12.10	<u>Defibrillators now being overlooked by the Community First Responder's (CFR) set up by the East of England Ambulance Trust, (EEAST), update</u> – Both Defibrillators are now up to date. The pads received and now replaced.	

200601/13 Vexatious Complaints Policy, Cllr P Tuck
Prepared by Cllr PT as discussed at May's meeting.
Proposal: Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED that the Vexatious Policy is approved. Carried
This Policy will be attached to the Complaints Policy.
PC thanked Cllr PT.

200601/14 Correspondence
All dealt with.

200601/15 Meeting dates for 2020/21 are as follow:

So far PC are holding on-line meetings only

The days listed below are the regular meeting dates set last year:

Mon 6 Jul – LSVH – On-Line meeting only

Mon 3 August 2020 – additional PC meeting proposed, venue to be confirmed.

Mon 7 Sep – Ermine Street Church Academy

Mon 5 Oct – GSVH

Mon 2 Nov – LSVH

Mon 7 Dec – Ermine Street Church Academy

200601/16 Councillors' questions

VE Day 75th anniversary:

Silhouettes of a soldier have been placed at the entrance of both villages lest we forget – PC thanked Cllrs TC and TP for erecting the signs.

200601/17 Date of the next meeting: Mon 6 Jul 2020 – most likely on-line meeting

Meeting finished at 9.02pm.

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

Date

Chairman: Terry Pinner