

## MINUTES

### The Parish Council Meeting of The Stukeleys was held on Monday 6 July 2020 at 7.15pm ON-LINE MEETING ONLY

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), G Evans, B Parkyn, S Burton and S Smith, Parish Council Councillors.  
Ms Ramune Mimiene, Clerk.  
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](mailto:clerk@thestukeleys-pc.gov.uk) 24 hours before to the meeting.

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.

#### 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.

#### **200706/18 To Receive and Approve Apologies and Reasons for Non Attendance**

200706/18. The Clerk reported that Cllr P Tuck sent apologies for absence.  
1 No apologies for absence received from Cllrs A Cull and A Hallihan.

#### **200706/19 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

200706/19. Cllr TC declared interest in Agenda item 200706/26.1 Payments Transaction 44.  
1 New Model Code of Conduct Consultation issued by NALC is open for PC comments till 17<sup>th</sup> Aug 2020  
*The Local Government Association (LGA) has launched a [consultation](#) on a new [model member code of conduct](#).  
High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.  
NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new [model member code of conduct](#) and respond to the LGA [consultation](#) before the deadline of 17 August 2020  
Cllr BP joined the meeting.  
Cllrs agreed to read the document and comment directly.*

All

#### **200706/20 Coronavirus: Update**

Meetings will continue remotely until further notice.

##### **1) Proposal: To agree the date for the Annual Parish Meeting/ Assembly**

NALC's LTN LO1-20 on the-Local-Authorities-and-Police-and-Crime-Panels-Coronavirus-Flexibility-of-Local-Authority-and-Police-and-Crime-Panel-Meetings-England-and-Wales-Regulations-2020 - it is clear that the Annual Parish Meeting (meeting of the electorate) is not mentioned therefore CAPALC advised PC that there are no changes to it'

**Proposal: Proposed by Councillor SB, seconded by Councillor TP, all in favour, and it was RESOLVED that the Annual Assembly is to be held in October 2020.**

Carried

2) Additional PC meeting 3 Aug 2020 – This is a provisional meeting set to accommodate the delayed audit, which has now been successfully completed and therefore the additional meeting is not needed.

#### **200706/21 To Receive and Approve the Minutes of the Parish Council Meeting 1 June 2020**

**Proposal: Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that the minutes be accepted and signed as a true record of the meeting.**  
*Chairman will sign the Minutes at the next face to face meeting available.*

Carried

**200706/22 Matters arising from those Minutes and previous meetings** (action plan circulated to members)  
All items on the Agenda.

TP  
AH

#### **200706/23 HDC and CCC Cllrs reports**

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HDC Cllr SB spoke about traffic calming and signs at Ermine str as it was felt that County Highways TC either reject PC comments or amend it all. Cllr TC agreed to have a look at this.

**200706/24 Alconbury Weald, update: Ermine Street Safety Audit and Other Matters**

HDC Cllr SS shared her thoughts about the Alconbury Weald becoming more separated from The Stukeleys with their own magazine, separate parks. The community spirit was felt missing, but maybe it is due to the current Covid-19 situation. It was noted that The Stukeleys magazine is delivered to AW as well.

**200706/25 Planning**

200706/25.1 Applications determined by HDC: List circulated, noted by PC.

200706/25.2 Applications awaiting determination by HDC, list circulated to members.

200706/25.3 New Applications:

200706/25.3.1 T1 Oak: the following work is proposed to increase light levels and improve the appearance of the tree  
Remove minor growth up to 100mm diameter from stem and main scaffold up to 6-7 metres  
Remove lower section of lowest branch on western side Site Address: The Snowdrops Owl End Great Stukeley Reference: 20/00872/TREE – comments by 30 Jun 20, extension was asked for. Comments submitted on 6 July.

**Proposal: Proposed by Councillor SB, seconded by Councillor SS, all in favour, and it was RESOLVED that PC recommend Approval to this planning consultation.**

**Carried**

200706/25.3.2 *To note*: Cllr TC registered to speak at DMP meeting on 22 Jun 20 re: Planning Consultation ref. 19/02611/FUL Land at 74 Owl End Great Stukeley. The result being 8 to 5 against the appeal.

200706/25.3.3 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

*Extension by HDC provided till 17 Jul. summary of the St Johns Land application for members provided by Planning Advisor.*

**Proposal: Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that PC recommends Refusal to his planning application unless the PC concerns raised are addressed.**

**Carried**

*Note since meeting: PC comments submitted. Clarification sought by the case officer.*

200706/25.4 Neighbourhood Plan (NP) – Cllrs A Hallihan and T Close, report issued by Cllr T Close circulated to full PC

Report read out by Cllr TC. Cllrs discussed the matter and agreed to put an advert seeking to hire a consultant to issue a plan to PC.

**Proposal: Proposed by Councillor SB, seconded by Councillor SS, all in favour, and it was RESOLVED that the advert seeking quotes for the company to issue the Plan is approved.**

**Carried  
SB**

Cllr SB will place an advert to Hunts Post.

**200706/26 Finance – Budget Reports**

200706/26. The Parish Council Financial Regulations 2.2 state:

1 *On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council/Finance Committee.*

**Proposal: To nominate a Councillor who is not a chairman or a signatory to verify the bank statements against the cashbook and bank reconciliations produced by the Clerk/RFO**

Cllr BP agreed to verify the Quarterly PC accounts (when Jun accounts are reconciled).

**Proposal: Proposed by Councillor SB, seconded by Councillor SS, all in favour, and it was RESOLVED that PC nominate Cllr Ben Parkyn to verify PC accounts every quarter.**

**BP  
Carried**

*Note since meeting: The Clerk forwarded accounts info to Cllr BP.*

200706/26.2 To Note Bank Balances, Cashbook, Bank Reconciliation and Budget Reports for April and May 2020

Bank Balances as at 31 May 2020:

- Unity Trust Instant a/c: £40,691.09
- Unity Trust Current a/c: £286,316.49
- Nationwide a/c: 85,000

Note: The Chq payment to Poppy Appeal not cashed yet, outstanding (UT current acc).

200706/26.3 To Approve Annual Governance and Accountability Return (AGAR) 2019/20:

200706/26.3.1 To Approve Section 1 Annual Governance Statement 2019/20

**Proposal:** Cllr TC read the statements line by line.  
**Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that PC approve Section 1 of AGAR Part 3.** **Carried**

200706/26.3.2 To Approve Section 2 Accounting Statements 2019/20  
 Cllr TC read out the statement line by line.  
**Proposal:** **Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED that PC approve Section 2 of AGAR Part 3.** **Carried**

200706/26.3.3 To Approve Explanation of Variance Form and Reserves list 2019/20  
**Proposal:** **Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that PC approve Explanation of Variance Form and Reserves List 2019/20.** **Carried**

Note: Internal Audit done on the day of the meeting – 6 Jul 20 via Zoom platform, Cllrs TC and TP joined this audit meeting. The Internal Auditor's report and signed AGAR now received and noted by full PC.

200706/26.4 Drop Box storage purchase is postponed till PC signs the documentations for the card set up, Cllr B Parkyn  
 Cllr BP reported that the Drop Box charge will be around £95.00 pa. When the credit card is received, Drop Box DD will be set up. *TC, TP Clerk*  
 The application been prepared after it has been approved last year but due to Covid-19 was not yet signed (PC did not meet in Jan). It was agreed that the Clerk will bring the application to Cllrs TC and TP for signing.

200706/26.5 To Approve Payment for Sanction (from CIL funds) already made by PC on 12 Jun 2020 (The 2<sup>nd</sup> half of the payment made on completion of the works, the full amount approved by PC earlier)

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
32	BACS2006 12RogerHyd e	£1,650.00	12/06/20	£1,650.00	£0.00	1650	Roger Hyde Wood Floor - Balance Invoice GSVH
		£1,650.00		£1,650.00	£0.00		

**Proposal:** **Proposed by Councillor TP, seconded by Councillor TC, all in favour, and it was RESOLVED that the payment listed above is approved.** **Carried**

200706/26. To Approve Payments for Sanction as at 6 July 2020  
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ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
48	BACS2007 06E- ON_Jan20	£137.94	01/02/20	£144.84	£6.90	144.84	E-On - Streetlighting energy Jan 2020
49	BACS2007 06E- ON_Feb20	£129.04	01/03/20	£135.49	£6.45	135.49	E-On - Streetlighting energy Feb 2020
47	BACS2007 06E- ON_Mar20	£137.94	01/04/20	£144.84	£6.90	144.84	E-On - Streetlighting Energy March 2020
45	BACS2007 06Wave	£11.93	05/04/20	£11.93	£0.00	11.93	Wave - Water Charges Allotments
50	BACS2007 06E- ON_Apr20	£133.49	02/05/20	£140.16	£6.67	140.16	E-On - Streetlighting energy Apr 2020
44	BACS2007 06TC	£14.39	28/05/20	£14.39	£0.00	14.39	Tim Close - Reimbursement Re Zoom
46	BACS2007 06E- On_May20	£137.94	01/06/20	£144.84	£6.90	144.84	E-On - Streetlighting Charges May 2020
43	BACS2007 06Easiprint1	£237.80	09/06/20	£237.80	£0.00	237.8	Easiprint Ltd - Magazine Jun 2020
42	BACS2007 06BEAM3	£450.00	26/06/20	£450.00	£0.00	450	BEAM - Grass cutting 17.06.2020
33	BACS2007 06_3DPlann in	£250.00	28/06/20	£300.00	£50.00	300	3D Planning LTD - Planning Consultance Services: St Johns land Ermine Str
34	BACS2007 06GamesRo om	£3,273.33	28/06/20	£3,928.00	£654.67	3928	Games Room Company - Outdoor Static Table Tennis tables x 2
39	BACS2007 06LSPA	£600.00	28/06/20	£720.00	£120.00	720	Wicksteed Leisure Ltd - Repair of swings LSPA
40	BACS2007 06BEAM1	£450.00	28/06/20	£450.00	£0.00	450	BEAM - Grass cutting 28.05.2020
41	BACS2007 06BEAM2	£750.00	28/06/20	£750.00	£0.00	750	BEAM - Grass cutting 08.06.2020
51	BACS2007 06BEAM4	£1,200.00	29/06/20	£1,200.00	£0.00	1200	BEAM - Grass cutting 29.06.2020
	Confidential payments	£764.10		£764.10		£764.10	
		<b>£8,677.90</b>		<b>£9,536.39</b>	<b>£858.49</b>		

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

Carried

200706/26.7 To Approve additional Payments for Sanction 6 Jul 2020:

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ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
53	BACS2007 06GeckoWe bs	£300.00	30/06/20	£300.00	£0.00	300	Gecko Webs - Website, web hosting and content transfer
54	BACS2007 06Easiprint2	£246.00	01/07/20	£246.00	£0.00	246	Easiprint Ltd - Magazine printing July 2020
		£546.00		£546.00	£0.00		

**Proposal:** Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the payments listed above are approved.

Carried

**200706/26.8 To Approve the renewal of ICO (Information Commissioner's Office) GDPR/ Data Protection fee:**

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
55	BACS2007 06ICO	£40.00	01/07/20	£40.00	£0.00	40	ICO - Data protection renewal
		£40.00		£40.00	£0.00		

**Proposal:** Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED that the payment listed above is approved.

Carried

Proposal: To sign a Direct Debit for ICO (Information Commissioner's Office) GDPR/ Data Protection fee so that payments is never missed as renewal falls in August and Parish Council usually do not meet in August

**Proposal:** Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED that the set-up of DD is approved (payment by DD will less by £5.00 pa).  
Cllrs TC and SS agreed to authorize the July payments.

Carried  
TC, SS

200706/26.9 The PC have a provisional meeting booked for 3 Aug 2020, if that meeting is not going ahead, to Approve August payments, associated payments and regular village maintenance.

**Proposal:** Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that August payments are approved in principle.

Carried

Homeworking Allowance:

Advice received from CAPALC:

*If an employer has chosen to pay a homeworking allowance, they can pay up to:*

- £4 a week/£18 per month prior to 5 April 2020, or
- £6 a week/£27 £26 (corrected by HMRC) per month from 6 April 2020

Currently the Clerk is receiving the Homeworking Allowance of £18.00 per month. Clerk sought advice on multiple employment issues, which was forwarded to PC. PC agreed to seek further advice as it was not clear.

200706/26.10 CIL (Community Infrastructure Levy) funds, update

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Report on CIL funds as at 1 Apr 2020:

		TOTAL AMOUNT F CIL RETAINED AS AT 31 MAR 2019 was £220,193.23	
<b>2019/20</b>			
<b>Planning Number</b>		<b>Amount</b>	Notification received 14 Oct 19
17/00802/REM		£ 9,028.28	CIL payments between 1 Apr and 30 Sep 19
18/00719/FUL		£ 713.59	
18/00719/FUL		£ 1,427.19	
17/00078/REM (1201158OUT) (17/01741/NMA)		£ 35,660.56	
18/02056/FUL		£ 2,355.61	
		<b>£ 49,185.23</b>	Received
<b>Total Funds as at 14 Oct 19</b>		<b>£269,378.46</b>	
<b>Funds Spent 2019/20</b>			
			<b>NET expenditure:</b>
Accessible access (project complete):			<b>£5,816.67</b>
GS Village Hall			<b>£12,215.90</b>
LS Village Hall			<b>£2,260.00</b>
Village maintenance/ Grass cutting			<b>£7,965.00</b>
Play Area			<b>£14,618.00</b>
Transfer to Savings acc	85,000.00		
		<b>Total spent in 2020/20</b>	<b>£42,875.57</b>
		<b>Left to spend:</b>	<b>£226,502.89</b>

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 to be considered – CIL funds required up to 50k (approved at May 20 PC) – Cllr SS is waiting for the changes to the plan and is collecting 3 quotes.
- Committed CIL spending: LHI Ermine street, GS - PC contribution £15,000 (approved at May 20 PC)- traffic calming.

200706/26.10.1 To agree the purchase of Outdoor Static Table tennis Tables x 2 (one for GSPF and one for LSPF)

Cllrs TC and TP and the Clerk reviewed the quotes/estimates received. The preferred Quote is by GameRoom Company.

**Proposal to purchase 2 Outdoor Table Tennis Tables for the amount of £3,928.00 Gross.**

**Proposal:** Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the purchase of Outdoor Tennis Tables x 2 is approved.

Carried

200706/26.10.2 GSVH and LSVH applications, update and outcome

200706/26.10.3 The Stukeleys Pocket Park Project: Redeveloping of GS PF into Recreation park/ Pocket park, Cllrs T Pinner and T Close TP, TC

The Stukeleys Pocket Park Project. Three summary quotes for the overall landscape strategy plan suitable for planning purposes include: Footpath /circulation walk, Dog exercise zone, Basketball area, child's kick around area, exercise points, table tennis zone, BBQ area and boundary enhancements were reviewed and agreed to award the contract to BCA Associates.

**Proposal: To approve the best quote for the redevelopment of the GSPF into the Pocket Park. The best quote was by BCA Associates for £3,200 + VAT.**

**Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the proposed quote for £3,200.00 + VAT for the redevelopment of the GSPF is approved.** Carried

200706/26.10.4 To consider providing support for the Community Room establishment for the residents use at the LS Church, Cllr S Smith to report

Cllr SS reported that there is a shortfall of around £15,000 for the repairs of the roof. The Invoice will be supplied to SPC. SS

**Proposed by Councillor TP, seconded by Councillor TC, all in favour, and it was RESOLVED that the proposed approach to provide funds of around £15,000 is approved.** Carried

### 200706/27 Village Assets: Maintenance and Repairs

200706/27.1 Maintenance of Open Spaces – grass cutting been carried.

200706/27.2 Notice Board at Little Stukeley: Quotes by Cllr S Smith, outstanding. SS

200706/27.3 Bins in the villages: Bin at Little Stukeley Play Area is now being emptied by HDC and a new bin installation at the Great Stukeley Allotment gardens entrance was requested, update.

One bin at LS by the bus stop was reported as missing. Cllr SS emailed HDC welfare officer. Cllr SS will chase HDC for the answer. SS

200706/27.4 To further Consider Bus Stop Adoption, further steps

PC are still not sure about the final figure to be provided to SPC by CCC, info needed from U&C.

### 200706/28 Highways Issues, Faults and Repairs, to review outstanding issues

200706/28.1 HGV parking on the slip road outside Top Farm on the old A1- Highways group On-going. TS

200706/28.2 Ermine Street Improvement Scheme, outcome.

After the submission of PC comments which were approved at Jun PC meeting, further correspondence from CCC received, further response sent.

U&C will replace traffic calming humps with table tops, costs to be shared between U&C and SPC.

200706/28.3 Local Highway Improvement Scheme (LHI): The application for Traffic Calming at Ermine Street, approved at June meeting, update by Cllrs S Burton, S Smith and T Close. SB, SS, TC

It was noted that this application is a part of U&C Traffic calming. There has been an absence of communication from County Highways.

200706/28.4 Privately Funded Highway Improvement Scheme (PFHI): Cllr T Close prepared PFHI application for Pringle Way Little Stukeley and Ermine Street Great Stukeley, Objective to reinstate road surface

**Proposed by Councillor TC, seconded by Councillor TC, all in favour, and it was RESOLVED that the PFHI scheme is approved.** Carried

Road surfacing PFHI scheme submitted.

200706/28.5 To Consider the Gateway features for both villages, update

Cllr TC will email RB, U&C re the update. TC

SPC understanding is that in line with the attached drawings;

U&C will order, supply and install Gateway signs at either end of the villages.

U&C will order and install Gateway signs between the villages, costs to be covered by SPC.

### 200706/29 To consider updates and reports on current issues on the following:

200706/29.1 Playing Fields:

200706/29.1.1 Play areas remain closed till further notice

NALC and BHIB Councils Insurance have produced a new guide on risk assessment for COVID-19.

#### **Cleaning and hygiene**

Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently.

<https://www.rospea.com/play-safety> - advice for users and parents provided

<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

SPC need to carry risk assessments first, then put the signs and clean the play equipment



Council agreed that both Play Areas remain closed until the safe environment is provided. Cllr TP was arranging the deep clean of the Play Equipment, notices will be put in place when it is all done, both Play Areas will be opened.

200706/29.2 Rights of Way:

No issues raised.

200706/29.3. Allotments: To Approve Allotments Risk Assessment, Cllr G Evans

It was agreed to leave the info re: 1<sup>st</sup> Aid box in the Risk Assessment, - but it will be the responsibility of the Allotment Association to purchase and look after one. Fire blanket and Fire extinguisher need to be purchased by the Association and looked after by the Association too.

Cllr GE will finalise the Risk Assessment and re-send to the Clerk.

Allotment  
Association  
GE

**Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the spending up to £200.00 is approved.**

**Carried**

200706/29.4 Website: Website accessibility

The new Website launched <https://www.thestukeleys-pc.gov.uk/> , the PC now meets the Website Accessibility Requirements, the statement is on the PC website.

PC thanked Cllr BP for arranging the new website and sorting new PC email addresses.

BP

200706/29.5 Village Street Lighting: No issues.

200706/29.6 Parish Magazine

200706/29.7 Training

200706/29.8 Trees in the villages – Cllr SB inspected the trees before and will inspect again in 2020, outstanding.

SB

200706/29.9 Defibrillators – up and running. 1<sup>st</sup> responder took the maintenance over.

**200706/30 Correspondence**

Letter from the resident received re installation of MUGA in the LS PF.

**200706/31 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 3 August 2020 – provisional meeting set, now agreed not to be held.*

Mon 7 Sep – Ermine Street Church Academy or on Zoom, to be confirmed

Mon 5 Oct – GSVH

Mon 2 Nov – LSVH

Mon 7 Dec – Ermine Street Church Academy

**200706/32 Councillors' questions**

None.

**200706/33 Date of the next meeting: Mon 7 Sep 2020 – most likely on-line meeting**

*Meeting finished at 9.35pm.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman: Terry Pinner

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).