

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 5 October 2020 at 7.15pm

ON-LINE MEETING ONLY

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), S Burton (PC and HDC Cllr), S Smith (PC and HDC Cllr), P Tuck, Parish Council Councillors.
Ms Ramune Mimiene, Clerk.
No members of the public.
R Britton, Alconbury Weald
HDC HTC Cllr P Pearce

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 at least 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.

201005/52 To Receive and Approve Apologies and Reasons for Non Attendance

201005/52.1 The Clerk reported that Cllrs G Evans and B Parkyn sent apologies for absence.
No apologies received from Cllrs A Cull and A Hallihan.

201005/53 Declarations of Interests for Members (Disclosable Pecuniary Interests)

Cllr TC declared interest in Finance Agenda item 201005/60.6 reimbursement for the Zoom license for SPC meetings.

201005/54 Coronavirus: Update

Meetings will continue remotely until further notice.
Annual Parish Meeting/ Assembly is now postponed.

Cllr SS joined the meeting.

201005/55 To Receive and Approve the Minutes of the Parish Council Meeting 7 September 2020

Proposal:

Proposed by Councillor TC, seconded by Councillor TP, 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.

201005/56 Matters arising from those Minutes and previous meetings (action plan circulated to members)

All items on the Agenda.

201005/57 HDC and CCC Cllrs reports

No reports this time.

201005/58 Alconbury Weald, a report from the Joint PCs meeting hosted by AW, Cllr T Close

Rebecca Briton from Urban & Civic was invited to give an update and report on the Alconbury Weald, currently there are now 370 properties occupied. Work is progressing on the Cambridge County Council headquarters; Hopkins homes are underway with a second phase of housing and plans are in place for the secondary school with a proposed completion by September 2023. As part of continued development, demolition contractors will be at work between 8.30 and 5.00 on weekdays and 8.30 to 1.00 on Saturdays. U&C are in discussions with several organisations to advise on the design, development, and management of The Stukeleys Country Park.

201005/59 Planning

201005/59.1 Applications determined by HDC: List circulated, noted by PC.

201005/59.2 Applications awaiting determination by HDC, list circulated to members.

201005/59.3 New Applications:

- 1) Extension to village hall. Site Address: Village Hall 14 Low Road Little Stukeley
Reference: 20/01580/FUL. - PC comments by 2nd Oct

No PC comments.

- 2) Variation of condition 2 (Plans) of 18/01707/FUL for improvements to proposed layout and aesthetics of proposal Site Address: 63 Park View Great Stukeley Huntingdon Reference: 20/01682/S73.

No PC comments.

- 3) Magpas application No 18/01217/FUL went to DMC 21 Sep 20, Cllr T Close attended and presented PC views.

The MAGPAS headquarters application on Alconbury Weald was approved by the Huntingdon Development Management Committee with a recommendation from SPC that no future development takes place on the proposed site that may impact further on the neighbouring properties.

- 4) HDC: Planning for the Future White Paper – briefing note for Town and Parish Councils. A briefing note regarding the open consultation on a radical overhaul of the planning system in England which was launched on 6th August by the Ministry of Housing, Communities and Local Government (MHCLG) which runs until 29th October 2020.

Further details and copies of the consultation documents can be found at:

<https://www.gov.uk/government/consultations/planning-for-the-future>

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

<https://www.gov.uk/government/consultations/transparency-and-competition-a-call-for-evidence-on-data-on-land-control>

PC are not submitting any comments.

201005/59.4 Neighbourhood Plan (NP), update: Project Manager for the SPC NP

Applications were invited by public advert regarding establishing and managing the Neighbourhood Plan. No applications received.

201005/60

Finance – Budget Reports

201005/60.1

2nd Quarter (Jul, Aug and Sep 2020) PC accounts yet to be verified

The Parish Council Financial Regulations 2.2 state:

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.

201005/60.2

PC Budget and Precept for 2021/22, Finance Committee to meet and prepare the proposals to the next PC meeting in Nov

Cllr TC will email the suggested date for the Working Group meeting.

201005/60.3

To Note Bank Balances, Cashbook, Bank Reconciliation and Budget Reports to 31 Aug 2020.

Bank Balances as at 31 August 2020:

- Unity Trust Instant a/c: £40,731.67
- Unity Trust Current a/c: £261,662.59
- Nationwide a/c: 85,000

Noted.

201005/60.4

Drop Box storage purchase: PC card now activated and ready to use, Cllr B Parkyn and the Clerk
Cllr BP to liaise with the Clerk to upgrade the Drop Box.

BP
Clerk

201005/60.5

To further consider Homeworking Allowance which was increased from 1 Apr 2020. Advice re multiple employers received:

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.

Multiple employers Where two or more employers pay the same person a homeworking allowance, they can each pay up to £18/£26 a month tax free, provided that each employer is satisfied that the total amount paid (£36/£52 if there are 2 employers) does not exceed the additional household expenses involved.

201005/60.6 To Approve 5 October 2020 Payments for Sanction:
It was agreed to re-imburse Cllr T Close re payment for the Zoom account for £143.88 (incl £23.98 VAT).

ExpTno	Cheque	Ledger date	Gross	Heading	Transaction Details	Cheque Total
89	BACS2010 05E- ONJul20	01/08/2020	£144.84	8000/1	E-On - Streetlighting Energy Jul20	144.84
90	BACS2010 05E- ONAug20	02/09/2020	£144.84	8000/1	E-On - Streetlighting Energy Aug20	144.84
88	BACS2010 05Easiprint1	03/09/2020	£214.02	6050	Easiprint Ltd - Magazines	214.02
82	BACS2010 05BEAM1	18/09/2020	£450.00	7050/1	BEAM - Grass cutting 15.09.2020	450
83	BACS2010 05BEAM2	21/09/2020	£750.00	7050/1	BEAM - Grass cutting 21.09.2020	750
81	05Allotment s	27/09/2020	£66.00	6000/4	The National Allotment Society - Membership renewal	66
91	BACS2010 05Easiprint2	28/09/2020	£246.00	6050	Easiprint Ltd - Magazines	246
		Confidential	£764.10			
			£2,779.80			

Proposal: Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED that the above payments including the payment of £143.88 to Cllr T Close re purchase of Zoom Account for PC use for 1 year, are approved. **Carried**

201005/60.7 CIL (Community Infrastructure Levy) funds, update

PC received a request to consider the Application for Community Infrastructure Levy (CIL) funds:

St Bartholomew's church in Great Stukeley submitted a request for funding towards the replacement of the church roof. The lead was stolen in 2016 and they have been funding raising since then. All planning permissions and authorizations are in place but with the current economic climate all sources of funding are currently on hold and they do not wish to endure another winter with plastic sheeting as the roof.

The church is open to the community for services, and have regular coffee mornings, at least 3 concerts a year to which villagers are welcome and they hold a community Remembrance Sunday service that all villagers are invited to attend before laying their wreaths on the memorial. They participate in the Bi-annual Open Gardens weekend by opening as a coffee shop and also hold regular Songs of praise services dedicated to different groups/committees.

It was agreed to provide funds of £15,000.

PC have regulations on CIL spending. SPC believe that this amenity is part of infrastructure in the village providing services to residents and is in high need of help. Therefore, PC felt that the help towards this amenity is vital to the community.

Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the funds of £15,000 are provided. **Carried**

Update:

- Outdoor table tennis tables x 2 ordered, waiting for the delivery (the company was chased for the delivery update)
- The Stukeleys Pocket Park Project: Redeveloping of GS PF into Recreation park/ Pocket park, the quote confirmed with the contractor, on-going
The appointed contractors for Stukeleys Pocket Park are moving forward with a design concept
- St Martin's Church roof repaired. SS
- Little Stukeley Village Hall: Additional meeting room and redesign of toilets to incorporate accessible toilets (CIL funds required up to 50k) Cllr S Smith to report on the plan and quotes – Plans submitted to HDC as it was found out that the works proposed need planning permission, awaiting the notification from HDC. Then will get the quotes.
- LHI Ermine street, GS – (PC contribution £15,000) - traffic calming, update provided under the Briefing by Cllr SB at Sep PC meeting.

201005/61 Village Assets: Maintenance and Repairs

- 201005/61.1 Maintenance of Open Spaces – Hedges need to be trimmed back at LSPF. Cllr TP will go through the village to check what needs tidying up before winter. TP
- 201005/61.2 Notice Board at Little Stukeley - agreed to remove from the Agenda.
- 201005/61.3 Bins in the villages: Bin at Little Stukeley Play Area is now being emptied by HDC and a new bin installation at the Great Stukeleys Allotment gardens entrance was requested, update by Cllr S Smith who chased HDC – response outstanding. SS
- 201005/61.4 Bus Stop Adoption, further steps – R Britton, U&C stated that works will be incorporated with the traffic calming. Grant to PC to maintain it yet to be received.

201005/62 Highways Issues, Faults and Repairs, to review outstanding issues

- 201005/62.1 HGV parking on the slip road outside Top Farm on the old A1- Highways group TS
On-going.
- 201005/62.2 Ermine Street Improvement Scheme, outcome.
No update.
- 201005/62.3 Local Highway Improvement Scheme (LHI): The application for Traffic Calming at Ermine Street, update by Cllrs S Burton, S Smith and T Close. SB, SS, TC
Clerk to chase CC Highways as since the site visit there was no further actions. Clerk
- 201005/62.4 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
Outstanding.
- 201005/62.5 Gateway features for both villages, no update
- 201005/62.6 Road Verge Management Enquiry by Cambridgeshire County Council Biodiversity Team who are trying to develop a project a strategy for sustainably managing the road verge network in Cambridgeshire. As part of Cambridgeshire County Councils Climate Change and Environmental Strategy Action Plan, they are working towards a highways management approach that delivers environment net gains, this includes ensuring biodiverse verges and all wildlife sites are in positive conservation management. To consider if PC wishes to join.
<https://www.mlei.co.uk/climateenvironment/climate-change-and-environment-strategy>
PC delegated powers to Cllr TP to respond, Cllr TP to report TP
- Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that Cllr TP will respond to the survey.** Carried

201005/63 To consider updates and reports on current issues on the following:

- 201005/63.1 Playing Fields:
- 201005/63.1.1 Play areas open, update
Deep clean will be done once every month till further instructions.
Cllr TC will carry out both Play Areas monthly inspections. TC
Cllr TC will raise with the current webmaster the matter of the link on the old website which was used to report the Play Areas risk assessments, now disappeared. TC
- 201005/63.2 Rights of Way, nothing to report.
- 201005/63.3. Allotments: Allotments Risk Assessment now finalised by Cllr G Evans
- 201005/63.4 Website: Website accessibility
The new Website launched <https://www.thestukeleys-pc.gov.uk/>
- 201005/63.5 Village Street Lighting: No issues.

- 201005/63.6 Parish Magazine
It was agreed that the editor of The Stukeleys Magazine has the full support of the SPC regarding any correspondence that he may consider distressing or vexatious and unsuitable for publishing in the future.
- 201005/63.7 Training: To approve Cllr T Close and the Clerk's training on Finance
Recommended for: Officers and councillors that want to get to grips with preparing a budget. This session is aimed at those involved in preparing, approving and monitoring budgets, as well as those involved in the day to day financial management of a council.
Course Content
 - Preparing a budget
 - Setting a precept
 - Allowing for Inflation
 - Contingencies and reserves
 - How the council tax base affects the budget
 - Budget monitoring
 Cost £30 per delegate from a member council
Proposal: Proposed by Councillor SS, seconded by Councillor PT, all in favour, and it was RESOLVED that the training is approved. Carried
- 201005/63.8 Trees in the villages – Cllr SB inspected the trees before and will inspect again in 2020, outstanding. SB
- 201005/63.9 Defibrillators
Both Defibrillators 2 monthly Maintenance Checks were carried by Hunts Community Coordinator, Who reported to PC that when the check was carried out on the unit on the wall of the Gt Stukeley Village hall it found the guttering above the box pouring with rain down the side of the wall and over the Defib box as well as the two meter boxes. It was presumed that that section of approx. 5 meters of guttering is blocked.
Both the Defib and the meter boxes have seals around the doors, but with that amount of water pouring on to them, something is likely to 'let go' soon, as well as the possibility of damp penetrating the walls. The water was pouring over the guttering from the corner of the building to past the door, Photo was attached.
Clerk inform the VH committee.
- 201005/64 **To consider the request received from Convener The Stukeleys Heritage Group, Regional Chairman CPRE, The Countryside Charity, East of England re the Romano-British Burial Mounds maintenance (GS Playing Fields).**
A request was received from the Stukeleys Heritage Group regarding the management of the Romano-British burial grounds in Gt Stukeley, the SPC will instruct our groundworks contractors to inspect and carry out works required. TP
Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the Chairman will approach the current contractor for a quote for those works to be carried. Carried
- 201005/65 **Correspondence**
Dealt with.
- 201005/66 **Meeting dates for 2020/21 are as follow:**
So far PC are holding on-line meetings only
 Mon 2 Nov – Online via Zoom platform
 Mon 7 Dec – Online via Zoom platform
- 201005/67 **Councillors' questions**
None.
- 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.
- 201005/68 **To note the National Pay Agreement for 2020-21. The Appraisal to be carried as agreed at the next face to face meeting available.**
The appraisal: To be carried. Personnel Working Group agreed to meet. Cllr SS to set a date. SS
- 200907/51 **Date of the next meeting on Mon 2 Nov 2020 at 7.15pm via Zoom**

Meeting finished at 8.20pm.

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).