

## MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 2 November 2020 at 7.15pm

### ON-LINE MEETING ONLY

Present Tim Close (Vice-chairman), S Burton (PC and HDC Cllr), S Smith (PC and HDC Cllr), P Tuck, B Parkin, G Evans, Parish Council Councillors.  
Ms Ramune Mimiene, Clerk.  
No members of the public.  
T Sanderson, HDC Cllr  
P Pearce, HTC Cllr

*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) 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.

#### **201102/70 To Receive and Approve Apologies and Reasons for Non Attendance**

2011102/70.1 The Clerk reported that Cllr T Pinner sent apologies for absence.  
No apologies received from Cllrs A Cull and A Hallihan.

#### **201102/71 Declarations of Interests for Members (Disclosable Pecuniary Interests)**

None.

#### **201102/72 Coronavirus: Update**

Meetings will continue via Zoom until further notice.

#### **201102/73 To Receive and Approve the Minutes of the Parish Council Meeting 5 October 2020**

Amendment: To amend the title for Cllr P Pearce into HTC.

**Proposal: Proposed by Councillor PT, 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 with the above amendment.** Carried

*Chairman will sign the Minutes at the next face to face meeting available.*

#### **201102/74 Matters arising from those Minutes and previous meetings (action plan circulated to members)**

Cllr SS raised the matter re parish magazine. Cllr SB agreed to speak to the Editor re safeguarding and monitoring the magazine. As discussed before, from now on the Magazine Working Group will review the final draft of the magazine before it goes to printers. The Magazine WG members are Cllrs SS, SB and TC. Chair is automatically a member of a group.

The Clerk will email the Editor re: the dates and deadlines for the magazine.

Magazine  
WG

Clerk

#### **201102/75 HDC and CCC Cllrs reports**

No update.

#### **201102/76 Alconbury Weald, update**

R Britton, U&C, reported by email:

- CCC have now approved all detailed works, which means U&C can get a final costing. Current estimate for the table tops alone look like £70-80k.
- U&C would cover signage costs (approx. £30k), as these were part of the safety audit review, and that can be installed by Christmas.
- The Project team manager has suggested a meeting to go through contracts, costs, delivery of the table tops and agree an approach for install asap – ideally before Christmas if U&C can link to the same contract as the signage and depending on the funds available from the Parish Council.

#### **201102/77 Planning**

201102/77.1 Applications determined by HDC: List circulated, noted by PC.

201102/77.2	<u>Applications awaiting determination by HDC</u> , list circulated to members.	
201102/77.3	New Applications: 1) Erection of 3 storey side extension including internal and external alterations Site Address: 30 Church Way Little Stukeley Huntingdon Reference: 20/01355/LBC Erection of 3 storey side extension including internal and external alterations Site Address: 30 Church Way Little Stukeley Huntingdon Reference: 20/01354/HHFUL	
<b>Proposal:</b>	<b>Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED to recommend Approval to the above planning consultation.</b>	<b>Carried</b>
	2) Proposed removal of domestic outbuilding and new build 1 bedroom dwelling Site Address: Land At 4 Ermine Street Great Stukeley Reference: 20/01415/FUL No material consideration therefore SPC recommend Approval.	
<b>Proposal:</b>	<b>Proposed by Councillor SS, seconded by Councillor BP, all in favour, and it was RESOLVED to recommend Approval to the above planning consultation.</b>	<b>Carried</b>
	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 No PC response.	
	201102/77.4 Info circulated by Planning officer to SPC HDC Cllrs: Alconbury Weald - Key Phase 1 Expansion - 19/80094/COND <b>Comment in relation to Key Phase 1 Expansion - 19/80094/COND and the amendment to the S106.</b> PC sought the Planning advisor help. It was noted that this is not a consultation to the parish council but is a notification to the local members - as set out in the officers email. The expiry date for members comments was 28 <sup>th</sup> Oct, and therefore even should the PC wish to make comment post the meeting on the 2 Nov it may be prevented from doing so. The amendments to the S106 are necessary and appropriate to bring the revised KP1 and education requirements into line with the base outline permission. The amendments to the S106 were always going to be necessary as part of this amendment and considered that the case officers summary / explanation sheet explains the changes well. This being the case and noting that SPC did not object to the application to vary the condition on KP1, the SPC does not need to make further comments.	
	201102/77.5 To note that the Appeal supported by PC re 74 Owl End application, Cllr T Close report Ref APP/H0520/W/20/3256984 The Stukeleys Parish Council support planning application 19/02611/FUL for a family dwelling at 74 Owl End, Gt. Stukeley, Huntingdon. SPC consider the proposed site to be within the village envelope, it has a clear boundary and is of a design that compliments other buildings in the locality. The Clerk will submit PC comments via: <a href="https://www.gov.uk/appeal-planning-inspectorate">https://www.gov.uk/appeal-planning-inspectorate</a>	
	<u>201102/77.6 Neighbourhood Plan</u> (NP), update: Project Manager for the SPC NP Cllr SB reported that funding is available. Cllr SB to investigate further. HTC Cllr PP offered help and support, the meeting with Town Clerk yet to be arranged.	<b>NP group</b>
<b>201102/78</b>	<b>Finance – Budget Reports</b>	
201102/78.1	<u>Budget and Precept Proposals 2021.22.</u> Finance WG are meeting on 9 Nov 2020 to discuss and put the proposal forward. Please let the Clerk and Finance Committee know your suggested plans and projects PC wish to implement in 2021.22. Please respond by 6 Nov 2020.	All
201102/78.2	2 <sup>nd</sup> Quarter (Jul, Aug and Sep 2020), Cllr B Parkyn to report The Parish Council Financial Regulations 2.2 state: <i>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.</i> This will be done for the next meeting.	<b>BP</b>
201102/78.3	<u>To Note Bank Balances, Cashbook, Bank Reconciliation and Budget Reports to 30 Sep 2020.</u>	

Bank Balances as at 30 Sep 2020:

- Unity Trust Instant a/c: £40,731.67
- Unity Trust Current a/c: £266,512.62

No statement received for the Nationwide acc, last balance as at 31 Aug 20 was £85,000.00 Noted.

201102/78.4 Drop Box storage: Update, PC actually have a Professional account, fee for which for an individual is £16.58 a month (£7.99 a month as initially agreed is for a personal Plus Plan). To agree the way forward. **BP**

**Proposal:** **Proposed by Councillor BP, seconded by Councillor PT, all in favour, and it was RESOLVED to pay for the Business package £16.58 per month.** **Carried**  
*Note since meeting: Now done.* **Clerk**

201102/78.5 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.

Cllr SS will set a meeting for the Personnel Committee. The Clerk to check options with HMRC. **SS**

201102/78.6 To Approve 2 November 2020 Payments for Sanction:

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
101	BACS2011 02CAPALC	£60.00	25/10/2020	£60.00	£0.00	60	CAPALC - Budget Training: Cllr TC and the Clerk
	1			£30.00			Cllr T Close training
	2			£30.00			The Clerk training
102	BACS2011 02BT	£34.06	25/10/2020	£40.87	£6.81	40.87	BT - BT bill for reporting faults
103	BACS2011 02Easiprint	£272.80	27/10/2020	£272.80	£0.00	272.8	Easiprint Ltd - Magazines
	Confidential:	<b>£752.58</b>		<b>£752.58</b>	<b>£0.00</b>		
		<b>£1,119.44</b>		<b>£1,126.25</b>	<b>£6.81</b>		

**Proposal:** **Proposed by Councillor SB, seconded by Councillor GE, all in favour, and it was RESOLVED that the above payments are approved.** **Carried**  
*Cllrs TC and SS will authorise the payments.* **TC, SS**

201102/78.7 CIL (Community Infrastructure Levy) spending  
A new Application received (quotes supporting the application circulated to PC) for CIL funding for Great Stukeley Village Hall – resurfacing the car park  
 This matter was referred to Finance WG who are meeting on Mon 9<sup>th</sup> Nov. It was agreed that Finance WG will analyse all CIL Income and Expenditure taking into account all significant projects which are being undertaken at the moment. **Finance**  
 CIL Income and Expenditure to 2 Nov 2020: **WG**

As 1 Apr 2020 CIL funds retained					
<b>£226,502.89</b>					
In Apr 2020 further funds received from HDC					
<b>£75,433.57</b>					
Total as at 30 Apr 2020					
<b>£301,936.46</b>					
<b>FUNDS PAID OF:</b>		<b>NET</b>	<b>VAT</b>	<b>GROSS</b>	
Aug-20	GSVH Community Rm refurbishment	<b>13,918.80</b>	2,783.75	<b>16,702.55</b>	Fresh FM Group Ltd
Apr-20	GSVH Floor marking	<b>1,404.00</b>	280.80	<b>1,684.80</b>	M&D Flooring
Jul-20	Table tennis x 2 LS and GS PFs	<b>£3,273.33</b>	£654.67	<b>3,928.00</b>	Games Room
Sep-20	Church Roof St Martin's, LS	<b>£15,000.00</b>	£3,000.00	<b>18,000.00</b>	RHD Building Solutions
Jul-20	Play Ground repairs	<b>£600.00</b>	£120.00	<b>720.00</b>	Wicksteed
Apr to Oct 20	BEAM 1 Apr to 30 Oct 20	<b>£10,050.00</b>	£0.00	<b>10,050.00</b>	BEAM - maintenance
		<b>£44,246.13</b>	<b>£6,839.22</b>	<b>£51,085.35</b>	
<b>Balance as at 31 Sep 2020:</b>					
<b>£257,690.33</b>					
	<b>£110,502.77</b> Received 01/10/2020				
As at Oct 2020					
<b>£368,193.10</b>					
	<b>Committed Expenditure to 30 Oct 2020:</b>				
	£50,000.00	LSVH additional meeting room and redesign of Toilets (agreed May 2020)			
	£15,000.00	PFHI scheme - Pringle Way			
	£3,200.00	Pocket Park Plans GSPF			
	£15,000.00	St Bartholomews Church GS			
	£150,000.00	Pocket park redevelopment estimated			
	£70,000.00	Estimated calculation by AW: Ermine Street Traffic Calming			
	£0.00	Contribution towards GSVH car par refurbishment: yet to be agreed, brought forward to Finance Committee meeting 9 Nov 2020			
	<b>£303,200.00</b>				
	<b>£64,993.10</b> TOTAL FUNDS LEFT as at 2 Nov 20				

Update:

- **Outdoor table tennis tables x 2**, delivered and added to PC assets list.  
**PC paid for the installation. The Clerk to check with the company when will this happen.** Clerk

- The Stukeleys Pocket Park Project: Redeveloping of GS PF into Recreation park/ Pocket park, the first draft of the proposed Public Open Space scheme drawings now received  
2065/20-01 'Great Stukeley Public Open Space Masterplan'  
2065/20-02 'Specimen Trees Image Board'  
2065/20-03 'Hard Landscape Image Board'

PC to review the drawings, and let the company know PC thoughts and how PC would like to take the scheme forward in terms of talking through the layout etc.

PC agreed that initial estimated funds of around £150k to be spent on this project.

**Proposal:**

**Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED to approve the estimated funds of £150K for the above project.**

**Carried**

- **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.

LSVH are waiting for the planning permission so that the quotes could be started.

- **LHI Ermine street, GS – (PC contribution £15,000) - traffic calming, update**

This was for Ermine St that now will be done in conjunction with U&C so is no longer relevant.

201102/79

**Village Assets: Maintenance and Repairs**

201102/79.1	<u>Maintenance of Open Spaces</u> – No update.	TP
201102/79.2	<u>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 chased HDC</u> Cllr SS is working on it. PC will need to budget for 2021.22 at a fee of £260.00 per bin.	SS
201102/79.3	<u>Bus Stop Adoption</u> , further steps – No update	
201102/80 201102/80.1	<b>Highways Issues, Faults and Repairs</b> , to review outstanding issues <u>HGV parking on the slip road outside Top Farm on the old A1- Highways group</u> Options listed by U&C to help PC: <b>Top Farm layby signage on B1049 and Ermine street Traffic Calming:</b>	TS
	<b>Option 1</b> - Designated Clearway Status to Ermine Street 'No Stopping on the main carriageway' would also require a TRO but would need lots of repeater signs along the length of Ermine Street, from the Rust Lane junction to J16 to the north. This might prove expensive and can be less well recognised by drivers.	
	<b>Option 2</b> - Double Yellow Lines Double yellows lines would require a Traffic Regulation Order to be applied for and granted (advertised to the Public, and approved, etc.). These road markings are applied to the carriageway but do not need any additional signage. These road markings are well known by members of the public and are enforceable. It was stated that the Police were previously asked about these proposals and had no issues with them.	
	<b>Option 3</b> - Removal/Relocation/Re-design of a 'Lorry Park' sign – It was noted tonight that this sign has now been removed. As this is a Highways sign, it would need approval to remove and to be carried out by an approved contractor. This needs Highways agreement, Highways and the Police are happy with these approaches, and PC are hoping that with the County in discussion on this it can move forward quickly. U&C are updating all of their maps contractors and tenants use at the moment, with the new A14 / A1307 signage and routing, and have added in annotations that there is no parking anywhere along this road. AW continue to stress this to all tenants and supply chain within the Enterprise Zone. The Clerk to email HDC Cllr TS to seek update on the project.	HDC Cllr TS Clerk
201102/80.2	<u>Local Highway Improvement Scheme (LHI)</u> : The application for Traffic Calming at Ermine Street, update by Cllrs S Burton, S Smith and T Close. Discussed.	SB, SS, TC
201102/80.3	<u>Privately Funded Highway Improvement Scheme (PFHI)</u> : Cllr T Close prepared PFHI application for <u>Pringle Way Little Stukeley only (Ermine Street Great Stukeley is removed from this application)</u> , <u>Objective to reinstate road surface</u> The Clerk chased CCC, to chase again.	Clerk
201102/80.4 201102/80.5	<u>Gateway features for both villages</u> , no update 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. <a href="https://www.mlei.co.uk/climateenvironment/climate-change-and-environment-strategy">https://www.mlei.co.uk/climateenvironment/climate-change-and-environment-strategy</a> PC delegated powers to Cllr TP to respond. Cllr TC reported that Cllr TP spoke to CCC. Work in progress.	TP
201102/81 201102/81.1	<b>To consider updates and reports on current issues on the following:</b> <b>Playing Fields:</b> 201102/81.1.1 Play areas open, update Deep clean will be done once every month till further instructions. Waiting for the further instructions/ directives on the Play Areas. 201102/81.1.2 Monthly Play Areas Risk Assessment done by Cllr TC, when the Drop Box storage is updated, the website will be linked to the monthly survey.	BP

- 201102/81.2 Rights of Way, nothing to report.
- 201102/81.3. Allotments: Invoices to tenants sent.
- 201102/81.4 Website: Website accessibility  
The PC Website is <https://www.thestukeleys-pc.gov.uk/>  
Cllr BP uploads the documents. It was noted how nice the website looks.
- 201102/81.5 Village Street Lighting: No issues.
- 201102/81.6 Parish Magazine  
Discussed under the Minute 201102/74.
- 201102/81.7 Training: Cllr T Close to report on training attended on Finance/ Budget  
Verbal report by Cllr TC. Clerk  
The Clerk to check on band D properties.
- 201102/81.8 Trees in the villages – Cllr SB inspected the trees before and will inspect again in 2020, outstanding. SB
- 201102/81.9 Defibrillators  
All working well and being checked.
- 201102/82 Update re: Convener The Stukeleys Heritage Group, Regional Chairman CPRE, The Countryside Charity, East of England re the Romano-British Burial Mounds maintenance (GS Playing Fields).**  
No update.
- 201102/83 Correspondence**  
Dealt with.
- 201102/84 Meeting dates for 2020/21 are as follow:**  
No meetings in January 2021  
Mon 1 Feb 2021  
Mon 1 Mar 2021  
2<sup>nd</sup> Mon 12 Apr 2021 due to Easter Bank Holiday  
Mon 3 May 2021
- 201102/85 Councillors' questions**  
It was agreed that The Clerk will travel to LSVH to collect the post. Keys to be arranged. Clerk, SS

**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.**

- 201102/86 The Appraisal: To be carried by personnel Working Group, Cllr S Smith to arrange, outstanding. To approve the National rates of pay applicable from 1 Apr 2020. To consider Clerk's Training and Personal Development options.**

- 201102/87 Date of the next meeting on Mon 7 Dec 2020 at 7.15pm via Zoom**

*Meeting finished at 8.46pm.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman: Tim Close

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).