

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 7 December 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.

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.

201207/88 To Receive and Approve Apologies and Reasons for Non Attendance

Cllr Ben Parkyn sent apologies for absence.

Cllr Glyn Evans tried joining meeting but not successfully.

Cllr Sakly Smith was having technical issues in logging in, but stayed on phone and was attending the meeting that way, till she finally managed to log into Zoom.

No apologies received from Cllrs Andy Hallihan and Ashton Cull.

201207/89 Declarations of Interests for Members (Disclosable Pecuniary Interests)

201207/90 Coronavirus, update - Meetings will continue remotely until further notice.

201207/91 To Receive and Approve the Minutes of the Parish Council Meeting 2 November 2020

Proposal: Proposed by Councillor TC, seconded by Councillor PT, 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.

201207/92 To Receive and Approve the Minutes of the Finance Working Group Meeting 9 November 20

Proposal: Proposed by Councillor TC, seconded by Councillor PT, 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.

201207/93 Matters arising from those Minutes and previous meetings - all covered under the Agenda.

201207/94 Committees and Working Groups: To note that Cllr G Evans joined Personnel Committee

Proposal: Proposed by Councillor TC, seconded by Councillor PT, all in favour, and it was RESOLVED that Cllr G Evans joined the personnel Committee. **Carried**

201207/95 LLA and NATS Airspace Change Proposal: This proposal will provide a separate holding stack and flight paths for aircraft arriving at London Luton Airport. There are two options being consulted on, both of which provide for a holding stack over Grafham Water and flight paths over many villages including The Stukeleys.

Letter from the local MP received, who would also welcome constituents contacting him directly with their views on this issue so that he may accurately reflect local feeling in his consultation response. Please email your views to jonathan.djanogly.mp@parliament.uk

LLAs Consultation Document describes rerouting flights. Here is a link to the overview:

https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/

HDC require PC comments by 15 Dec 20, - PC agreed not to comment. It was noted that U&C are preparing the response.

201207/95 HDC and CCC Cllrs reports

HDC Cllr SB, verbal update on Erminse Str traffic calming. PC thanked Cllr SB on pursuin the scheme and keeping the dialog running, due to which we have some good feedback on the above scheme.

HDC Cllr SS, verbal update on Waste Management, the report will be submitted to the magazine.

201207/96 Alconbury Weald, update

201207/96.1 UPDATE ON ERMINE STREET WORKS MEETING – 17 NOVEMBER 2020

The action notes along with the TRO speed limit details and detailed design arrangements that have been approved by CCC circulated by R Britton. The funding note will follow in the next few days and U&C will keep the parish council posted on any updates in the meantime.

201207/96.2 Joint Parish Councils meeting, verbal update by Councillor Tim Close

The update sent by RB, as reported under 201207/96.1 covers this as well.

201207/97 Planning

201207/97.1 Applications determined by HDC – list attached

201207/97.2 Applications awaiting determination by HDC – list attached

201207/97.3 New Applications:

201207/97.3.1 T849 Coast Redwood: sympathetically prune back lower laterals over car park by 1.5 to 2 metres. Works to reduce amount of debris dropping on cars. Site Address: Stukeley Park Chestnut Grove Great Stukeley Reference: 20/02377/TREE – *comments by 18 Dec 20*

No PC comments.

201207/97.3.2 Erection of two storey extension to rear of dwelling, erection of porch at rear door and internal alterations, replacement of existing windows Site Address: 9 Church Way Little Stukeley Huntingdon Reference: 20/02210/LBC and 20/02295/HHFUL – *comments by 8 Nov 20, doen at the last meeting.*

201207/97.5 To note that the Appeal supported by PC re 74 Owl End application - Clerk submitted the comments on 3 Nov 20

201207/97.6 Proposal to allow the Planning Committee to deal with the planning applications received during this period when there is no meeting in January. All applications will be circulated to full Parish Council as usual.

Planning Committee members: Sally Smith (Chair), Tim Close, Andie Hallihan, Ashton Cull Shaun Burton and Glyn Evans

If 3d Planning Tim Slater works for PC, he needs a written consent from PC re Pocket park.

Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that Cllr TC will draft a letter and email all Cllrs. When approved, the Clerk will submit to the Planning Advisor. Carried

**TC
All
Clerk**

Note: This Planning consultation was received from HDC on the meeting date 7 Dec 20:

Proposed new two-storey side extension and loft conversion Site Address: 3 Church Way Little Stukeley Huntingdon Reference: 20/01540/HHFUL – received 7 Dec 2020, comments by 30th Dec.

Planning committee, using the delegated powers, will send the planning recommendations to the Clerk by Fri 18th Dec.

201207/97.7 Neighbourhood Plan update: Project Manager for the SPC Neighbourhood Plan

PC received an email from a resident who wishes to become a Cllr when such an opportunity arises. The resident also noted that they has skills and experience in NP. Cllr **SB** agreed to approach the volunteer.

201207/98 Finance

201207/98.1 PC assets and additions: Insurance

Property – Buildings

- The Street Furniture sum insured has been increased by £442.00 to a new total of £79,303.98 to include two VE Day celebration soldier silhouettes and a letter box.

Property – Contents

- A new category for Sports Equipment has been added for a sum insured of £3,273.00 to include new Table Tennis equipment.

The annual additional premium due is £12.32 including Insurance Premium Tax (IPT) which has increased the future annual premium payable to £1,013.30 including IPT. The pro rata additional premium due until the next renewal date on 1st June 2021 is waived. A new schedule confirming the policy amendment issued to PC.

Noted.

201207/98.2 To Approve Budget and Precept Proposals 2021.22.

Proposal: Precept for The Stukeleys PC for 2021-22 is £56,030.10.

This calculation includes 5% increase in cash terms for householders (subject to confirmation by HDC of the number of Band-D equivalent houses to be included).

This equates to an increase per 'Band D equivalent house' of approximately £0.50 per month, or £6 per year on their Council Tax.

Our working assumption is calculated on the number of 380 houses at AW in total.

Note: This budget does not include the Community Infrastructure Levy (CIL) income associated with AW development.

Proposal: Proposed by Councillor SS, seconded by Councillor SB, all in favour, and it was RESOLVED that the Budget for 2021.22 is £43,924.41 and Precept for 2021.22 is ££56,030.10. Carried

To consider Village Maintenance to be paid from the Precept money and not from CIL funds from 1 Apr 21. – It was agreed to review again before Apr 2021. Remain in CIL pot for now.

201207/98.3 The 2nd Quarter (Jul, Aug and Sep 20) accounts have been checked, Cllr B Parkyn to report – Accounts verified.

201207/98.4 To Note Bank Balances, Cashbook, Bank Reconciliation and Budget Reports Income and Expenditure to 31 October 2020 – Noted.

201207/98.5 Drop Box storage: Updated

201207/98.6 To further consider Homeworking Allowance, Cllr S Smith is arranging the Personnel meeting. – Personnel Committee met. No change to discuss it yet. Next meeting will be set with the Clerk.

201207/98.7 To Approve 7 December 2020 Payments for Sanction:

Additionally 2 more payments were added tonight:

- 1) Invoice from RHD Building Solutions, agreed to pay by chq (chq no 300008) due to previous issues with e account, the total amount is £18,000 incl VAT of £3,000.
- 2) Invoice from Martin England Architectural designs re Proposed Extension and Alterations to LSVH design drawings for £1,317.00 (not VAT registered).

BT payment for £40.87 already made in Nov for the same amount – the new bill received is a repeated one, Agreed not to pay (both dated 6 Oct, only spotted when Nov reconciliation was carried).

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
113	BACS2012 07E-ON2	£133.49	01/10/2020	£140.16	£6.67	140.16	E-On - Streetlighting Sep 2020
112	BACS2012 07BT	£34.06	06/10/2020	£40.87	£6.81	40.87	BT - Streetlights faults reporting line
114	BACS2012 07BCA	£1,600.00	30/10/2020	£1,920.00	£320.00	1920	Barry Chinn Associates Landscape Architects - Pocket Park Landscape plan GSPF
111	BACS2012 07E-ON	£137.94	02/11/2020	£144.84	£6.90	144.84	E-On - Streetlighting Oct 2020
109	BACS2011 207HTC	£435.00	17/11/2020	£522.00	£87.00	522	Huntingdon Town Council - Spraying two play areas with antibacterial spray
110	Chq201207 TheRoyalBri	£64.00	17/11/2020	£64.00	£0.00	64	Poppy Appeal - Poppy Wreaths x 4
115	BACS2012 07one.com	£41.43	28/11/2020	£49.72	£8.29	49.72	One.Com - Annual domain fee - renewal - reimburse M Fox
116	Chq201207 Plot6	£10.00	22/11/2020	£10.00	£0.00	10	Plot 6 deposit returned to tenant
		£2,455.92		£2,891.59	£435.67		
	Confidential	£757.53		£757.53			
	Total:	£3,213.45		£3,649.12	£435.67		

Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED

Proposal: that the above payments including the two additional payments as listed above, are made. Carried

201207/98.8 To Approve January 2021 Payments: Wages and associated payments (info will be circulated to Personnel Committee as usual), plus any other essential bills which will be agreed to be paid by full Parish Council by email.

Invoice from K&M Lighting for repairing of the streetlights at Pringle Way and Low Rd, LS for £168.00 will be paid in Jan 2021.

201207/98.9 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, to consider the proposal made by the Finance Committee:

Proposal: Due to the number of projects planned, all CIL money have been allocated, therefore it was agreed to review this application in 12 months time.

Agreed.

CIL report to 31 Mar 2020 – prepared and ready to be submitted.

Parish Council received payment/s of CIL 'meaningful proportion' for monies collected by Huntingdonshire District Council before 1st April 2020 are required, as every year, to publish a CIL Report for the financial year 1st April 19 to 31st March 20 (payments received in **April and October 2019** and report on any spending or retained funds from previous years - no later than the 31st December 2020. **A copy of the completed report must be sent to implementation@huntingdonshire.gov.uk** Template filled in by the Clerk.

Regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended).

PC have to state under which criteria the funds were spent (a) or (b) as defined in the CIL Regulations below:

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

(a) the provision, improvement, replacement, operation or maintenance of infrastructure;

or

(b) anything else that is concerned with addressing the demands that development places on an area.

CIL Income and Expenditure to 31 Oct 2020:

As 1 Apr 2020 CIL funds retained					
£226,502.89					
In Apr 2020 further funds received from HDC					
£75,433.57					
Total as at 30 Apr 2020					
£301,936.46					
FUNDS PAID OF:		NET	VAT	GROSS	
Aug-20	GSVH Community Rm refurbishment	13,918.80	2,783.75	16,702.55	Fresh FM Group Ltd
Apr-20	GSVH Floor marking	1,404.00	280.80	1,684.80	M&D Flooring
Jul-20	Table tennis x 2 LS and GS PFs	£3,273.33	£654.67	3,928.00	Games Room
Sep-20	Church Roof St Martin's, LS	£15,000.00	£3,000.00	18,000.00	RHD Building Solutions
Jul-20	Play Ground repairs	£600.00	£120.00	720.00	Wicksteed
Apr to Oct 20	BEAM 1 Apr to 30 Oct 20	£10,050.00	£0.00	10,050.00	BEAM - maintenance
		£44,246.13	£6,839.22	£51,085.35	
Balance as at 31 Sep 2020:					
£257,690.33					
	£110,502.77 Received 01/10/2020				
As at Oct 2020					
£368,193.10					
Committed Expenditure to 30 Oct 2020:					
£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				
£303,200.00					
£64,993.10	TOTAL FUNDS LEFT as at 2 Nov 20				

Update on CIL:

Outdoor table tennis tables x 2 ordered, needs installing

When works at LSVH commens, the support base for the table tennis table will be installed.

Proposal: Proposed by Councillor TC, seconded by Councillor PT, all in favour, and it was RESOLVED that the above will be included in the works proposed at LSVH extention.

Carried

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.

To consider the concerns raised by the resident regarding the maintenance of the Pocket Park and other matters. It was discussed and agreed that all will be in hand. It was agreed to keep the groundsmaintenance within CIL element. Long term maintenance (5 years) will be with the installation company.

It was noted that the football facility is moved to AW and is much better facility.

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.

As discussed above.

LHI Ermine street, GS – (PC contribution £15,000) - traffic calming, update, funds needed are £70K, which is now updated in CIL report.

201207/99 Village Assets: Maintenance and Repairs

201207/99.1 Maintenance of Open Spaces, update – Finance Working Group recommended the expenditure to be brought back from Precept funds (and not from CIL) – It was agreed to review before Apr 2020.

201207/99.2 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 - No update.

201207/99.3 Bus Stop Adoption; no further update.

201207/100 Highways Issues, Faults and Repairs, to review outstanding issues;

201207/100.1 HGV parking on the slip road outside Top Farm on the old A1 - Highways working group, update by Cllr A Cull. PC to consider:

- The sign advertising a lorry park on the road close to this deceleration lane is removed
- Double yellow lines are installed
- The option of Clearway signage is considered and costed

This matter lies with Highways. PC are having cones for now, which are ordered by AW. If cones will not work, then consider further.

201207/100.2 Local Highway Improvement Scheme (LHI): The application for Traffic Calming at Ermine Street, update by Cllrs S Burton, S Smith and T Close.

U&C need to provide exact costings. PC have committed funds of £70,000 in CIL funds. Cllr SB worked a lot on this project, having consistent communications with U&C. PC thanked Cllr SB.

201207/100.3 Privately Funded Highway Improvement Scheme (PFHI): for Pringle Way Little Stukeley and Ermine Street Great Stukeley, Objective to reinstate road surface:

To Approve the Quote to have the end of Pringle Way, Great Stukeley resurfaced as requested by the PFHI which would cost £21,286.12 plus VAT as confirmed by CCC, this figure is an estimation so it could go up or down slightly

3 new properties built there share the same road. Residents approached PC.

Proposal: Proposed by Councillor SS, seconded by Councillor TC, all in favour, and it was RESOLVED that the above works to be carried. Clerk to instruct the CC Highways.

Carried

201207/100.4 Gateway features for both villages, update – it was reported by U&C that works will be in Jan 2021.

201207/100.5 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, Cllr T Pinner to report – no feedback from CCC.

<https://www.mlei.co.uk/climateenvironment/climate-change-and-environment-strategy>

201207/101 To consider updates and reports on current issues on the following:

201207/101.1 Playing Fields:

201207/101.1.1 Play Areas: Deep clean will be done once every month till further instructions.

201207/101.1.2 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 as before

The 1st Invoice for the monthly spray of the Play Areas is paid tonight.

Cllr TC will carry out the monthly risk assessments for the next month.

201207/101.2 Rights of Way Bridleway 133/21 (Great Stukeley to Huntingdon N), very overgrown and access is difficult – reported to County Highways

201207/101.3 Allotments:

To review the fees; and to consider the meadow as per residents request

Proposal to implement resident and non resident fee.

At the moment all tenants pay the same rates, which are:

- quarter plot £10
- half plot £15 and
- full size £25

Proposal for **non residents:**

- **quarter plot £15**
- **half plot £20 and**
- **full size £30**

To review the tenancy agreement.

The matter discussed. It was agreed not to increase the rent for non residents.

Clerk to calculate how many people from outside of The Stukeleys have plots.

Note since meeting: 5 outside of The Stukeleys.

201207/101.4 Website: The new Website <https://www.thestukeleys-pc.gov.uk/>

The PC email account: To consider the upgrade to a 50GB Business account which will be 25 times bigger than the one the Clerk has now. It's £60 a year. Cllr B Parkyn to report

Proposal: Proposed by Councillor TC, seconded by Councillor PT, all in favour, and it was RESOLVED that the mstorage is increased.

Carried

To consider getting a quote for the installation of the Outlook

Proposal: Proposed by Councillor ss, seconded by Councillor TC, all in favour, and it was RESOLVED that the Cllr TC will approach AskIT and the Clerk will seek a quote for the works to be carried.

Carried

201207/101.5 Village Street Lighting

201207/101.6 Parish Magazine

201207/101.7 Training: Cllr T Close to report on training attended on Finance/ Budget arranged by CAPALC, verbal update.

201207/101.8 Trees in the villages – no update.

201207/101.9 Defibrillators – 1st responder is looking after the defibrillators.

Parish Council thanked the volunteers who were checking the defibrillators prior to this take over.

201207/102 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). Cllr T Pinner to report

Proposal: Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the current PC maintenance contractor is approached for a quote for the above works. Carried TP
It was agreed that no specialist needed. Council suggested the Contractor meets with one Councillor and Michael Monk. Cllr TP agreed to arrange that.

201207/103 Correspondence received

201207/104 Meeting dates for 2021 – PC are holding on-line meetings till further notice

No meetings in January 2021

Mon 1 Feb 2021

Mon 1 Mar 2021

2nd Mon 12 Apr 2021 due to Easter Bank Holiday

Mon 3 May 2021

201207/105 Councillors' questions

Please, note that no decisions can lawfully be made under this item. Business must be specified therefore the Council cannot lawfully raise matters for decision.

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.

201207/106 The Appraisal: Cllr S Smith to report.

To Approve the National rates of pay applicable from 1 Apr 2020 – referred to personnel meeting.

To Consider Clerk's Training and Personal Development options – referred to personnel meeting.

201207/107 Date of the next meeting:

No meeting in January

The next PC meeting is scheduled on Mon 1 February 2020 at 7.15pm – online

Meeting finished at 9.14pm.

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).