

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 1 March 2021 at 7.15pm

ON-LINE MEETING ONLY

Present Tim Close (Vice-chairman), Shaun Burton (PC and HDC Cllr), Sally Smith (PC and HDC Cllr), Ashton Cull, B Parkyn, P Tuck, Parish Council Councillors.
Ms Ramune Mimiene, Clerk.
CCC Cllr Terry Rogers.
HDC Cllr T Sanderson.
2 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.

A member of the public, ex Councillor and Chair to the PC at the time when the Clerk was appointed (Sep 2016), joined the meeting tonight after he has seen the Notice in the parish magazine that the Clerk has resigned. A member of the public wanted to thank the Clerk and asked the Council to reconsider their decision to financially support the Clerk's Professional Development request.

PC noted the resident's comments.

A member of the public, wishing to join PC, attended the meeting tonight.

A member of the public left the meeting

210301/129 To Receive and Approve Apologies and Reasons for Non Attendance – None.

210301/130 Declarations of Interests for Members (Disclosable Pecuniary Interests) – None.

210301/131 Coronavirus, update - Meetings will continue remotely until further notice.

Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology currently until May 2021 and are advised to make use of those powers

Noted.

210301/132 To Receive and Approve the Minutes of the Parish Council Meeting 1 February 2021

Proposal: Proposed by Councillor SB, seconded by Councillor BP, 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.

210301/133 Matters arising from those Minutes and previous meetings

There is one Vacancy on the Parish Council. It was agreed to have an Agenda item at Apr meeting. PC are awaiting for HDC notification re co-option.

Note since meeting: The statutory period for electors to request an election to fill the vacancy on your Council, due to the resignation of Cllr Hallihan, has now passed without such a request having been made. Therefore, PC can make the necessary arrangements to co-opt to fill the vacancy. PC will need to notify HDC by email elections@huntingdonshire.gov.uk with the details of the person co-opted in due course.

210301/134 HDC and CCC Cllrs reports

CCC Cllr TR, verbal update. Cllr **AC** agreed to forward the info re the Top Farm entrance seeking CCC Cllr TR advice.

HDC Cllr **TS** agreed to chase CCC re the footpath to Brampton Hut. Cllr **TC** will forward the original email. Cllr **TS** noted the successful meeting re 2021/22 Budget, and informed PC that there is no increase in HDC Council tax.

Cllr **SB**, reported on the 1st meeting held with HDC on NP. And noted the successful vaccination being carried by Alconbury Surgery.

Cllr **SS**, verbal report on HDC Budget set up.

210301/135 Alconbury Weald, update

210301/136 Planning

210301/136.1 Applications determined by HDC – list attached

210301/136.2 Applications awaiting determination by HDC – list attached

210301/136.3 New Applications:

Application for new electrical sub station, high voltage cables and all associated works Site Address: Land At And Adjacent To Alconbury Weald Ermine Street Reference: 21/00248/FUL – *comments by 17th March 21 – missed Mar meeting Agenda. Clerk sought extension. Planning Committee* will make the recommendations.

CC Cllr TR left the meeting.

210301/136.4 Neighbourhood Plan update: Outcome from the meeting held with HDC NP team on 23 Feb 2021, Cllrs S Burton, T Close and S Smith to report

Useful links to consider first:

Neighbourhood Plan Guide link: <https://www.huntingdonshire.gov.uk/media/2074/neighbourhood-and-community-planning.pdf>

Locality website: <https://locality.org.uk/>

The meeting with HDC was a successful start of the NP. SPC are waiting for the further feedback from HDC. Cllr **SB** will chair NP steering group which is being formed.

210301/137 Finance

210301/137.1 To note Bank Balances, Income against Expenditure Report, Bank Reconciliation carried to 31 Jan 2021 – Unity Trust main and instant accounts

210301/137.2 Quarter 3 accounts, Cllr B Parkyn to report

210301/137.3 To Approve 1 March 2021 Payments for Sanction

ExpTno	Cheque	Ledger date	Gross	Heading	Transaction Details	Cheque Total
149	BACS2103 01Easiprint	22/02/2021	£261.00	6050	Easiprint Ltd - Magazine	261
150	BACS2103 013Dplanning	22/02/2021	£300.00	9050	3D Planning LTD - Planning Consultancy Services	300
			£561.00			
			1180.58		Confidential	
		Total:	£1,741.58			

Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the above payments are to be made. Carried

Additional regular payments which missed the Agenda but needs paying before the year end:

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
151	BACS2103 01T&Sgard eni	£2,750.00	26/02/21	£2,750.00	£0.00	2750	T&S Gardening&Grounds Maintenance - 11 visits to clear out ditch, mull hill near play area, owl end ditch
152	BACS2103 01E- ONDec20	£137.94	26/02/21	£144.84	£6.90	144.84	E-On - Streetlighting Dec 2020
153	1E- ONJan21	£137.94	26/02/21	£144.84	£6.90	144.84	E-On - Streetlighting Jan 21
		£3,025.88		£3,039.68	£13.80		

Proposal: Proposed by Councillor TC, seconded by Councillor SS, all in favour, and it was RESOLVED that the above payments are to be made. Carried

There is one outstanding Invoice from RP Welding services LTD for £540.00. It was agreed to make this payment on the receipt of the Invoice. **Clerk** to chase.

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
155	BACS2103 03RPweldin g	£450.00	03/03/21	£540.00	£90.00	540	RP Welding Services LTD - Fabricate weld galvanise and fit storm drain grill
		£450.00		£540.00	£90.00		

The Invoice received on 25 Feb 21 from U&C re Infrastructure works at Ermine Street for £99,879.31 prior to the start of the works was not acceptable, SPC negotiated for the deposit Invoice first. U&C will redo the Invoice. It was agreed to pay the deposit on the receipt of the amended Invoice.

Additionally agreed to pay this outstanding payment to BT:

ExpTno	Cheque	Net	Ledger date	Gross	Vat	Cheque Total	Transaction Details
154	BACS2103 01BT	£74.46	24/01/21	£81.35	£6.89	81.35	BT - Outstanding Bill - BT failed to set up a DD as instructed back in Nov 2020
		£74.46		£81.35	£6.89		

210301/137.4 To note that the Council Tax – Precept 2021/22

HDC confirmed the details of the level of charge for your town/parish: -

Notified Precept of:	£56,030
Tax Base for Area (Equated number of Band D Properties)	900
Band D Charge (to cover Local Council Precept)	£62.26

210301/138 CIL (Community Infrastructure Levy) spending to date

- Village grass cutting: The Maintenance schedule now received, 10 cuts planned
- Outdoor table tennis tables x 2 ordered, need installing – Cllr **SS** agreed to put the specification together for the base for the tables. Cllr **TC** agreed to seek quotes for the works needed.
- The Stukeleys Pocket Park Project: Redeveloping of GS PF into Recreation park/ Pocket park – it was felt that the village needs to be informed and have their say for what they want.

Cllr TP reported that the Tumulus been cleared. 2000 snowdrops and 2000 bluebells been ordered and

will need to be planted in the next 2 – 3 weeks. PC will need volunteers within the village, or will have to pay the current contractor to plant. Cllr TP reported that the Tumulus was covered in ivy which is now sorted.

- 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. – Cllr SS reported that the VH are waiting for the HDC decision on the application. The committee have ideas but no quotes yet.

HDC Cllr TS left the meeting.

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				

It was noted that the final figures will vary from the allocated sums.

210301/139 Village Assets: Maintenance and Repairs

210301/139.1 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 – Cllr SS to chase.

210301/139.2 Bus Stop Adoption: no further info from U&C yet.

210301/140 To Review Risk Register for 2021/22

Cllrs TC and SS agreed to view and present at the next meeting.

210301/141 Flooding: Useful links noted

<https://www.fws.environment-agency.gov.uk/app/olr/register> this will allow you/ them to register for EA notifications if they are in an area which may be at risk.

<https://flood-warning-information.service.gov.uk/warnings> which has details of information on current flood alerts in place.

210301/142 Highways Issues, Faults and Repairs, to review outstanding issues;

210301/142.1 Ditch maintenance: drain and culverts survey

PC agreed to seek quotes for the works to be carried on the regular basis. Clerk wanted that PC will be working on HDC and CCC land therefore need their permission. There might also be Insurance implications.

210301/142.2 HGV parking on the slip road outside Top Farm on the old A1 – PC have placed traffic cones [supplied by U&C] on the slip road at the Top Farm slip road.

Ermine Street/Top Farm Traffic Management: B1043

PFLHI scheme

Cllr AC attached the work he did so far on parking restrictions/additional signage for Top Farm. The next stage is consultation with various stakeholders.

The application has been shared with CCC Cllr TR.

210301/142.3 Local Highway Improvement Scheme (LHI): Gateway features for both villages and Ermine Street traffic calming

To sign the DEVELOPMENT AGREEMENT between THE STUKELEYS PARISH COUNCIL AND URBAN&CIVIC ALCONBURY LIMITED for the infrastructure works to be carried to install road humps at Ermine Street at Little and Great Stukeley

The agreement was signed, U&C raised the invoice in line with the agreement. U&C will then place the contract with the contractor in order to proceed on site as soon as possible.

The Invoice for £99,879.31 received from U&C which was questioned by SPC. PC consider that the deposit Invoice should be paid 1st and not full amount in advance.

The payment schedule will be adjusted to reflect a 50% deposit to be paid now with the balance to be paid on completion of the works.

Breheeny will not be delayed by this new payment schedule and we remain on track to have the works completed as per the contract dates.

PC thanked Cllr SS for negotiating the new bill.

210301/142.4 Privately Funded Highway Improvement Scheme (PFHI): for Pringle Way Little Stukeley – works starting 2 Mar 21

210301/142.5 Road Verge Management Enquiry by Cambridgeshire County Council Biodiversity, Cllr T Pinner to report

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

Cllr TP noted a few areas. A list of areas needs to be made. Cllr SB note that the pavements will need to be looked at. AW residents are invited to bring any issues they have to SPC.

210301/143 To consider updates and reports on current issues on the following:

210301/143.1 Playing Fields:

210301/143.1.1 Play Areas: Deep clean will be done by Town Council once every month till further instructions.

210301/143.1.2 Monthly Play Areas Risk Assessment, update by Cllr T Close. Cllt TC will do the risk assessment.

210301/143.2 Rights of Way – Cllr TC brought to PC attention that the cycle path Alconbury to Brampton not yet fully operational

210301/143.3 Allotments – additional keys were cut so that the Chair has spare keys and because that some plots were subdivided to accommodate more tenants.

210301/143.4 Website: The new Website <https://www.thestukeleys-pc.gov.uk/>

Cllr BP noted that the option to carry out the Risk Assessments of Play Areas are added to the website.

210301/143.5 Village Street Lighting Cllr S Smith reported that it was agreed that Rhd would sort out the light at the entrance to the church, GS as they were already on site at the church.

The light is now done. Cllr SB approached PC re two streetlights overshading his property. Cllr **SB** will check whom these lights belong to. If the lights are PC light, the current contractor can be instructed to shade them.

210301/143.6 Parish Magazine – monthly reports are being submitted.

210301/143.7 Training – nothing to report. Councillor training available via CAPALC online booking system.

210301/143.8 Trees in the villages – Cllr SB noted that there appears to be a lot of tree work going around.

210301/143.9 Defibrillators - Alconbury/Buckworth CFR Group Coordinator checked both defibrillators and sent the reports, which were shared with PC.

210301/144 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

Works were undertaken to tidy up the Romano-British burial grounds in Gt Stukeley by groundworks contractors.

210301/145 Correspondence received – no outstanding.

210301/146 Meeting dates for 2021 – PC are holding on-line meetings till further notice

To confirm the Annual Parish Meeting and Annual Parish Council Meeting dates

2nd Mon 12 Apr 2021 due to Easter Bank Holiday

2nd Mon 10 May 2021 due to Spring Bank Holiday on the 3rd of May –

Mon 7 Jun 2021

Mon 12 July 2021

Mon 6 Sep 2021

Mon 4 Oct 2021

Mon 8 Nov 2021

Mon 6 Dec 2021

210301/147 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.

A member of the public left the meeting.

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.

210301/148.1 Home Working Allowance, Advice received from CAPALC. Now awaiting the advice from HMRC as requested by Personnel – no response received yet.

210301/148.2 Training – Cllr SS confirmed that the offered 3 study hours a month are within the hours contracted and not the additional hours.

210301/148.3 Clerking matter – The Clerk handed in her resignation on 2 February 21, the last working day is Tue 2 March. The Personnel Committee approached the Clerk seeking her to stay in post for the following two weeks, and the Clerk agreed to till 12 March so that the handover process could be carried out. SPC thanked the Clerk and wished her well.

210301/149 Date of the next meeting:

The next PC meeting is scheduled on 2nd Mon 12 April 2021 at 7.15pm – online

Meeting finished at 9.06pm.

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).