

MINUTES

The Parish Council Meeting of The Stukeleys was held on Monday 2 March 2020 at 7.15pm at Ermine Street Church Academy

Present Terry Pinner (Chairman), Tim Close (Vice-chairman), G Evans, S Burton, B Parkyn, Parish Council Councillors.
Ms Ramune Mimiene, Clerk.
No members of the public.
HDC Cllr T Sanderson
CC Cllr T Rodgers.

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.

03/789 To Receive and Approve Apologies and Reasons for Non Attendance

03/789.1 The Clerk reported that Cllrs S Smith, P Tuck and A Hallihan sent apologies for absence.

03/790 Declarations of Interests for Members (Disclosable Pecuniary Interests)

03/790.1 None.

03/791 To Receive and Approve the Minutes of the Parish Council Meeting 10 February 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.

Chairman signed the Minutes.

Carried

03/792 Matters arising from those Minutes and previous meetings (action plan circulated to members)

03/792.1.1 None.

TP
AH

03/793 HDC and CCC Cllrs reports

03/793.1 HDC Cllr TS presented a verbal report.

CC Cllr TR joined the meeting

03/793.2 CC Cllr TR presented a verbal report.

HDC and CC Cllr left the meeting

03/794 Alconbury Weald, update: Ermine Street Safety Audit and Other Matters

03/794.1 Update on Joint Parish Councils Meeting (JPCM) at AW on Tue 25 Feb 2020 provided by the Clerk.

Clerk to email U&C to seek that Cllr TC is included in the Joint parishes' meetings invitation list.

Note since meeting: Cllr TC contact email address forwarded to U&C.

Clerk

03/795 Planning

03/795.1 Applications determined by HDC: List circulated, noted by PC.

03/795.2 Applications awaiting determination by HDC, list circulated to members.

03/795.3 New Applications:

- 1) Change the external fenestration from brickwork and tile hanging and timber windows to cedar boarding, render and powder coated windows and doors. Site Address: Stukeley Gardens Owl End Great Stukeley Reference: 20/00264/HHFUL

Proposal: Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that PC recommend Approval to the above planning application.

Planning Recommendations submitted HDC.

Carried

No further info received on:

It was agreed to remove the following three items from the Agenda.

Applications outstanding from the Previous meeting:

- 3) Conditional Information for 1201158OUT: Condition 9: Amended Key Phase 1 definition. Condition 10: Amended Key Phase Framework a) Design Code b) Indicative Sequencing Plan c) Archaeological Investigation d) School Site Plan e) Key Phase Transport Assessment f) Key Phase Travel Plan & Mitigation Strategy g) Delivery Plan h) Site Wide Strategy Supplements (Water, Ecology & Code of Construction Practice) and i) Sustainability Statement. Site address: Alconbury Airfield Ermine Street Little Stukeley PE28 4WX

SPC wish to lodge a Holding Objection pending resolution on 19/01341/OUT and the alignment of the A141.

4) Planning Application for 1,500 at Alconbury Weald (Grange Farm): Outline planning permission (all matters reserved) for a mixed-use development to include- means of access, residential development of up to 1,500 dwellings (C2 & C3), local centre including retail and community facilities (A1-A5 & D1), primary school, open space, play areas, recreation facilities, landscaping, associated demolition, ground works and infrastructure. Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 19/01341/OUT
SPC wish to lodge a holding objection to the outline application as currently submitted and wishes to engage with both HDC planning and UC to explore an amended submission which would protect the separation of AW from Huntingdon and enable a meaningful country park to be provided to maintain this separation in perpetuity.
That UC be requested to fully consider other options for delivering additional housing – noting that it is up to 1500 and does not necessarily mean 1500 exactly.
In principle SPC is accepting of development on land south of Grange Farm with an equivalent area to the 27Ha of land formerly identified for the Education Campus - however the extent and format of this is reliant on clarification of the line of the realigned A141.

5) Variation of conditions 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 20, 24, 26 and 28 for application 1201158OUT - Amended wording (see covering letter, appendix 1) and Key Phase Submission - KP2 - The Country Park (Hybrid Element). Site Address: Alconbury Weald Ermine Street Little Stukeley Reference: 19/01320/S73
SPC wish to lodge a Holding Objection pending resolution on 19/01341/OUT and the alignment of the A141 as the parameters of the country park are a function of the site area and its interaction with surrounding development.

03/795.4 Allocation HU1: Land North of Ermine Street (St John's College land, by Savills):
 Keep it on the Agenda.

03/795.5 Neighbourhood Plan (NP) – Update by Cllr A Hallihan
 Notes from the email circulated by Cllr AH tonight were read by Cllr TC.
 Cllr AH proposal:
 Update on Neighbourhood Plan:

1. In line with the last decision from Council to organise initial meetings with potential advisors, emails on organising the meetings with advisors for the Neighbourhood Plan were exchanged. This has proven to be elusive with aligning availability being a challenge.
 - a. A factor in this is Cllr AH availability given work commitments.
2. Cllr AH proposed to Council a change to the next steps, and put this to Council for their agreement.
3. Proposal:
 - a. Cllr Andie Hallihan (AH) to prepare a tender document for potential advisors.
 - b. Cllr AH to send draft tender document to Neighbourhood Plan Forum Team (NPFT) (comprising councillors and interested parishioners) for review/comment.
 - c. Following amendments, Cllr AH to send draft tender document to NPFT for approval.
 - d. Cllr AH to send approved tender document to potential advisors and book meeting for presentation and review with NPFT and individual advisors.
 - e. NPFT to select preferred advisor.
 - f. NPFT to present preferred advisor to Council for approval – or Council to delegate approval to NPFT.

PC discussed the proposal.

Proposal: Proposed by Councillor TC, seconded by Councillor SB, all in favour, and it was RESOLVED that the above proposal is not accepted.

Carried

PC wish to outsource project managers position to expediate the process.

HDC Cllr TS will advise PC on Councils who have already got the plan in place. He will also share the Huntingdon Town Council NP document with PC. **TS**

03/796 Finance – Budget Reports

03/796.1 Cashbook and Bank Reconciliation carried to 31 Jan 2020

Balance as at 31 Jan 2020:

- Unity Trust Instant a/c: £40,650.55
- Unity Trust Current a/c: £290,997.91

The Chq payment to Poppy Appeal not cashed yet, outstanding.

Assets Register reviewed:

Addition of the Letter Box purchased in Dec 19 noted by PC.

To agree the Cost Centres for the Income and Expenditure to make the best use of the Accounting Programme – deferred to Finance WG meeting.

03/796.2 Council Tax – Precept 2020/21
This is how we calculated and based the Precept on:

Proposal for 2020/21: Precept request of £53,362.00, based on 750 homes (based on info provided by U&C), Band D Precept would be £71.00 per month, increase is around £0.42 per month.

This is the table done by HDC, please note the number of houses is higher than PC calculated so the Band D charge gone down to £61.76:

Council Tax – Precept 2020/21. HDC confirmed the details of the level of charge for the parish:

Thank you for your Notified Precept of:	£53362
Tax Base for Area (Equated number of Band D Properties)	864
Band D Charge (to cover Local Council Precept)	£61.76

03/796.3 Income and Expenditure against the Budget Report to 31 Jan 2020 – Noted.

03/796.4 Application for the Corporate Multipay Card with a monthly spending cap (will enable to set up a DD to acquire the Microsoft Office Business Premium installation and future use)

Proposal: Proposed by Councillor TC, seconded by Councillor BP, all in favour, and it was RESOLVED that the Corporate Multipay Card is approved, all conditions stay as agreed at Nov PC meeting. Carried

03/796.5 To Consider Drop Box storage, Cllr B Parkyn

Clerk received a notification that the Drop Box space is very low and needs upgrading. PC can pay for the upgraded version of Dropbox. For about £8 a month (pay for a year all in one payment) PC would get 2 terra bytes of storage, which is about 400 times what we have now. PC PB

Cllr BP on his absence presented a written report for PC consideration.

Cllr BP to approach PC webmaster to take over the passwords for the website. Upgraded version of Drop box to be purchased when the Corporate card is in place.

Suggestion of a few website designs. Cllr BP will provide the info

03/796.6 To note the transfer of £85,000 (CIL funds) to Nationwide - done.

03/796.7 Expenditure for Approval 2 Mar 2020:

Invoice for £400 received from T&S Gardening&Grounds maintenance for the works carried at LS VH – for hedge cut to height of fence as requested and approved at the last meeting. Agreed to add to payments list for Mar payments. Paid from CIL funds.

Date	PC Date	Ref No	Payable to	Details	Rec/ Date credited a/c	For a/c purpose only	Income	Expenditure	Balance	VAT
Mar 20										
02/03/2020		200302.1								
		200302.2	Wages	Wages including PAYE Feb 20				658.35	£195,113.45	
02/03/2020		DD	NEST	Pensions Contribution Employee & Employer Feb 20				76.23	£195,037.22	
02/03/2020		200302.3	Expenses	Expenses on Running Cost of PC Feb 20				29.12	£195,008.10	
02/03/2020		200302.4	Edge	Online set up PC accounting system				192.00	£194,816.10	32.00
02/03/2020		200302.5	Edge	AdantEdge Online - 5 year contract				561.60	£194,254.50	93.60
02/03/2020		200302.6	S Burton	Reimbursement paper advert at Hunts Post re tender				240.00	£194,014.50	40.00
02/03/2020		200302.7	Alexander Green Office Interiors	Stacking Chair Truck x 2				206.28	£193,808.22	34.38
02/03/2020		200302.8	T&S Gardening	LS village hall hedge cut to height of fence				400.00	£193,408.22	
							0.00	2,363.58		199.98

Proposal: Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that the payments listed above are approved including the additional payment for £400 payable to T&S Gardening&Grounds Maintenance. Carried

Cllrs GE and TC agreed to authorise payments for sanction.

03/796.8 CIL (Community Infrastructure Levy) funds.

Draft CIL Income and Expenditure Plan as at 2 Mar 2020:

		TOTAL AMOUNT F CIL RETAINED AS AT 31 MAR 2019 was £220,193.23	
2019/20			
Planning Number		Amount	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	
		£ 49,185.23	Received
Total Funds as at 14 Oct 19		£269,378.46	
Funds Spent 2019/20			
			NET expenditure:
Accesible access (project complete):			£5,816.67
GS Village Hall			£12,215.90
LS Village Hall			£2,260.00
Village maintenance/ Grass cutting			£7,965.00
Play Area			£14,618.00
Transfer to Savings acc	85,000.00		
		Total spent in 2029/20	£42,875.57
		Left to spend:	£226,502.89

1) **LSVH**

It was agreed at Feb PC that the tennis courts are to be considered for the LSPF as suggested by the LSPF committee. Cllr SS is looking to get the quotes for Multi use courts.

SS

2) **GSVH**

Redeveloping of GS PF into recreation park, Cllrs T Pinner and T Close
Awaiting one more Quote.

TP

03/797 Village Maintenance and Repairs

03/797.1 Maintenance of Open Spaces: The Tender now confirmed

03/797.2 Notice Board at Little Stukeley: Quotes by Cllr S Smith

03/797.3 A Bin to be emptied at Little Stukeley Play area and a new bin to be installed at the Allotment gardens at Great Stukeley: Update

SS

03/798 Highways Issues, Faults and Repairs, to review outstanding issues

03/798.1 HGV parking on the slip road outside Top Farm on the old A1- Highways group

Clerk to forward the info PC received re the above so that HDC Cllr TS can follow this up.

TS

03/798.2 Ermine Street Improvement Scheme, outcome.

Clerk

U&C queried that if PC did not want to have the "Other Route" signs, then PC do not have to. This was something in response to the concerns about people going down the side roads instead of down the main road.

PC considered the scheme and felt that no extra signage is needed at this point. However PC are quite keen to progress a speed table at the entrance to GS coming from Huntingdon going north where the road currently says 'slow down', just prior the bridle way path where the current 30m per speed limit and GS village sign is.

03/798.3 To consider the road surface issues raised by the residents at the end of Pringle Way specifically outside number 22, 24 and 33.

Forward email to CC Cllr TR. HDC Cllr TS will see a regional manager.

Highways improvements: it was agreed for up to £10,000 of CIL funds spending on a rolling basis to improve the roads in both villages. Meeting with County Highways yet to be set up.

TP

03/798.4 To Consider the Gateway features for both villages – submitted to U&C. Awaiting the feedback. Consider one at either end of entrance to both villages.

The same design as at the entrance to Alconbury village.

2 gateways PC to pay and 2 AW.

To note:

IMPORTANT INFORMATION IN RELATION TO 2021/22 LOCAL HIGHWAY IMPROVEMENT (LHI) APPLICATIONS

Following discussions in relation to the delivery timescales experienced for Local Highway Improvement (LHI) schemes and concerns raised regarding the number of schemes not completed within the financial year for which the funding is allocated it is proposed that the application window for schemes to be delivered in the 2021/22 financial year is brought forward by two months, opening on 1st April 2020 and closing on Sunday 31st May 2020.

Changing the application period will then see the feasibility studies undertaken between May and September 2020, panel meetings in October and committee approval in December 2020. This will mean the winter period, January to March 2021, can be used to begin designing schemes for delivery from 1st April 2021, making use of the better, summer weather for delivery, rather than design.

PC need to consider the scheme.

- 03/799** **To consider updates and reports on current issues on the following:**
- 03/799.1 Playing Fields:
Football club – notified.
03/799.1.1 Play Areas: Visual monthly Inspection reports for GS and LC Play Areas:
LS
GS issues on the web system as Cllr SB could not log in to carry the online risk assessment.
03/799.1.2 Quotes for LS Play Area:
3 quotes for the swings' seats replacement for LSPA now received and presented to PC.
- Proposal:** **Proposed by Councillor SB, seconded by Councillor TC, all in favour, and it was RESOLVED that the Wicksteed is to be awarded the job to replace 4 seats (£358.05), supply and install. Clerk to seek Wiksteed to install as well as this was not quoted for.** **Carried**
- 03/799.2 GS PA Risk Assessment outstanding, Cllr SB. **SB**
Rights of Way:
Right of way Beach Avenue, Gt Stukeley
CC Right of Way officer said:
A rough estimate to upgrade the route, both legally on the map and also on the ground, would be £10-15k. Our Definitive Map Officer is currently on paternity leave and due back in another fortnight. I am sure he would be able to give a more specific breakdown of costs.
Footpath – Cllrs SB and TP walked it and noted that it is acceptable. PC will make sure it is maintained.
- 03/799.3 Allotments: No update.
03/799.4 Website: Website accessibility as per new Guidelines **BP**
<https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>
Cllr BP will investigate the matter as the link provided was broken.
Cllr BP will liaise with the current webmaster re the best approach and actions regarding the website handover. **BP**
- 03/799.5 Village Street Lighting: No issues.
03/799.6 Parish Magazine
TP will put info re GSPF seeking residents' opinions and advice.
03/799.7 Training
Training available.
03/799.8 Trees in the villages – Cllr SB will inspect in spring.
03/799.9 Salt bins in the villages – no update.
- 03/800** **Vexatious Complaints Policy, Cllr P Tuck** **PT**
Carry forward to the next meeting when Cllr PT is present.
- 03/801** **Correspondence**
All dealt with.
- 03/802** **Climate Change**
Remove it from the Agenda.
- 03/803** **Meeting dates for 2020/21 are as follow:**

Mon 6 Apr – LSVH

Mon 4 May – Annual Parish Meeting/Assembly at 7.15pm and Annual Parish Council Meeting to follow - Ermine Street Church Academy

Mon 1 Jun – GSVH

Mon 6 Jul – LSVH

Mon 7 Sep – Ermine Street Church Academy

Mon 5 Oct – GSVH

Mon 2 Nov – LSVH

Mon 7 Dec – Ermine Street Church Academy

03/804 Councillors' questions

None raised.

03/805 Date of the next meeting: Mon 6 Apr 2020 at LSVH

Meeting finished at 8.50pm.

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

Date

Chairman: Terry Pinner