

**Minutes of the meeting of Alconbury Parish Council  
held on Tuesday 25<sup>th</sup> February 2014 at Alconbury Memorial Hall.**

Councillors present: Mrs. E. Adams, Mr. A. Bush, Mrs. J. Aylott (Chairman), Mrs. E. Elphick, Mrs. L. Isles, Mr. P. Watson & Mr. A. Welsh.

Also present: County Cllr. P. Ashcroft, Mrs. D. Benham (Clerk) & 2 members of the public.

1. Apologies for absence: Cllr. R. Sale (Work commitment), Cllr. K. Tarabella (Work commitment), Cllr. S. Tarabella (Work Commitment), District Cllr. K. Baker (Attending another meeting) & County Cllr. P. Brown (Attending another meeting).

2. Declaration of Interests: Cllr. Adams declared an interest in item 10, being a trustee of Alconbury Recreation Field Charity.

3. To approve the minutes of the previous meeting held on 28<sup>th</sup> January 2014:  
Approval of the minutes of 28<sup>th</sup> January 2014 proposed by Cllr. Watson, seconded by Cllr. Bush, unanimously agreed.

4. Councillor vacancy: Cllr. K. Tarabella has commenced a three part CAPALC councillor training course being held at Buckden Village Hall as per Alconbury Parish Council's training policy. Cllr. Aylott proposed retrospective approval of the Clerk's action in booking Cllr. Tarabella on to the course. Seconded by Cllr. Elphick, unanimously agreed. A new notice has been placed on the the noticeboard advertising the remaining councillor vacancy.

5. Report from County Councillor: County Cllr. Ashcroft had nothing to report.

6. Village entrance feature: The Clerk had arranged a meeting for Cllr. Sale and Cllr. Welsh with Jo Challis (Policy & Regulation Engineer, Highways) on 24<sup>th</sup> February to discuss plans for village entrance features. Cllr. Welsh reported that Highways were no longer supportive of solid entrance structures such as brick features, metal or wooden gates, as their safety auditors perceived that these could present an increased hazard in the event of an accident. Ms. Challis had suggested that the first step should be to improve the road signs for HCVs by erecting black and white signs with the lorry symbol and "Alconbury Weald" on them. This would give drivers a route to follow and hopefully stop them from following the "Alconbury" signs into the village. Ms. Challis had also suggested making a "soft" entrance feature with improved signs and road markings at all of the entrances. Councillors were not happy to abandon the original proposal of a solid upright entrance feature and requested that the Clerk clarify the situation with Ms. Challis. Cllr. Aylott and the Clerk will discuss the signage with Urban & Civic at the next liason meeting. .

7. Update on Alconbury Weald: The next liason meeting will be on 4<sup>th</sup> March.

8. Brook tidy and wildlife survey: Carried forward to the next meeting.

9. Flooding – insurance matters and flood warning service: Cllr. Aylott and the Clerk had met with Johnathan Djanogly to discuss the problems associated with obtaining insurance on properties at risk from flooding. There is a document called an

“Insurance Related Request” (IRR) supplied by the Environment Agency (EA) which would include details of any equipment fitted to prevent flooding, which could be helpful when obtaining insurance. Mr. Djanogly is going to look into this. In the meantime, the Environment Agency are holding a Flood Information Drop-in Session on Tuesday 8<sup>th</sup> April from 3pm to 7pm for residents of Alconbury and Alconbury Weston. The EA will leaflet the houses close to the brook and the event will be advertised in the next newsletter.

10. ASSC: Mrs Brawn and Mrs Dix have retired as trustees of the Alconbury Recreation Field Charity and Mrs Elizabeth Adams and Mr. Michael Gunney have been appointed as new trustees. A new Operations Group now meet weekly and have authority to make decisions. They hope to change the current image to that of a family orientated club and there are lots of events planned including an Easter family day. Gift aid forms are now available.

11. Community Orchard/Trees: The Clerk read a report from Cllr. S. Tarabella - Cllr. Tarabella had met with Matthew Bell of Global Tree Solutions and was satisfied that the work on the tree mentioned at the last meeting, had been carried out satisfactorily. A Mulberry tree on the green is in poor condition and Cllr. Tarabella suggested that in view of the age of some of the other trees, consideration should be given to planting some new trees. Cllr. Tarabella had dealt with a conifer in Mill Road that had come down in the recent windy weather and will prune the trees in the orchard in March.

12. Memorial Hall: No meeting had taken place.

13. Neighbourhood Watch: No meeting had taken place. The police crime report for December shows no recorded crime.

14. Playgrounds: Cllr. Watson had nothing to report. The Clerk advised that as she had still not received a reply from Speedi Signs, she had ordered 2 “no dogs” signs from Borney Uk Ltd at a cost of £45 plus VAT and would be collecting them later this week.

15. Youth Group: Cllr. Adams advised that 42 juniors and 32 seniors attended the last club night. Volunteers are still needed to help on club nights. Cllr. Adams wished to amend her report from the last meeting regarding the donation from Urban & Civic: The third payment has not yet been received but this is in hand.

16. Website: Councillors were advised of the details of the website quotation obtained from ask iT. Following discussion, Cllr. Welsh proposed that Alconbury Parish Council should give mh-p 30 days notice as required in their contract and that the quotation from ask iT be accepted. Seconded by Cllr. Adams, unanimously agreed.

17. Infrastructure report:

a) Churchyard – nothing to report.

b) Village Green – The Clerk had received two complaints about damage being caused to the village green opposite the entrance to Frumetty Lane, allegedly by the refuse lorry. The complaints had been passed to Beth Gordon at HDC, who had checked the vehicle’s CCTV back to 17<sup>th</sup> January and found no evidence that the

refuse lorry had been to blame. Parishioners who witness damage being caused are asked to note the vehicle details and registration number and pass these to the clerk.

c) Roads and footpaths – The complaint about off road vehicles using the ford and surrounding grass at the end of Polecat Lane has been passed to Highways to deal. Clerk to report the very poor condition of the road surface in Polecat Lane and to ask for The Maltings to be swept following the recent flooding. Clerk to contact Highways regarding the poor condition of the road surface on the two roundabouts over the A1 to the front of the main entrance into Alconbury Weald.

d) General – The Clerk is awaiting a response from Peta King of Balfour Beatty regarding the Parish council’s request to have the street light outside 14 Manor Lane reinstated and additional street lighting along North Road to ASSC. Clerk to request a litter pick along both slip roads from the A1. Clerk to report overhanging conifers outside 3 Mill Road to Highways.

#### 18. Planning.

Update on previously discussed applications:

1300666FUL – Change of use from vacant land to provide six permanent pitches for gypsies and travellers. Former Megatron site, Ermine Street, Alconbury. Awaiting date for public enquiry.

1301630FUL – Alteration of dormer window to doorway and formation of balcony area on flat roof and addition of render to front elevation. Permission granted by HDC.

#### 19. Financial report:

a) Payment of outstanding debts.

Cllr. Bush proposed approval of payment of items (1) to (4). Seconded by Cllr. Adams, unanimously agreed.

(1) Cq. No. 766 CCC, supply and installation of 3 grit bins.	£342.00
(2) Cq. No. 767 Mrs. D. Benham, wages and expenses for February.	£602.40
(3) Cq. No. 768 HMRC, PAYE & NI	£55.40
(4) Cq. No. 769 Borney Uk Ltd., “No dogs” signs for Bramble End play area.	£54.00

b) Current position.

A copy of the receipts and payments and bank reconciliation was handed to each councillor. A copy will be attached to the minutes. The bank statements were available for inspection and Cllr. Watson confirmed that the balances in the bank account were correct as shown on the bank reconciliation.

#### 20. Clerk’s appraisal:

The Clerk’s probationary six month appraisal had been completed on 4<sup>th</sup> February by Cllr. Aylott and Cllr. Sale. Cllr. Aylott read the appraisal summary to councillors, which was then signed by Cllr. Aylott and the Clerk. Cllr. Sale to sign at the next meeting. The next appraisal will be completed in August and yearly thereafter.

#### 22. Correspondence:

a) e-mail from Alconbury Over 60’s Club asking for a donation towards their August outing. Clerk has sent a Small Grants Application form for completion.

b) e-mail from Clive Durston asking whether he can put a memorial bench in memory of his mother, Daphne Durston, somewhere in the village. Councillors agreed that the ASSC would be the best location. Clerk to ask Mr Durston to contact Cllr. Adams.

- c) Complaint received from a parishioner regarding non-delivery of newsletter and transport questionnaire. Oversight noted.
- d) Timebanking information session for Parish Councils – Wednesday 5<sup>th</sup> March. Nobody available to attend.
- e) Application for funding from the Local Highways Improvement Initiative to alter the give way signage to stop, at the junction of Rusts Lane and High Street has been successful. £1000 will be made available from Highways. The Parish Council must contribute up to £100. Highways will now examine the area and put a proposal to the Parish Council for approval.

24. New agenda items for the next meeting:

Recruitment policy; Data Protection policy; grass cutting; appointment of a new internal auditor.

25. Date of the next meeting: 25<sup>th</sup> March 2014, starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....