

## ALCONBURY PARISH COUNCIL

Minutes of the Annual General Meeting held on Tuesday 30th May 2006 in the New Memorial Hall

### Present:

Mr. Brown (Chairman), Mr Senior, Mrs Adams, Mrs Aylott, Mrs Dyer, Mrs Elphick, Mrs Hathaway, Mr Watson, Mrs Watkin and Mrs Williams. County Councillors Sir Peter Brown and Elaine Kadic. District Councillor Keith Baker. Mrs Lancey (Clerk). 5 members of the public.

### Public Forum

All items had been covered at the Annual Parish Meeting.

#### 1. Apologies for Absence

None.

#### 2. Appointment of Chair, Officers, Parish Councillors and Committee and Parish Council Representatives

##### Officers:

Mr Brown was nominated for the position of Chairman by Mr Senior and seconded by Mrs. Watkin. Mr Brown was duly elected and signed his Declaration of Acceptance of Office.

Mr Senior was nominated for the position of Vice Chairman by Mrs Williams, seconded by Mrs Aylott and was duly elected.

Mrs Lancey was nominated for the position of Responsible Finance Officer by Mr Brown, seconded by Mrs Dyer and was duly elected.

##### Parish Councillors:

Declarations of Acceptance of Office were then signed by those Councillors absent from the last meeting, Mrs Elphick and Mrs Williams, and signed by new Councillors Mrs Hathaway and Mr Watson. The clerk informed the meeting that unfortunately Mr Dawson had decided not to stand for co-option and therefore there remained one vacancy.

##### Registration of Financial and Other Interests

The Clerk then arranged for all Councillors (as required by The Standards Board) to complete either new Registration Forms of Financial and Other Interests or to sign declarations that there were no changes to their previous submission. All forms to be forwarded to Huntingdonshire District Council.

##### Committee Representatives Appointed:

Churchyard: All Councillors

Infrastructure: All Councillors

Village Green: All Councillors

Planning: Mr Brown, Mr Senior, Mrs Watkin, Mrs Dyer and Mr Watson

Bramble End Playground: Mr Senior and Mrs Williams

Flood Alleviation: Mrs Elphick and Mrs Watkin. It was agreed this should be expanded as necessary when the Scheme was put forward for planning.

##### Parish Council Representatives Appointed:

New Memorial Hall: Mrs Adams and Mrs Hathaway

Sports & Social Club: Mrs Adams (Clerk to check whether two representatives were required)

Neighbourhood Watch: Mrs Aylott  
RAF Molesworth: Mrs Dyer  
CALC: Mrs Dyer  
Youth Group: Mrs Adams and Mrs Aylott  
Parish Plan: Mr Brown, Mrs Watkin and Mrs. Williams. This group to be expanded in Sub Committees as required.  
Police Liaison: Mr Senior  
Health & Safety: Mr Senior and Mrs Watkin  
Clerk to arrange for website to be updated accordingly.

3. Councillors' Interests  
None recorded.

4. Minutes of the Previous Meetings held on 25th April, 15th and 16th May 2006.  
Approved and signed.

5. Committee Reports  
a) Clerk's infrastructure Report  
Churchyard: Nothing to report

Village Green: Clerk reported on initial problems with the new grass cutting contractors which she hoped were now resolved.  
Horses were still galloping on the green and damaging the turf. Clerk to find out advance warning of events through the Pony Club/Riding Club in order that notices might be displayed asking riders to avoid the Green.  
Mr Senior enquired of any progress with restriction of large vehicles using Brookside. Clerk to chase.

General: Clerk reported that footpaths and kerbs along the Great North Road were to be refurbished.

Mrs Elphick complained of overgrown verges in Polecat Lane. Clerk to action.

Mrs Williams complained of overhanging shrubs on the footpath leading from Chapel Street to Hawthorne End. Clerk to contact resident.

Mrs Williams asked if she could pledge to plant a tree on the village green as she had been forced to fell one in her garden. It was decided that the New Memorial Hall would be an appropriate site.

b) Planning  
New Applications:

0601680FUL- Erection of Conservatory, 21 Coulson Way - No observations.

060159FUL/LBC - Erection of Conservatory and Summerhouse, 5 The Maltings - No observations.

Applications Determined by Huntingdonshire District Council:

0600783FUL/784CAC - Erection of 4 dwellings and shop with flat above and demolition of existing premises, 1 Bell Lane - Permission refused.

0600723FUL - Change of use of outbuildings to 2 self catering holiday units, Spring Cottage - application withdrawn.

Bramble End Playground

ROSPA inspection had been carried out and circulated to Mr Senior and Mrs Williams. The

report had suggested monitoring the key links on the bay swings. Mr Senior/Mrs Williams to carry this out prior to the next meeting and then decide upon the frequency required for regular inspections.

Mrs Aylott enquired whether Lottery Funding might be obtained for renewal of the equipment in Bramble End. Clerk explained that she had already completed a questionnaire for HDC associated with this. She would enquire as to its status. Mrs Williams requested any brochures on play equipment that might be available in order that she might get an idea of costing should it become possible to replace the existing equipment. Clerk to provide.

#### 5. Matters Arising

##### Re-routing of Footpath

Highways Dept. did not consider road markings of new crossing points to be necessary.

##### Installation of Mirror - Rusts Lane/High Street

Whilst acknowledging the Parish Council's reply concerning a mirror at the bottom of Rusts Lane, Jonathan Djanogly MP had taken the opportunity of complimenting the Parish Council on the Parish Plan document.

##### Primary Care Trust

The Trust had acknowledged receipt of the Parish Plan document and had commented on how informative it was and how well it was produced.

##### Concrete (Flood Relief) Road

The Church Commissioners had confirmed that they were happy to encourage increased public access provided that this was managed and did not cause conflict with the proper management of the land. They would discuss with the tenant.

##### Training on Planning Issues

Clerk to initially arrange a training session for all Councillors with CALC.

##### Parking

Traffic Officers would monitor the parking outside Truckstop and PCSOs would look into the problems in Rusts Lane.

##### Life Education Centre

A letter of thanks from the School had been circulated to all Councillors.

##### Flood Alleviation Scheme

The Environment Agency had informed the Clerk that they were still aiming to get all documentation to HDC by August and planning permission would be sought a few months after this.

##### Complaint to HDC re. CCTV camera

Unfortunately no reply had been received from HDC in time for the AGM. Clerk to write expressing the Parish Council's disappointment.

#### 6. Correspondence (A list of correspondence had been circulated to all)

##### Alconbury Cricket Club - Request for Donation

After discussion it was agreed to make a donation of £250 towards routine running costs.

Clerk to action accordingly.

Huntingdon Community Safety Partnership Annual Seminar

Mr Senior to attend seminar on Neighbourhood Focus on 13th June.

Sustainable Communities Bill - Support via Charter 88

It was decided not to subscribe to Charter 88.

Transport Challenges in Cambridgeshire - Briefing

Mr Watson to attend.

Local Authority Development Framework: Consultation on the Core Strategy Statement of Community Involvement

Passed to Mr Brown.

Local Authority Bye Laws in England - a discussion paper

To be circulated to all Councillors.

#### 7. Responsible Finance Officer's Report

Draft Accounts had been circulated and were with the Internal Auditor. There were no comments or questions from Councillors.

Cheques for signature (notified with Correspondence List):

Donation to 1st Alconbury Scout Group as agreed - £100

Grafton Projects - stationery - £15.83

ROSPA Playground Inspection - £141

Scott & Co. - Insurance Renewal - £587.71

A.C. Green - Churchyard clearance - £300

Demon - Web Hosting - £11.75

Internet Calls (prior to Broadband connection) - £19.87

Clerk's Salary - May - 42.5 hours @ £8.70 per hour - £369.75

Back Dated Salary Increase for April 42.5 hours @ 55p per hour - £23.38

Pipex Broadband - £22.49

Rental of Methodist Chapel - extraordinary meeting - £7.50

CALC Annual Affiliation Fee - £361.75

Petty Cash - Youth Group - £100

Payments were proposed by Mrs Watkin and seconded by Mrs Dyer

Cleared Balances:

Current Account: £18,482.10 Deposit Account £18,499.45

Youth Group Account: £5250.41

Clerk explained that she was still waiting for the Nationwide Building Society to sort out tax which had incorrectly been deducted from interest earned on the Youth Group and Parish Plan Accounts. After this she was recommending a change of bank accounts and at this time new signatories would also be appointed.

#### 8. The Parish Plan

The Clerk reminded Councillors that Stan Rees from Cambridgeshire ACRE would be attending the June meeting in order to give help and advice on the way to proceed after completion of the Parish Plan. The Draft Response which had been prepared by the Sub Committee had been circulated to all Councillors. This document along with Mrs. Watkin's notes on the way forward was discussed at some length. It was agreed that the Response Document should be combined with an Annual Report to be distributed throughout the

village. Although only £200 had been set aside in the precept for such a document it was agreed that the increased estimate of £500 should be spent on such an important publication. A decision on whether a report should be produced annually and whether more information should be published on the website would be made when setting the next year's precept. In the meantime Mrs Watkin would ascertain whether there was "a count" on the website to gauge how many people used it to view minutes etc. The Draft Response Document would be finalised in time for discussion with Stan Rees. This would include some photographs and financial information. As the Response Document could not be prepared and printed in time for the Village Affair on July 15th, and also because several Councillors would not be available on the day, it was decided that the Parish Council should not have a stand at the show.

#### 9. The Youth Group

Mrs Aylott and Mrs Adams reported that the last Committee Meeting had been much more positive and progress was being made with the appointment of the youth worker. More sessions would be held during the summer months when other clubs and societies did not meet. The Youth Group would have a stand at the Village Affair. The Group had entered further discussions with the Memorial Hall Committee concerning the proposal of a multi-user surface on the land adjacent to the Hall.

#### 10. The Alconbury Sports & Social Club

Mrs Adams would provide the Parish Council with annual accounts from the Club. They had enquired whether they would need planning permission to replace the dug-outs on the playing field. Mrs Adams to advise that they should contact the Planning Department at HDC.

#### 11. Clerk's Salary

The Clerk advised that after the April increment in salary the Parish Council was obliged to register with the Inland Revenue as an employer because of National Insurance implications. She had obtained a starter pack accordingly.

Mrs Watkin proposed that the Clerk should leave the room whilst her salary was discussed in more detail. The Clerk duly left the room. The Clerk's pay rise was discussed in detail and it was agreed that the Clerk regularly and consistently went beyond the call of duty and this should be recognised with an increase in her salary to Spinal Column 21. This was proposed by Mr Senior and seconded by Mrs Adams and agreed by majority vote. Mr Brown reminded the Council that the Clerk's annual appraisal was due and this would be completed in due course. The Clerk then re-entered the room.

#### 12. Date of Next Meeting

The next meeting will be held on 27th June 2006 in the New Memorial Hall. Starting at 7.45pm. Stan Rees from Cambridgeshire ACRE will be attending the meeting.