

ALCONBURY PARISH COUNCIL

Minutes of the Annual General Meeting held on Tuesday 27th May 2008 in the New Memorial Hall

Present:

Mr Senior (Chair), Mrs Aylott, Mrs Adams, Mr Brown, Mrs Dyer, Mrs Elphick, Mr Hardy, Mrs Hathaway, Mrs Watkin, and Mr Watkin. County Councillors Peter Brown and Laine Kadic. District Councillor Keith Baker. Mrs Lancey (Clerk) 1 member of the public.

Public Forum

No issues raised.

1. Appointment of Chair and Officers

The Clerk asked for nominations for the position of Chair. Mr. Senior was nominated to stand for a further year by Mrs Watkin and seconded by Mrs. Dyer. Mr Senior agreed to continue in the post and duly signed his Declaration of Acceptance of Office which was countersigned by the Clerk. Mrs Aylott was nominated by Mr Senior to continue as Vice Chair and seconded by Mr Brown. Mrs Aylott agreed to continue in this role. Mrs Lancey was nominated by Mrs Watkin and seconded by Mr Watson to continue to act as Responsible Finance Officer. Mrs Lancey agreed to continue to act as RFO.

There were no proposed changes to Committee Representatives:

Infrastructure – all councillors

Planning – Mr Brown, Mrs Dyer, Mrs Watkin and Mr Watson

Bramble End Playground – Mr Watson and Mrs Williams

Flood Alleviation – all councillors

Parish Council Representatives were as follows:

Memorial Hall – Mrs Adams and Mrs Hathaway

ASSC – Mr Brown and Mr Watson

Neighbourhood Watch – Mrs Aylott and Mr Hardy

RAF Molesworth – Mrs Dyer

CALC – Mrs Dyer

Youth Group – Mrs Adams and Mrs Aylott

Resources and Management (including health and safety) – Mrs Dyer, Mrs Hathaway, Mr Senior and Mrs Watkin

Police Liaison/Emergency Planning – Mrs Elphick, Mr Hardy and Mr Senior

Quality Status – Mr Brown, Mrs Dyer and Mrs Watkin

All councillors confirmed they agreed with these responsibilities.

2. Apologies for Absence

Apologies received from Mrs Williams.

3. Councillors' Declaration of Interest for items on the Agenda

Mr Watson declared a prejudicial interest in agenda item 9 living in close proximity to the planned development, and Mr Brown, Mrs Hathaway and Mr Senior each declared a personal interest in planning application 0801149FUL as the applicant was known to them.

4. To sign and approve minutes of previous meeting held on 29 April 2008.

Proposed by Mr Hardy and seconded by Mrs Hathaway. Minutes duly approved and signed.

5. Resources and Management (RaM) – Mrs Watkin

The working party had looked at the Clerk's role and the responsibilities of the Council as a corporate body.

- The number of hours worked had been reviewed. Some long outstanding items might be delegated to working parties in order to ease the Clerk's workload.
- Clerk's current contract and job description to be reviewed
- Asset management – to be reviewed by Mrs Dyer and Mrs Hathaway
- Health & Safety Issues/Risk Management – to be reviewed by Mr Senior in conjunction with CALC. Clerk to purchase guide to creating written policy (£10) and to be allowed to undertake her own risk assessment of her workplace.

Next meeting – 10th June. Mrs Aylott and Mr Brown to also attend.

6. Jointly Funded Minor Improvement Scheme 08/09

Bid for speed restrictions in Rusts Lane had been unsuccessful as the cost would have exceeded the JFMI budget.

7. Truck Stop Site – update from Clerk

Clerk reported that HDC's Environmental Health Dept. had been contacted and that PCSO Gemma Clarke had again been asked to monitor the situation and liaise with HDC.

8. Field Close – update from Clerk

CCC had offered to erect a low level fence along the land in question. Quotation for £200 for clearing space for the fence and also cutting back trees overhanging the garden of number 38 should be accepted. Clerk to inform residents of current situation.

9. Maypole Square – update from Clerk.

Councillors were disappointed with the scheme which was almost complete. The up-lighter would be installed in June. A quotation of £20 for painting the pump and the posts should be accepted. The Scheme would be discussed again on its completion.

10. The Scout Store

Mr Watson updated the meeting with the progress to date. It was agreed that the store should remain the property of the Scouts and should therefore not be considered as permitted development. Clerk to advise Nigel Murphy accordingly.

11. Brookside Wildlife Area – update from Mrs Dyer

Mrs Dyer had met with the Environment Agency and Peter Rowlings, Tree Warden. A new hedge to screen the wilderness and a wild flower survey had been discussed. Possible development of the whole area behind the strip owned by the Parish Council as a community orchard was discussed. Clerk to contact current owners. Any further work to the Parish Council land should be held in abeyance until further enquires had been made.

12. Compost Giveaway - report from Clerk

200 bags of compost had been given to parishioners free of charge on 16th/17th May.

13. Huntingdonshire District Association Meeting - report from Mrs Dyer

Meeting had been poorly attended. Discussion had taken place as to how to encourage more Parish Councils to take part. It had been suggested that Parish Councils should be run on a more "business like" basis. Mrs Dyer had commented that most Councillors wished to help their community rather than look upon their role as an additional job of work

Mr Senior to join Mrs Dyer at the next meeting on 11th September.

14. Committee Reports

a) Clerk's infrastructure Report

Clerk reported complaints about the standard of grass cutting in all areas. She had already spoken with the contractor. To be monitored.

Churchyard: No further observations.

Village Green: No further observations.

General: The interactive speed sign along the Great North Road was still flashing when vehicles were not exceeding the speed limit. Clerk to action.

b) Planning

New Applications

0801149FUL – Change of use from piggery to storage and sale of aggregates – Top Farm, Ermine Street Sale of aggregates was not considered a suitable venture as a matter of principle. 24 hours working was not considered acceptable, nor the limited access and turning space for vehicles which would have an adverse effect on neighbouring properties – recommend refusal.

0801295FUL – Demolition of annex and conversion of chapel into a dwelling and erection of porch – Alconbury Methodist Church, Chapel Street – application approved in principle but with certain observations:

UPVC windows should not be used to the side and rear

Design of porch not acceptable

Car parking spaces may not be adequate

Pathway must not be obstructed during building work – school route

Total obscure glazing should be used on rear windows

Due to different ground levels, a 2 metre high boundary should be measured from the garden side at the rear of the property

Residential permitted development rights and minor operations permitted development rights should be removed

In the event of collapse or damage, the building must be returned to its former state.

Applications determined by HDC:

0800349FUL – Amended plans – additional car parking, ASSC – permission granted.

0800802FUL – Extension to form living areas, bedrooms and swimming pool, Weybridge Farm – permission granted

0800840FUL – Erection of agricultural store following demolition of existing – Weybridge Farm – permission granted

c) Bramble End Playground – Report from Mr Watson

Monthly inspections carried out. Nothing specific to report.

Annual ROSPA Safety Inspection Report had been received. No major problems. Shackles should be lubricated.

Development of the Play Area – 2 draft plans were shown to the Council, one at a total cost of £40K and the other £30K. These estimates had been obtained to see what kind of expenditure might be necessary. Further work was underway concerning available grants. Report to be made at June meeting. Mr Senior thanked Mr Watson and Mrs Williams for their work to date. Other Councillors might be involved as the project progressed.

15. Correspondence

Complaint concerning unkempt garden at 26 Spinney Lane.
Clerk had written to resident asking them to tidy up the area.
A14 Improvements – First Newsletter – circulated to all and copies put into Post Office.
Traffic Complaints – complaints of speeding traffic late at night, Resident asked to contact Police. Complaint of vehicles parked on the junction of Globe Lane and Great North Road. PCSO contacted about both complaints.
Thanks received from 1st Alconbury Brownies for recent donation.

16. Responsible Finance Officer's Report

(i) Internal Audit and Financial Monitoring Arrangements

The Annual Return had been signed by the Internal Auditor without comment. Mrs Aylott had carried out her quarterly inspection of the accounts together with the Annual Return and end of year tax returns. There were no comments to be made.

(ii) Signing of Annual Return 2007/2008

All Councillors had been given a copy of the Governance Statement and all agreed to its contents. The clerk explained that one significant change from last year's return was that, on the advice of CALC, an asset figure had been quoted where in previous years this had been zero. An explanation for this change had been given in the Variance Report to the external auditors. The Annual Return was then approved by the Council and duly signed by the Chair and the RFO. Submission was due 30th May 2008.

(iii) Insurance Policy

In view of the asset figure quoted on the annual return (as above) the Clerk had requested modification to the insurance policy renewal documents. A revised premium had not yet been received from the Insurance Brokers. As the policy was due for renewal 1st June, the Clerk requested permission to raise an interim cheque. The original quote was £612.89 but it was envisaged that the revised premium might be slightly more than this. Councillors agreed that under these circumstances a cheque could be raised between meetings.

Cheques for signature:

Pipex Internet (May 08) - £14.99

Demon – Web Hosting - £11.75

Grafton Projects – Newsletter - £116.84

Playsafety Limited – ROSPA Inspection - £141.00

Cambridgeshire County Training Partnership (Archive Workshop) - £80

Clerk's Salary May 2008 - £375.69

Petty Cash top up - £27.76

Payments were proposed by Mrs Aylott and seconded by Mrs Adams

Cleared Balances: C/A £24,078.40 D/A £13,844.02 Y/G £1895.14

17. Date of Next Meeting

24th June 2008 at the earlier time of 7.30pm in the Memorial Hall.