

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 27th August 2013 at Alconbury Memorial Hall.**

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

Also present: County Cllr. P. Ashcroft, County Cllr. P. Brown & Mrs. D. Benham (Clerk).

Open Forum: Clerk to contact CCC/Balfour Beatty regarding the outstanding replacement street lights for Brookside. Clerk to contact edf energy to ask for branches to be cut back from the electricity cables in Frumetty Lane.

1. Apologies for absence: Cllr. L. Isles (Personal) and Cllr. S. Tarabella (Work commitments).
2. Declaration of Interests: Cllr. E. Adams and Cllr. J. Adams declared an interest in item 9, both having spouses who are allotment holders.
3. To approve the minutes of the previous meeting held on 30th July 2013: Approval of the minutes proposed by Cllr. Sale, seconded by Cllr. Bush, unanimously agreed. Cllr. Welsh wished to record a vote of thanks on behalf of the Parish Council to Mrs. Dalley for stepping in at short notice as minute taker for the last two meetings.
4. Councillor vacancy: Cllr. J. Adams wished to record a vote of thanks on behalf of the Parish Council for the contribution made by Mr. Lay, who resigned from his position as Parish Councillor on 25th July 2013.
A “Notice of vacancy in Office” dated 17th August 2013, has been placed on the Parish Council notice board. If there are no requests for an election within 14 statutory days, HDC will advise the Parish Council that the vacancy can be filled by co-option.
An amended Register of Councillor’s Interests has been uploaded on to HDC’s and the Parish Council’s websites.
5. To adopt Financial Regulations: An updated version of Financial Regulations had been circulated to councillors since the last meeting. Cllr. Watson proposed that Alconbury Parish Council should adopt the new set of Financial Regulations. Seconded by Cllr. E. Adams, unanimously agreed.
6. Update from County Councillors: County Cllr. Brown advised that the Firemen may go on a series of strikes once the result of a ballot over pension scheme issues is known on 29th July. Contingency plans are in place.
County Cllr. Brown advised that the Huntingdon Association for Community Transport (HACT) were very pleased with membership take up figures. The 46a service will have to go out to bids in January 2014. HACT would like to give a presentation on their dial-a-ride service to the Parish Council – Clerk to arrange.
7. Update on emergency planning: Cllr. J. Adams, Cllr. Elphick and Cllr. Tarabella, with the assistance of Mr. Bacon, will work together to write an Emergency Plan, based on the one written by former councillor, Mr. Pickering. Group to give a progress report at the next meeting.

8. Update on Alconbury Weald: There had been no Liaison meeting since the last Parish Council meeting but Urban & Civic had forwarded details of their plans to update the signage and branding around the North Gate Entrance and New Access, to promote the site to passing traffic. Alconbury, Alconbury Weston and The Stukeleys Parish Councils had all responded expressing concern that the signage referred primarily to Alconbury Enterprise Campus rather than Alconbury Weald. The new signage will require planning permission.

Cllr. Sale and the Clerk will attend the next Liaison meeting on 17th September.

9. Allotments: Nothing to report.

10. ASSC: Cllr. E. Adams had attended the last meeting and reported that ASSC are very short of funds at the moment. This is due to a combination of lots of bills to pay, August being a quiet month, the closure of the bridges and the break between football seasons. There is an on-going program to increase the fees for pitch hire and the committee are looking at new ways to increase funds.

11. Community Orchard/Trees: Cllr. Tarabella had advised that Bridgit Halford is going to supply new stakes for one of the trees in the orchard and the Plane tree near the bus stop. Councillors had approved expenditure for 3 items of tree work at the last meeting but Cllr. Tarabella had subsequently identified five items of tree work which needed to be done, totalling £1608. These items were taken from several different quotes received from Global Tree Solutions (GTS). The Clerk had contacted GTS and agreed a new price of £1400 for the five items and instructed them to go ahead with the work. Cllr. Aylott proposed retrospective approval of the action taken by the Clerk. Seconded by Cllr. J. Adams, unanimously agreed.

The Clerk had met with Mr. Jonathan Djanogly on 19th August, to discuss some dead trees near to his entrance gates. Although it had been established that these were outside his boundary, Mr. Djanogly had promised a donation towards the cost of their future removal.

12. Memorial Hall: No meeting had taken place but councillors noted that the path had been lifted and relaid.

13. Neighbourhood Watch: Cllr. J. Adams advised that the new Neighbourhood Watch leaflets have been delivered to all households and an article placed in the Parish Pump.

Police crime report for May – Anti-social behaviour near to Maple End and The Paddocks. Drugs near to Coulson Way with the offender receiving a caution.

Police Crime report for June – Criminal damage and/or arson near to Old Glebe.

Violent or sexual offence near to Old Glebe. *Please note that the category stated on the police website covers a range of different types of crime of varying severity.

Cllr. J. Adams advised that there had been a number of car break-ins in the village on 26th August.

14. Playgrounds: The playground safety inspections have been completed and the reports passed to Cllr. J. Adams who will advise the Clerk which items he is able to deal with and which will need to be quoted for. Clerk to order replacement “No dogs” and “No ball games” signs for Bramble End playground.

15. Youth Group: Cllr. E. Adams advised that the August Youth Group session had been cancelled due to a shortage of volunteers. The next session will be held on 7th September 2013.

16. Website: The parishclerk@ e-mail address is now closed and there have been no difficulties with parishioners and agencies contacting the Clerk via the new address denise.benham@btinternet.com Councillors agreed that the current website provider's charges would be examined more closely at a future meeting.

17. Brook clear and wildlife survey: The Clerk met with Andrew Waters (Keep Britain Tidy) and Kylie Jones (Anglian Water) on 6th August. Keep Britain Tidy run the Rivercare Scheme on behalf of Anglian Water. Mr. Waters would like to establish a Rivercare group consisting of at least 12 local volunteers, who would carry out a brook clearance every six months. It was suggested that it might be possible to involve children from the local primary school in the wildlife surveys. Mr Waters also suggested that a raft which has a pipe lined with clay attached to the underside, could be placed in a quieter part of the brook. The raft is left in situ for a period of time and hopefully captures footprints of animals such as otters in the clay lining. Cllr. Isles has prepared a poster asking for volunteers but councillors agreed that the Clerk should find out when the Environment Agency will be cutting the banks and agree a date for the brook clear with Mr. Waters first, so that the date could be included on the poster and in the next newsletter.

18. Newsletter: Cllr. Sale agreed to organise the next newsletter. Councillors to send articles to Cllr. Sale in the next week. Clerk to order copies through Easi-print and have them delivered to Cllr. Welsh, who will organise distribution.

19. Infrastructure report:

a) Churchyard – Nothing to report.

b) Village Green – The Clerk contacted Mr Childs on 5th August accepting his quote of £350.00 plus VAT to refurbish the sign. Clerk to follow up.

c) Roads and footpaths –

Footpath behind Coulson Way: The Clerk has established that Highways are responsible for the maintenance of the actual footpath surface. The trees and hedges which border the footpath are on land belonging to residents, even though the fences have been erected so that the trees and hedges are outside of their gardens. The Clerk will press Highways to keep the path clear and will report any fly-tipping.

Rubbish under flyover: Visit made and reported to Highways on 19th August.

Maypole footbridge on footpath no. 4: Rotten timber post and rail reported and scheduled for repair by CCC in late October.

Fly-tipping on the verge outside 2 The Leys: reported to HDC on 5th August and since cleared.

Footbridge next to Heritage Bridge: Request sent to Gareth Guest at CCC on 5th August asking for the footbridge to be repainted.

New footbridges Polecat Lane : In place and due to be reopened in a couple of weeks.

Footpath no. 9: Simeon Carroll (CCC Footpaths Officer) has been asked to approach Mr. & Mrs Ayres to see if the footpath can be extended across their land.

d) General - Request for a dog poo bin at the junction of Field Close and Manor Lane.

HDC will not empty any additional bins and councillors were not prepared to take on this responsibility themselves. It is not possible to move one of the existing bins on the Village Green to a new position, as they are firmly secured to the ground. Councillors agreed that this request would therefore have to be refused.

20. Planning:

a) New application.

1301109FUL – First floor side extension, 12 Hillfield, Alconbury, PE28 4WA

Cllr. Welsh proposed that Alconbury Parish Council should recommend approval of the application. Seconded by Cllr. Sale, unanimously agreed.

b) Update on previously discussed applications.

1300666FUL- Change of use from vacant land to provide 6 permanent pitches for gypsies and travellers. Former Megatron site, Ermine Street, Alconbury.

An appeal has been made by the applicant against the failure of the Local Planning Authority to give notice of its decision within the appropriate period. It will now be dealt with at a local inquiry. Date to be advised.

1300993FUL – Erection of detached house and garage on former car park land. The Mill Public House, Mill Road, Alconbury.

HDC had asked for clarification of the Parish Council's recommendation. After consultation with the Chairman, the Clerk had confirmed that the Parish Council wished to recommend approval on the understanding that although the road floods, the land within the site does not.

21. Correspondence:

Already circulated to councillors by e-mail:

a) Huntingdonshire Parish Charter.

b) Older People's Programme update.

c) Huntingdonshire Local Compact – to Chairman only

d) CAPALC e-bulletin.

New:

e) Highways Agency will be attending the next Parish Council meeting to outline plans for the A14.

f) Invitation to attend the ACRE AGM on 24th September.

g) e-mail from CCC regarding gritting routes – handed to Chairman.

h) Request from HACT to give a presentation to the Parish Council – Clerk to arrange.

22. Financial report:

a) Payment of outstanding debts.

Cllr. J. Adams proposed payment of items (1) to (5). Seconded by Cllr. Elphick, unanimously agreed.

(1) Cq. No. 729 Mrs. D. Benham, wages & expenses of Clerk for August. £619.10

(2) Cq. No. 730 HMRC, PAYE for August. £124.40

(3) Cq. No. 731 Playsafety Ltd., Playground inspections. £339.60

(4) Cq. No. 732 SR Howell & Co., Payroll, P35 & P14/P60 for 2012/3 £120.00

(5) Cq. No. 733 S. Dalley, Attend 2 PC meetings and produce minutes. £50.00

b) Review of the Parish Council's insurance cover.

Cllr. Welsh has prepared a list of street furniture located in the village and the Clerk is in the process of establishing which items are owned by the Parish Council and which

belong to others, such as Neighbourhood Watch or CCC. To be discussed at the next meeting.

c) To confirm the appointment of SR Howell & Co. to attend to the Parish Council's payroll and PAYE returns for 2012/13 and 2013/14.

As agreed at the last meeting during the closed session, the Clerk visited Howells and negotiated a price of £100 plus VAT to deal with payroll matters outstanding from 2012/13 and £100 per annum going forward. As this was in line with anticipated costs, after discussion with the Chairman, the Clerk had accepted the Terms and Conditions and Chairman and Clerk had signed a Letter of Engagement.

Cllr. Bush proposed retrospective approval of the action taken by the Chairman and Clerk. Seconded by Cllr. L. Adams, unanimously agreed.

Howells have since produced a P60 for Mrs. Sharp and completed end of year returns for 2012/13. Howells have also produced payslips and a P45 for Mrs Sharp for 2013/14, registered Mrs. Benham as a new employee and provided payslip and PAYE information for August 2013.

23. Date of the next meeting: 24th September 2013, starting at 7.30pm at Alconbury Memorial Hall.

In accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item, public and press were excluded from the meeting at this point. Minutes of agenda item 24 will be available in due course.

Signed.....

Date.....