

Alconbury Parish Council

DRAFT Minutes of the Parish Council meeting held on Tuesday 25th June 2013 at 7.30pm Alconbury Memorial Hall

Present:

Cllrs Aylott (Chairman), J Adams, L Adams, Bush,
Elphick, Isles, Lay, Sale,
Watson, Welsh,
County Cllr Brown
County Cllr Ashcroft
District Cllr Baker,
Mrs D Benham (Financial advisor),
3 members of the public
Mrs S Dalley (minute taker)

Open Forum:

A parishioner expressed their concern over the apparent lack of progress on the work planned at Alconbury Weald – update agenda item 20.

Concern was also expressed at the proposed change of use for land on Ermine Street – The Parish Council had responded to this application following discussion at the May meeting – recommending refusal.

1. Apologies for absence were received from Cllr Tarabella and accepted
2. Councillor's Declaration of Interests for items on the agenda – Cllr Aylott item 22 and Cllr J Adams, L Adams and Lay item 10.

All Cllrs signed a new Declaration of Acceptance of Office Form.

3. Minutes of the special meeting held on 27th May were signed as a true record, proposed Cllr J Adams seconded Cllr Elphick all agreed.

Minutes of the meeting held on 28th May 2013 were signed as a true record, proposed Cllr Lay and seconded Cllr J Adams all agreed.

4. Mrs. D. Benham, Clerk to Alconbury Weston, Old Hurst and Woodwalton Parish Councils was appointed to carry out an internal investigation of the Parish Council's financial affairs. Proposed Cllr Sale seconded Cllr Lay, all agreed. A letter of agreement had been drawn up and approved with agreement to pay £20 per hour.
5. Recruitment of a new Parish Clerk. The vacancy had been advertised with the closing date of 1st July and 5 applications had been received to date. It was agreed to have an interview panel of 3 Cllrs Aylott, Sale and Welsh with a date to be fixed for the second week in July. Advice had been sought from CAPALC and salary scale SCP 25 was agreed as a starting figure for a non experienced clerk.
6. Actions from the last meeting – All actions were listed as points on the agenda.
7. Update from County Councillor Brown – the County Council are expecting another cut of 8/10% government funding. There was still no date fixed for the community transport meeting.

County Councillor Peter Ashcroft introduced himself.
District Cllr Keith Baker had no new updates for the meeting

8. Update on Emergency Planning – Cllr Aylott reported a sub committee of Cllrs Elphick, Welsh and J Adams had been formed and would report back once they had met.
9. Update on Alconbury Weald – Councillor Aylott reported that work had started on the incubator building and the new entrance had been opened to facilitate work to improve the main entrance. See item 20 for further information
10. Allotments – Councillor Aylott nothing to report
11. ASSC – Councillor Watson/Councillor Lay – planned monthly meeting had been cancelled
12. Community Orchard/Trees – Councillor Tarabella had forwarded a written report – he was carrying out a tree audit and there was maintenance work required at the orchard. He recommended attention be given to various trees on the green and it was agreed to authorise GTS to carry out work to the willow, which was no 2 on the quotation. The horse chestnut tree near to the haridressers needs to be monitored – agenda item for next meeting.
13. Memorial Hall – Councillor Watson/Councillor L. Adams. Cllr Isles had replaced Cllr Watson on this committee but there had not been a meeting.
14. Neighbourhood Watch(NW) – Councillor Bush had attended a Community Policing Meeting – the preventative side of policing. Following further re-organisation of the Police Service they use their resources to respond to hot spots. New speedwatch signs are available but it was understood that this would be at a cost. Signs have been put up to advertise the annual NW Fete on 13th July.
15. Playgrounds – Councillor Watson reported that Cllr J Adams had carried out two repairs to the Bramble End Play ground equipment. Cllr J Adams had obtained spare part from Wickstead. Cllr Aylott to check when the annual ROSPA inspection is due.
16. Youth Group – Councillor L.Adams/Councillor Bush A Youth Group club night had been held with 50 in the younger group and 20 in the older (Sawtry Fair on same night). Cllr Aylott to confirmed the ball park money was held in the Youth Group account
17. Wind Farm – Councillor J. Adams reported work to start in September
18. Website – Councillor Lay had updated the PC details. Costs are £684 annual fee, modifications - link £18, hosting website £71 (Apr14), domain names £109 (Nov 14).
19. Infrastructure report:
 - (i) Churchyard: No new update
 - (ii) Village Green. Village sign to be refurbished – new quotes to be obtained. Brook sides need cutting back Cllr Aylott/Cllr J Adams to contact Environment Agency. Cllr Isles to liaise with Anglian Water re annual brok clearance day.
 - (iii) Roads & footpaths. The Maltings – part of the bank had collapsed and reported to the Highways department– who had been in contact to say it had been identified for repair. Cllr Aylott informed the meeting that repair and replacement to the two footbridges between Polecat lane and The Maltings would be carried out 5th – 23rd August
 - (iv) General: none

20. Planning –
- (i) Application ref. 1300666FUL – Change of use from vacant land to provide six permanent pitches for gypsies and travellers. Former Megatron site, Ermine Street, Alconbury. This had been discussed at the May meeting and response submitted on 3rd June with recommendation for refusal as not a suitable site.
- (ii) To review and agree a response to the “Submission of Additional Information for Consultation” document for planning application 1201158OUT, Alconbury Weald. Cllr Watson had prepared a written report and Cllr Welsh had also studied the plans. It was agreed that Cllr Watson would reply reiterating previous comments including the provision of trigger points for service provision and opening up a vehicular access at the Tesco roundabout.
- (iii) Update on previously discussed applications - none
21. Correspondence:
- (i) Phone call from parishioner regarding damaged play equipment at Bramble End playground. See agenda item 15
- (ii) Request for update re grit bin for Field Close. It had been agreed previously to provide 3 new grit bins for the village, Field Close, The Maltings and Memorial Hall – Cllr Aylott agreed to contact the Highways Department for provision and costings.
- (iii) Report of damaged footbridge leading to periphery footpath and gate at allotments – Cllr Lay had reported this to the County Council
22. The following payments were presented, proposed by Cllr L Adams and seconded by Cllr Bush that these be paid, all agreed
- | | | Cheque |
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| (i) | | |
| Easiprint, leaflets. | £27.60 | 723 |
| Easiprint, newsletters. | £151.80 | 723 |
| Mrs. J. Aylott, Stationery & stamps | £46.89 | 724 |
| Total Computing Systems Ltd., Laptop & sundries. | £426.96 | 725 |
| CAPALC, Affiliation fee. | £503.26 | 726 |
- (ii) To review the Parish Council’s insurance cover – Cllr Watson agreed to look at the playground equipment as new items needed to be added. The Assets Register also needed review and Cllr Welsh agreed to carry this out.
- (iii) To discuss arrangements for Participatory Budgeting. It was agreed to hold this in October for groups to bid for a 6 month funding project. It would revert to the April meeting in 2014.
23. The next meeting will be held on 30th July at 7.30pm in the 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, the Chairman requested that in the public interest, the public and the press will be temporarily excluded from the meeting and were asked to withdraw.

24. To receive an update from Councillor Aylott and Mrs. Benham regarding the investigations into the financial irregularities recently discovered in the Parish Council’s finances