

**Minutes of the meeting of Alconbury Parish Council  
held on Tuesday 29<sup>th</sup> October 2013 at Alconbury Memorial Hall.**

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

Also present: County Cllr. P. Ashcroft, County Cllr. P. Brown, Mrs. D. Benham (Clerk), Ms. J. Philpott (HACT), Ms. L. Kadic (HACT) & 4 parishioners.

1. Apologies for absence: Cllr. E. Adams (Personal), Cllr. A. Bush (Work commitment), Cllr. S.Tarabella (Work commitment).

2. Declaration of Interests: Cllr. Isles declared an interest in Item 4 being a friend of Mrs Bodley and a Brownie leader in Peterborough. Cllr. Watson declared an interest in Item 4 being a friend of Mrs Bodley and having children who had attended both groups. Cllr. Elphick declared a pecuniary interest in item 21b as one of the payments was to reimburse her for plants and bulbs purchased for Maypole Square.

3. Presentation by the Huntingdonshire Association for Community Transport (HACT): Jo Philpott gave a presentation about HACT, which is a registered charity offering a door to door service for people who cannot access local bus routes due to age and/or disability and people living in rural locations with limited or no access to local bus routes. Membership costs £15 per annum but holders of a CCC bus pass can then travel free of charge. Return bus fare for non-buss pass holders to Huntingdon for example, is currently £6.50. HACT also offer additional days out such as to Milton Keynes, Great Yarmouth and Cambridge. These outings cost from £10 return and are not free to bus pass holders. HACT currently also run the 46a service.

4. Participatory budgeting:

Application forms had been sent to three village groups but only two groups - Girl Guiding Alconbury (Jacqui Fairbrass) and Alconbury Community Preschool (Lisa Bodley) – had returned completed forms and were present to make their bids for funding.

Girl Guiding Alconbury requested funding to buy camping equipment for a new senior section. Alconbury Community Preschool requested funding towards the purchase of a replacement camera, a new laptop, new toys and new storage. After the presentations, Mrs Fairbrass and Mrs Bodley were invited to decide how the £1000 available should be split between the two groups. Both agreed that they should each receive £500. Cheques will be issued subject to councillors approving the application forms.

5. To approve the minutes of the previous meeting held on 24<sup>th</sup> September 2013:

Approval of the minutes proposed by Cllr. Welsh, seconded by Cllr. Watson, unanimously agreed. Approval of the minutes of the closed part of the meeting proposed by Cllr. Elphick, seconded by Cllr. Welsh, unanimously agreed.

6. Councillor vacancies and councillor training: The Clerk confirmed that there had been no requests for an election following the resignation of Mr. Adams and that HDC had confirmed that both of the vacancies can now be filled by co-option. A notice advertising the vacancies has been placed on the Parish Council notice board but no applications have been received to date.

The Clerk had arranged for CAPALC to deliver the three part councillor training course all in one day on 26<sup>th</sup> October, at a reduced fee of £500. Cllr. Aylott proposed retrospective approval of the action taken by the Clerk in booking the training as discussed at the last meeting. Seconded by Cllr. Isles, unanimously approved. Four councillors and the Clerk had attended the training day. Cllr. Aylott proposed that the Clerk should book Cllr. Sale and Cllr. Bush, who were unable to attend due to work commitments, on to the three part course at Sutton on 5<sup>th</sup> & 19<sup>th</sup> November and 3<sup>rd</sup> December, at a cost of £105 each. Seconded by Cllr. Watson, unanimously agreed. Cllr. Bush has requested a contribution towards his travel expenses to get to Sutton. Councillors agreed that in view of the distance involved, this was not unreasonable. Decision to be made at the next meeting. Cllr. Tarabella and Cllr. Welsh will be attending the Code of Conduct training at Old Weston on 5<sup>th</sup> November. Cllr. Aylott and Cllr. Adams will attend the Code of Conduct training at Woodhurst on 19<sup>th</sup> November.

7. Update from District & County Councillors: County Cllr. Brown advised that he had attended a Community Future Transport meeting with Paul Nelson of Highways and confirmed that the 46a route would be going out to tender next year and that it was vital that the village showed it's support for the service. County Cllr. Brown advised that there were two more planned strikes by the Fire Service – 1<sup>st</sup> November (6.30pm to 11pm) and 4<sup>th</sup> November (6am to 8am).

County Cllr. Brown left the meeting.

8. Provision of litter and dog waste bins: This item was requested by Cllr. Welsh, having been asked by several residents about whether extra bins could be provided. The Clerk had spoken to HDC and been advised that they will not empty any additional dog waste bins. HDC may consider emptying one additional bin in Alconbury but it would have to be a plastic dual waste bin which can be used for litter and dog waste. Any additional bin would have to be sited on an existing household waste collection route and would need the land owners permission first. A new bin would cost £232.88 plus VAT and installation costs. Resiting an existing bin would not be easy as they are secured to the ground. It was agreed that there did not appear to be a litter problem in the village at the present time but councillors will continue to monitor the situation.

9. Update on emergency planning: Carried forward to the next meeting.

10. Update on Alconbury Weald: The Outline planning application for the site was approved by HDC on 21<sup>st</sup> October. Chairman and Clerk will attend the next liaison meeting on 12<sup>th</sup> November. Cllr. Sale and Cllr. Welsh are still working on a design for the entrance feature for Alconbury village which was discussed at the last Parish Council meeting.

11. Allotments: The Clerk has contacted Simeon Carroll (CCC) to request that the surrounding hedge and footpath are cut.

12. ASSC: Cllr. Watson advised that ASSC appeared to be taking a more professional approach towards the management of their finances, with better organisation and new plans for fundraising.

13. Community Orchard/Trees: The Clerk advised that Global Tree Solutions were waiting for permission from HDC before they could carry out the agreed tree works as they are in a conservation area. Cllr. Tarabella will provide a Tree Warden's report for the next meeting.

14. Memorial Hall: Nothing to report as no meeting had taken place.

15. Neighbourhood Watch: Cllr. Bush had sent a report – The Christmas tree will be arriving and be erected on 3<sup>rd</sup> December. Carols around the tree will be on 18<sup>th</sup> December at 6.30pm. The NHW AGM will be on 15<sup>th</sup> January 2014.

£1000 is to be spent on a memorial to Ian Parrott, which will be an outdoor musical instrument for Alconbury School.

Police Crime report for September – Anti-social behaviour x 2 – Maple End and School Lane. Drugs – Sharps Lane. “Other theft” – Old Glebe.

16. Playgrounds: Cllr. Watson had inspected the playgrounds and had nothing to report. The Clerk advised that playground repairs should be carried out by a specialist company who carried appropriate insurance, and that Creative Play will be visiting w/c 4<sup>th</sup> November to price up the minor repairs identified in the inspection reports.

17. Youth Group: Carried forward to the next meeting.

18. Website: The Clerk had received an e-mail from mh-p advising of price increases next year. Clerk to establish what the increases will mean for Alconbury Parish Council and to compare the costs with an alternative provider.

19. Infrastructure report:

a) Churchyard – the planned tidy took place on Saturday October 12<sup>th</sup>, with just a few volunteers achieving a good result. Cllr. Aylott had organised a free skip from Amey Cespa.

b) Village Green – The Clerk has continued to press Mr. Childs of London House Signs for a start date for the refurbishment of the Village Sign.

c) Roads and footpaths – Footpath behind Coulson Way: Highways have agreed to take responsibility for clearing the footpath behind Coulson Way and the Clerk continues to press for this work to be done.

d) General – The Chairman wished to thank Cllr. Elphick on behalf of the village for replanting the containers in Maypole Square with winter bedding and spring bulbs.

20. Planning.

a) New application:

1301532FUL - Erection of temporary gatehouse, security barriers and associated works. Alconbury Weald, Ermine Street, Alconbury.

Cllr. Elphick proposed that Alconbury Parish Council recommend approval.

Seconded by Cllr. Isles and unanimously agreed.

b) 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.

The applicant has made an appeal against HDC's decision to refuse permission. Councillors agreed that the Parish Council should be represented at the hearing. Clerk to advise once a date has been set.

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

Permission granted by HDC.

#### 21. Financial report:

a) Update on the investigations into the Parish Council's finances.

On 4<sup>th</sup> October 2013, the former Parish Clerk Joanna Sharp was charged with "Fraud by abuse of position" and "Misconduct in a Public Office". Mrs Sharp appeared at Huntingdon Magistrates Court on 22<sup>nd</sup> October. The case was referred to Peterborough Crown Court, where she will enter a plea on 10<sup>th</sup> January 2014. No further details will be given in open session until any subsequent trial is concluded.

b) Payment of outstanding debts.

Cllr. Welsh proposed payment of items (1) to (7). Seconded by Cllr. Isles, unanimously agreed.

(1) Cq. No. 740 Mrs. D. Benham, wages & expenses of Clerk for October.	£638.70
(2) Cq. No. 741 HMRC, PAYE for October.	£55.40
(3) Cq. No. 742 CAPALC, Councillor training invoices:	£1660.00
7/3/2011 – (Allotment training £110.00)	
8/11/2011 – (Councillor training £1050.00)	
26/10/2013 – (Councillor training £500.00)	
(4) Cq. No. 743 Broker Network Ltd., additional insurance premium.	£153.25
(5) Cq. No. 744 Mrs. E. Elphick, plants for Maypole Square.	£10.00
(6) Cq. No. 745 1 <sup>st</sup> Alconbury Brownies, grant.	£500.00
(7) Cq. No. 746 Alconbury Community Preschool, grant.	£500.00

Cllr. Elphick took no part in the vote having declared an interest in one of the payment (5).

c) Amendments made to the Parish Council's insurance.

The Clerk advised that she had increased the street furniture cover from £8512.22 to £15250.00 and the play equipment cover from £6324.26 to £40000.00. All Parish Council property and the Neighbourhood Watch purchases (notice boards, tree seat and village map) are now appropriately covered until the renewal date of 1<sup>st</sup> August 2014. An additional premium of £153.25 had been charged.

Clerk to confirm that the playground at ASSC is included in their insurance policy.

d) Request for a donation from Alconbury Thursday Club.

Cllr. Watson proposed that Alconbury Parish Council make a donation of £150.00 towards a coach outing. Seconded by Cllr. Elphick, unanimously agreed.

#### 22. Correspondence:

a) Request for a donation from Victim Support – on the agenda for the next meeting.

b) e-mail from CCC regarding a series of meetings for people interested in public rights of way.

c) Precept form for 2014/15

d) Local Highways Improvement Initiative – on the agenda for the next meeting.

e) B1043 Alconbury – Resurfacing/improvement works on B1043 over the A1 to Rusts Lane, including the two roundabouts either side of the A1 over the bridge at Alconbury Truckstop, will be carried out w/c 4<sup>th</sup> November and will last two weeks. There will be no access to the A1(M) northbound carriageway from the roundabout.

Traffic will be diverted south towards Huntingdon and turned around at Spittals Interchange to continue north.

f) Cambridgeshire Future Transport meeting 12<sup>th</sup> November – Chairman and Clerk to attend.

g) Hunts. Forum of Voluntary Organisations AGM 14<sup>th</sup> November.

h) Polling District Review 2013 – forwarded to councillors on 17<sup>th</sup> October.

23. New agenda items for the next meeting:

To consider installing a mirror at the bottom of Rusts Lane/High Street junction and to consider options for stopping lorries entering the village in error.

24. Date of the next meeting: 26<sup>th</sup> November 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 25 will be available in due course.**

Signed.....

Date.....