

**Minutes of the Meeting of Alconbury Parish Council  
held on Tuesday 31<sup>st</sup> March 2015 at Alconbury Memorial Hall.**

Public Participation: Two parishioners reported that the ditch in School Lane was blocked. Clerk to contact Highways.

Councillors present: Mrs. E. Adams, Mrs. J. Aylott (Chairman), Mr. C. Bodley, Mr. A. Bush, Mrs. E. Elphick, Ms. L. Isles & Mr. A. Welsh.

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

1. Apologies for absence: Cllr. R. Sale (personal), Cllr. K. Tarabella (work commitment) & Cllr. S. Tarabella (work commitment).

2. Declaration of Interests: Cllr. E. Adams declared an interest in item 8, being a trustee of Alconbury Recreation Field Charity.

3. To approve the minutes of the previous meeting held on 24<sup>th</sup> February 2015: Approval of the minutes of 24<sup>th</sup> February 2015 proposed by Cllr. Welsh, seconded by Cllr. Isles and unanimously agreed.

3a. To adopt an Equal Opportunities Policy: Cllr. Welsh proposed that Alconbury Parish Council should adopt the Equal Opportunities Policy as circulated by the Clerk. Seconded by Cllr. Bush and unanimously agreed.

4. Report from County Councillors: Cllr. Ashcroft advised that cutbacks at CCC continued. The A14 scheme is progressing but there have been objections to the plans to remove the viaduct in Huntingdon. The General Election and District Council Elections will take place on 7<sup>th</sup> May 2015.

5. Village entrance features: Since the last meeting, the Clerk had circulated details of a village entrance feature made by Glasdon UK Ltd., which had met with very favourable response from councillors. The Clerk had forwarded the design to Rebecca Britton, asking whether Urban & Civic would be prepared to fund 6 gateways (2 for each of the 3 village entrances). Rebecca Britton had confirmed that Highways would have no objection to the gateways and that Tim Leathes had agreed to finance them, subject to confirmation of final costs. Councillors unanimously agreed that they would like to proceed with the design as previously circulated. Rebecca Britton agreed to arrange a meeting with Jo Challis (Highways), Cllr. Aylott and the Clerk, to discuss location and wording.

6. Update on Alconbury Weald: The Clerk attended the last liaison meeting held on 19<sup>th</sup> March. The Design Code was approved by HDC on 16<sup>th</sup> March. There is lots of demolition going on in preparation for infrastructure on primary routes and the first phase of house building. Very few complaints have been received regarding noise and Urban & Civic advised that the noise levels are actually half the permitted levels. However, extra noise protection methods will be in place when the runway is broken up. The Boulevard, which has had lots of trees planted along it, is due to reopen at the end of March. New roads and utilities are being built in the Enterprise Zone. A row of conifers have been moved to the HGV entrance and additional planting of whips and seedlings from the on-site nursery, was being carried out with the help of scouts and students, along the front of the site on Ermine Street.

The application for the new club building has been submitted, feasibility studies are being carried out for three speculative buildings and designs are being discussed with several potential tenants.

Demolition is ongoing in the residential area and they will be working on the new entrance over the summer. Urban & Civic are finalising a joint venture with the first housebuilder and will start work on the first 120 homes in July, whilst at the same time, work will start on building the first primary school.

There will be another enabling application for more roads and structural drainage in the Enterprise Zone. The application for the school is currently with CCC. Following the announcement that the bases at Alconbury and Molesworth will be closing, HDC have asked the MOD for details of what will be happening to the sites and the time frame. Information received will be shared with Parish Councils.

Urban & Civic confirmed that The Boulevard is its permanent name but future street naming will be discussed with Parish Councils.

The next meeting will be held on 4<sup>th</sup> June starting at 9.30am.

7. Alconbury Sports & Social Club: Cllr. Bodley reported that there had been more discussions about how to demonstrate the differences between ASSC and ARFC and they were looking at ways to make the finances for each clearer, and would like to put an article in the next Parish Council newsletter. Cllr. Bodley advised that a ROSPA inspection had been booked for the play area and the seat had been replaced. ASSC were in full support of the Parish Council's wish to lower the speed limit between Alconbury and Alconbury Weston.

8. Alconbury Recreation Field Charity: Cllr. Adams reported that at the last Trustee's meeting, they had looked at the cost headings in detail and at the prices paid by users. Meetings are to be held with regular user groups to discuss the fees for the next year. An Easter Pageant will be held on Saturday 4<sup>th</sup> April, a fashion show on 14<sup>th</sup> May and an afternoon tea with entertainment is planned for the last week in November. Approximately 30 breakfasts had been served for the first time on Sunday 29<sup>th</sup> March, with a small profit made, after setting up costs had been deducted. Further "breakfast mornings" are planned – dates to be advertised on ASSC's website.

9. Community Orchard/Trees: The Chairman wished to record her thanks to Cllr. Steve Tarabella for the major role that he played in organising and planting the new trees on the village green. The Clerk read a report from Cllr. Tarabella in which he said that he had been carrying out some pruning at the orchard and would be reattaching some labels and attending to the netting on his next visit. Cllr. Tarabella will be consulting Bridgit Halford (HDC) regarding more drastic pruning for the more prolific trees and he hoped to prepare a new tree map of the village green.

10. Memorial Hall: Cllr. Aylott had attended the AGM on 30<sup>th</sup> March and reported that income had exceeded expenditure by £251 for the last financial year. There had been a 33% reduction in energy charges and there would probably be no increase in charges for users for the coming year. All officers of the committee had been re-elected.

11. Neighbourhood Watch: There had been no NHW meeting. The police crime report for January shows 14 recorded crimes, which included anti-social behaviour, vehicle crimes and several burglaries. Cllr. Aylott advised that there had been a burglary in Hawthorn End on 26<sup>th</sup> March.

12. Bramble End playground:

a) Condition report - Cllr. Welsh advised that there were no issues to report.

b) New footpaths between the existing path and the playground gates – Since the last meeting, councillors had agreed to accept the quotation of £900 from Day Today Maintenance and the work had since been completed.

13. Youth Group: Cllr. Adams reported that there had been a committee meeting and a club night. New equipment had been purchased and the Volunteers Welcome Pack had been completed. More helpers were needed, especially for the second session to include tidying up. The April club night will take place on 10<sup>th</sup> April. The club will mark its 10<sup>th</sup> anniversary in May, when they hope to celebrate by inviting all those who helped to set the Youth Group up to a special club night on 1st May, which will include an “Animal Experience”. The next committee meeting will be held on 18<sup>th</sup> May.

14. Infrastructure report:

a) Churchyard – Work has started on pruning trees and installing a new path. Highways have repositioned the new salt bin.

b) Village Green – Cllr. Bodley to chase Anglian Water regarding the damage being caused to the edge of the village green by tankers visiting the sewage works.

c) Roads and footpaths – Cllr. Isles had completed and submitted the application for funding from Woolley Hill Wind Farm Trust, to reduce the speed limit between Alconbury and Alconbury Weston.

The Clerk had asked Highways to remove the clippings from the conifer hedge on Mill Road but had been told that the Community Payback team were no longer being used and that Highways do not have the funds to carry out work on private land.

Clerk to request a litter pick on the slip road from the A14 towards Huntingdon.

Clerk to ask CCC to repaint the two new footbridges near to the end of Polecat lane and to remind CCC that the fencing near to the road bridge requires painting.

Cllr. Welsh and a parishioner had attended the A14 update meeting on 5<sup>th</sup> March during which the process that will be followed now that the scheme has been submitted, was explained. The Clerk has registered the Parish Council as an interested party so that concerns, primarily regarding noise mitigation, can be raised with the inspectors.

d) General – The Clerk had received a quotation from Balfour Beatty for new street lighting along North Road to ASSC for £20135.00 plus VAT. The maximum bid for funding from the Woolley Hill Wind Farm Trust is approximately £5000 and Cllr. Aylott advised that a Lottery application could not be made as the Parish Council does not own the land that the street lights would be standing on. The only option therefore, would be for the Parish Council to save towards this project over a number of years. To be discussed at the November meeting, when the budget for 2016/17 will be agreed.

15. Planning.

a) New applications.

15/00259/REM – Approval of access, appearance, landscaping, layout and scale relating to outline planning permission 1201158OUT for construction of Enterprise Zone Club Building comprising B1, D1, D2 and A3 uses, with car parking, landscaping, lighting, signage, minor ground remodelling and associated works (advanced outside of a key phase). Alconbury Weald, Ermine Street, Little Stukeley.

The planning team had considered the application and agreed that it should be approved as there would be no direct impact on Alconbury.

14/02227FUL – Replace existing shop front (door and windows) and replace existing window with door. 1 Bell Lane, Alconbury, PE28 4DU. Cllr. Isles proposed that Alconbury Parish Council should recommend approval. Seconded by Cllr. Bush and unanimously agreed.

15/00408/REP – Replacement of application TWA/99/APP/13 for proposed rail facilities and rail link to east coast mainline to extend the timescale for commencement, as set in condition 2 (Planning ref: 9701500OUT as replaced by 1000692REP). Alconbury Airfield, Ermine Street, Little Stukeley. Councillors unanimously agreed to recommend approval.

b) Update on applications previously discussed.

15/00123/FUL – Proposed steel framed grain storage building. Woolley Leys Farm, Woolley Road, Alconbury. Approved by HDC.

1401979REM – Application for approval of appearance, layout and scale in respect of primary infrastructure (to support delivery of Primary School), comprising construction of new highways, new junction to Ermine Street, hard and soft landscaping, new electricity substation(s), gas governors, water pressure booster pump, foul and surface water drainage systems, foul water pumping station, utilities infrastructure, all associated earthworks, including ground re-modelling and ancillary works (advanced outside of a key phase). Alconbury Weald, Ermine Street, Little Stukeley. In progress.

1300666FUL – Change of use from vacant land to provide six permanent pitches for gypsies and travellers. Former Megatron site, Ermine Street. Enquiry adjourned, due to reconvene 6<sup>th</sup> May 2015.

c) To review the Parish Plan 2006.

Councillors reviewed the plan and Cllr. Aylott agreed to update the action points.

Cllr. Isles volunteered to look into the process and costs of completing a new Parish Plan in 2016.

d) Annual Report from the Parish Council/Newsletter.

Councillors agreed that Cllr. Aylott should produce an Annual Report to include the accounts for year ending 31<sup>st</sup> March 2015, ready for delivery to all households in June.

#### 16. Financial report:

a) Payment of outstanding debts.

Cllr. Aylott proposed approval of payment of items (1) to (4) . Seconded by Cllr. Adams and unanimously agreed.

(1) Cq. No. 832 Mrs. D. Benham, wages & expenses for March. £679.36

(2) Cq. No. 833 HMRC, PAYE/NI for March. £2.60

(3) Cq. No. 834 SR Howells & Co., payroll 1/10/14 to 31/3/15. £60.00

(4) Cq. No. 835 Day Today Maintenance, new footpaths at Bramble End play area. £900.00

(5) Cq. No. 836 Alconbury PCC Project 21, donation towards new path. £1000.00

b) Current position.

A copy of the receipts and payments and bank reconciliation was handed to each councillor. A copy will be attached to the minutes. The bank statements were available for inspection and Cllr. Aylott confirmed that the balance in the bank accounts was correct as shown on the bank reconciliation.

c) Request for a donation from Alconbury cum Weston Parish Church towards the costs of constructing a new path. Cllr. Aylott proposed that Alconbury Parish Council should make a donation of £1000. Seconded by Cllr. Bush. 5 votes in favour and 1 abstention.

d) Internal audit for year ending 31<sup>st</sup> March 2015.

Cllr. Aylott proposed that Brian Cox & Co. should carry out the internal audit for year ending 31<sup>st</sup> March 2015. Seconded by Cllr. Bush and unanimously agreed.

#### 17. Correspondence:

a) Letter from the Pensions Regulator – Alconbury Parish Council will be required to enrol the Clerk into a workplace pension scheme and contribute towards it by 1<sup>st</sup> June 2016. The Clerk and SR Howell & Co are the nominated contacts for further information.

b) Letter from HDC advising that Pricewaterhouse Coopers PPL will be auditing their accounts and the Clerk is authorised to assist them with details of any loan activity between HDC and Alconbury Parish Council for the year 2014/15.

c) External audit papers received.

d) CAPALC invoice for affiliation fees for 1/4/15 – 31/3/16 £350.15, to be paid at the next meeting.

e) A14 update for stakeholders – email forwarded to councillors.

f) Community oil buying scheme – details on the noticeboard.

- g) Big Bike Ride – details on the noticeboard.
- h) Huntingdon Town Council’s application for designation of a Neighbourhood Area. Available to view on line from 13/3/15 to 10/4/15.
- i) Police Commissioner’s Newsletter - “Connect” – email forwarded to councillors.
- j) Local Joint Committee minutes forwarded to councillors. Nobody is available to attend the next meeting on 13<sup>th</sup> April.

18. New agenda items for the next meeting: None requested.

19. Date of the next meeting: 28<sup>th</sup> April 2015, starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

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