

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 24th November 2015 at Alconbury Memorial Hall.**

Councillors present: Mrs. E. Adams, Mrs. J. Aylott, Mr. A. Bush, Mrs. E. Elphick, Ms. L. Isles, Mr. R. Sale (Chairman) & Cllr. S. Tarabella & Cllr. A. Welsh.

Also present: District Cllr. K. Baker, Mrs. D. Benham (Clerk) and 1 member of the public.

Open Forum – The owner of 16/18 Brookside requested permission to use the edge of the Village Green to store materials for short periods of time, whilst the properties are renovated. The Parish Council felt that this would help to prevent the road from becoming blocked and agreed to the request, providing steps were taken to protect the grass and that any damage was made good.

1. Apologies for absence: Cllr. C. Bodley (work commitment).
2. Declaration of Interests: Cllr. Adams declared an interest in item 12 and item 20a, being a trustee of Alconbury Recreation Field Charity. Cllr. Isles & Cllr. Welsh both declared an interest in item 14, being trustees of the Memorial Hall. Cllr. Aylott declared an interest in item 20a, as one of the payments was reimbursement of key cutting costs. Cllr. Welsh declared an interest in item 19a, being a family friend of the applicant. Cllr. Elphick declared an interest in item 19a, being a close neighbour of the application site.
3. To approve the minutes of the previous meeting held on 27th October 2015: Approval of the minutes of 27th October 2015 proposed by Cllr. Aylott, seconded by Cllr. Bush and unanimously agreed.
4. Councillor vacancies: The Clerk advised that Cllr. Karen Tarabella had resigned due to new work commitments. HDC had been informed and the statutory notice advertising the vacancy had been placed on the notice board. The Parish Council now has two vacancies.
5. Report from District Councillor: District Cllr. Baker advised that HDC would be sharing some facilities, such as Legal Services and Building Control, in order to make budget savings.
6. Grass cutting arrangements for 2016: Cllr. Welsh proposed that the quotation from Mr. Abbs of £6960 for 12 cuts plus £900 for 3 cuts of the brook bank, fixed for three years, be accepted. Seconded by Cllr. Elphick and unanimously agreed.
7. Woolley Hill Wind Farm Community Fund: Cllr. Welsh advised that the panel had met and had awarded 8 grants totalling £10,546. Details can be found on the Cambridgeshire Community Foundation website.
8. Village entrance features: Nothing further to report.
9. Update on the proposal to lower the speed limit on North Road: The consultation process has started and will run until 16th December.
10. Update on Alconbury Weald: The Traffic Management Meeting planned for 29th October and the Parish Council liaison meeting scheduled for 24th November were both cancelled. New dates are to be confirmed.

11. Alconbury Sports & Social Club: The Clerk read a report from Cllr. Bodley. The committee continues to discuss how best to generate further income and improve services. Cllr. Adams will feed back to the committee on why their bid for funding from the Parish Council towards fireworks was unsuccessful this year. Forthcoming events: 28th November – Food Around the World, 19th December – Children’s Party, 31st December – New Years Eve Party.

12. Alconbury Recreation Field Charity: Cllr. Adams reported that the Firework Night had made a small profit. We Three Afternoon Tea had been very successful and made a profit of £187. Cllr. Isles proposed That a donation of £2000, allocated in the budget for grounds maintenance be approved. Seconded by Cllr. Aylott and unanimously agreed.

13. Community Orchard/Trees: Cllr. Tarabella had attended a pruning workshop and will begin work on the orchard to prevent the trees from becoming too tall and too top heavy. District Cllr. Baker offered to provide some larger stakes. The Environment Agency will be removing the tree that has fallen across the brook and has funding to carry out a project to cut back and/or remove overhanging trees on the stretch of brook from Alconbury Weston ford to the A1 flyover in Alconbury. These works should be completed in the next few months.

14. Memorial Hall: No meeting had taken place.

15. Neighbourhood Watch: Cllr. Aylott explained that she did not wish to continue as the Parish Council representative for NHW. Councillors agreed that it was not necessary to send a representative to the NHW quarterly meetings. Cllr. Aylott will advise NHW and suggest that they address any questions that they have to the Parish Council during Open Forum or contact the Clerk. The police crime report for September shows 2 recorded crimes, classified as: Anti-social behaviour – Brook Close & Recreation Field.

16. Bramble End playground: Cllr. Welsh agreed to organise a weed killing session in the spring to tackle the weeds growing through the safety surface.

17. Youth Group: Cllr. Adams advised that the numbers attending the senior session had increased. A Circus Skills night will be held in December. The next committee meeting will be in January.

18. Infrastructure report:

- a) Churchyard – Cllr. Adams agreed to speak to Mr. Jepp regarding the contractors parking arrangements. The condition of the road surface in The Maltings will be monitored and reported for repair to Highways, once the works at the church are complete.
- b) Village Green – Nothing further to report.
- c) Roads and footpaths – The Parish Council’s application to the Local Highways Improvement Scheme 2016/17, for funding for a new footway in front of the Manor Hotel, has been submitted and the Clerk is required to present it to Highways on 13th January.
- d) General – Nothing to report.

19. Planning.

a) New applications.

15/01948/HHFUL Proposed ancillary residential accommodation. 4 Bell Lane, Alconbury, PE28 4DU. Cllr. Isles proposed that Alconbury Parish Council should recommend refusal because the proposed building would be detrimental to the street scene due to overdevelopment of the western edge of the site, which lies adjacent to the High Street. Councillors also felt that the building was too close to the existing hedge and would be better sited behind the main house. Seconded by Cllr. Sale.

4 votes were recorded in favour of the proposal to recommend refusal, 1 against & 1 abstention. Cllr. Welsh and Cllr. Elphick did not take part in the vote having declared an interest.

b) Update on applications previously discussed:

15/01630/S73 Variation of condition 1 of planning permission 1000739S73 to enable continued use of the site until 2020. Alconbury Airfield, Ermine Street, Little Stukeley. In progress.

15/01847/REM Approval of appearance, layout, landscaping, scale and access in respect of the construction of 31,893 square metres of mixed B1(a), B1(b), B2 and ancilliary floorspace and associated highways, drainage, landscaping and ancilliary works. In progress.

15/01803/FUL Proposed construction of new detached dwelling, conversion of pool house to form second dwelling and extension to front of existing property. Georgian House, Great North Road, Alconbury, PE28 4ER. In progress.

15/00749/FUL Change of use from parking and maintenance of 2 HGV lorries and trailers and a pickup truck to a mixed use of parking and maintenance of 2 HGV lorries and 2 trailers and a pickup truck and storage and sale of aggregates. Including the construction of new aggregate storage bays. Top Farm, Ermine Street, Alconbury. In progress.

15/00930/FUL Erection of one affordable bungalow. Land north-west of 17 Wren Close, Alconbury. Pending decision.

15/01054/HHFUL Ground floor extension to the side elevation. The Barn, 17 High Street, Alconbury. Pending decision.

c) A14 Cambridge to Huntingdon Improvement Scheme.

Cllr. Welsh advised that consultation with Arup had now ended and future contact will be directly with Highways England.

20. Financial report:

a) Payment of outstanding debts.

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

(1) Cq. No. 875 Mrs. D. Benham, wages & expenses of Parish Clerk for November. £673.98

(2) Cq. No. 876 HMRC, PAYE/NI November. 0.60p

(3) Cq. No. 877 Mrs. J. Aylott, reimbursement of key cutting costs for notice board, £11.00

(4) Cq. No. 878 Alconbury Recreation Field Charity, donation towards grounds maintenance. £2000.00

b) Current position.

A copy of the receipts and payments and bank reconciliation was handed to each councillor.

The bank statements were available for inspection and Cllr. Bush confirmed that the balance in the bank accounts was correct as shown on the bank reconciliation.

c) Budget & Precept for 2016/17.

The Clerk had provided a forecast of the expenditure still to come for year ending 31/3/16 and a draft budget for 2016/17. Cllr. Bush proposed that Alconbury Parish Council set a budget and precept of £36,000 for the financial year 1/4/16 to 31/3/17. Seconded by Cllr. Adams and unanimously agreed.

d) Pension Scheme.

The Clerk had received a letter from the Pensions Regulator advising that the Parish Council needed to choose a pension provider and start the Declaration of Compliance. Councillors agreed that they should use the National Employment Savings Trust set up by the Government. Cllr. Aylott proposed that Alconbury Parish Council should employ SR Howell & Co to set up the scheme, issue all the appropriate letters on the staging date and complete the Declaration of Compliance for a fee of £200 plus VAT. Seconded by Cllr. Sale and unanimously agreed. Cllr. Isles agreed to prepare a Pension policy.

21. Correspondence:

- a) Electoral Review of Cambridgeshire – Further limited consultation for Cambridge.
- b) Letter from the Post Office regarding proposed changes to the Alconbury branch. Online survey can be completed at www.postofficeviews.co.uk branch code 27323099.
- c) Leaflet on Riparian Responsibilities for Flood Risk – forwarded to councillors.
- d) Planning training for councillors at HDC on 2nd December – nobody available to attend. Clerk to request handouts.
- e) Email regarding ownership of land behind 29 Manor Lane – Clerk advised resident to contact Land Registry.
- f) Request from HDC to provide details of maintenance carried out by the Parish Council – Clerk to complete.

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

23. Date of the next meeting: 26th January 2016, starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....