

**Minutes of the meeting of Alconbury Parish Council  
held on Tuesday 27<sup>th</sup> September 2016 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. J. Aylott, Mrs. T. Gilbert, Ms. L. Isles, Mr. R. Sale (Chairman), Mr. S. Tarabella & Mr. A. Welsh.

Also present: County Cllr. P. Ashcroft, County Cllr. P. Brown & Mrs. D. Benham (Clerk) & 1 parishioner.

1. Apologies for absence: Cllr. E. Adams (personal), Cllr. C. Bodley (work commitment) & Cllr. A. Bush (personal).

2. Declaration of Interests: Cllr. Isles & Cllr. Welsh declared an interest in item 13 being trustees of the Memorial Hall.

3. To approve the minutes of the previous meeting held on 30<sup>th</sup> August 2016: Approval of the minutes of 30<sup>th</sup> August 2016 proposed by Cllr. Aylott, seconded by Cllr. Sale and unanimously agreed.

4 Reports from County Councillor: County Cllr. Brown advised that work is due to start on the widening of the A1 from Brampton to Alconbury in November. Clarification is required on whether there will be road closures or lane closures, whilst the work is carried out. Devolution proposals are moving forwards, and if agreed there will be an election next spring for the role of Mayor. Devolution would mean that Highways and Housing provision could be funded locally. Next and M & S will be moving to the Town Centre development and there are 8 further units to be filled. The Town Council has taken responsibility for the Cromwell Museum under a trust. The new lighting scheme is near completion.

5. Local Highways Improvement Scheme 2017/18: Councillors agreed that no application should be made this time.

6. Flooding.

a) Flood prevention meeting – held on 20<sup>th</sup> September and attended by the Environment Agency, HDC and representatives from Alconbury and Alconbury Weston Parish Councils. The Environment Agency had carried out a review of their maintenance plan and as a result, will be carrying out reed clearance from Alconbury Weston through to Brampton racecourse by the end of the year and every few years going forwards. A contractor has also been employed to remove trees etc from around the flood protection levy at the racecourse. Various areas of concern were noted on a map for the E.A. to investigate. These included land that had not been ploughed for many years, overgrown channels and ditches that had been cleared by farmers and now allowed the water to run too quickly into the brook. Chris Allen (HDC) suggested that the Property Level Protection (PLP) equipment was not being used properly by some home owners and that many homes had changed ownership since it was fitted and that fitting instructions had probably not been passed on. The Parish Councils offered to help with this issue but Mr. Allen said that addresses of properties with PLP equipment could not be released for Data Protection reasons and he was also reluctant to supply the instructions for the 12 different types of equipment so that the Parish Councils could publish them on their websites. The E.A will have to apply for funding to pay for the modelling work required to see how various improvements might effect flooding and explained that Partnership Funding might be available.

b) Emergency Plan update meeting – held on 21<sup>st</sup> September and attended by the Environment Agency, CCC, HDC, Police, Fire Service and representatives of Alconbury and Alconbury Weston Parish Councils. This follow up meeting was held after concerns were raised regarding the response

from various agencies to the last flood event in March. It had been agreed by the various agencies involved that they will move to a tactical meeting much earlier in future, when there is a risk of flooding, rather than when it is happening.

E.A. has trained more Flood Support Officers who will be available on site to warn residents and to collect data afterwards. New flood kits, which include “Road liable to flood” signs are available to communities who have an emergency plan and a flood team. The trigger level for flood alerts is to remain the same. Gauges have been cleaned and restored and the gauge at Alconbury Weston, which is not used for flood alerts, but which residents find useful, is to be heightened, as the flood waters rose above it in March.

HDC’s CCTV camera at Alconbury Weston was wiped out and the box has now been made more resilient. HDC agreed to write to all residents with PLP equipment to give an update and advice. HDC agreed to find the instruction manuals and will work with the Parish Councils to give training where needed. HDC will continue to provide sandbags to properties at imminent risk of flooding when requested, although they stressed that they were of limited use and could not explain how these could be delivered once the roads had flooded.

CCC agreed to investigate the possibility of residents being able to put out “Road likely to flood” signs prior to “Road Closed” signs being put out by Highways.

The Police admitted that Commanders new in post were unused to working with other agencies and a program of training will be introduced next year. The police have access to a RIB and can assist with moving people to safety.

There is a possibility that further webcams could be installed so that conditions are available to view on line. Councillors agreed that the Clerk should ask for a gauge and webcam to be installed near to the medieval bridge and another webcam by the ford.

Cllr. Aylott explained that a Flood Group could consist of just 4 people who would be willing to let the E.A. hold their contact details. They would assist in making residents aware of potential flooding and give feedback after an event. Cllr. Aylott agreed to read through the Community Emergency Plan template and report back.

7. Parish Plan: Councillors agreed that Cllr. Isles should include more questions regarding flooding. Cllr. Isles agreed to have the draft questionnaire ready for councillors approval by mid- November.

8. Grass cutting: The Clerk is still waiting to hear whether a grant would be paid if the Parish Council takes over responsibility for cutting areas belonging to CCC and has now sent an email to Jo Challis chasing this. HDC have identified three “orphan sites” that they have been cutting and now claim that 2 belong to the Parish Council and one to Alconbury Developments. The Clerk had asked HDC for a copy of the title deeds, which had subsequently been received. However, the accompanying map appeared to be incorrect, with several roads included in the areas shown as belonging to the title. Councillors agreed that the Clerk should visit Land Registry in Peterborough to investigate further. The Clerk has invited Cllr. Robin Carter to attend the next meeting to discuss maintenance of these areas.

9. Update on Alconbury Weald: Cllr. Aylott and the Clerk attended a liaison meeting on 27<sup>th</sup> September.

Residential - Morris Homes will start building smaller 4- bed homes, 3- bed homes and 15 affordable homes in November, with sales to start Feb-March 2017. The first primary school was handed over on 23<sup>rd</sup> August and is now settled with 15 children attending and 70 expected by the end of the year. It has been set up to accept any age from reception to year 6 and currently has three classes. It will hold a maximum of 420 pupils but has the ability to be extended if necessary. The school has a central space for community use and sports pitches will be available for hire from Easter next year.

Jemima House Nursery will have 52 places available when it opens on 31<sup>st</sup> October and will be run by Mother Goose Nursery. Visitors are welcome to view the school on 11<sup>th</sup> October at 6pm.

HDC - Clara Kerr advised that the Local Plan was progressing well and would be submitted next year. Atkins are currently carrying out traffic modelling work. HDC meet with Urban & Civic on a monthly basis.

Enterprise Zone – All new buildings are progressing well and several planning applications are with HDC. New applications will include: A small Community Building to contain a temporary library, small retail area and bike hire. Completion of the other side of the Boulevard and some realignment, the Cricket Park and the Watchtower.

The next parcel of land will contain a mix of commercial and residential. It will have small offices and studios, housing will be smaller and include accommodation for older people and affordable housing. Talks continue regarding the Railway Station and the Southern Access.

The next meeting will take place on November 15<sup>th</sup> at 10am.

10. Alconbury Sports & Social Club: the Clerk read a report from Cllr. Bodley. The club is doing well with an increase in bar sales and high numbers of functions. The Family Fun day was a big success and raised about £1000. There have been problems with youths on the recreation field around the dug out on most nights, making a lot of noise and mess and smashing bottles across the sports fields. The local PCSO has been called in to deal with the problems and councillors agreed that this was the best course of action.

11. Alconbury Recreation Field Charity: No report available.

12. Community Orchard/Trees: Cllr. Tarabella had drafted a letter of objection to the deletion of the Tree Warden Coordinator post at HDC. Clerk to send to Andy Moffat (HDC) on behalf of the Parish Council. Cllr. Tarabella advised that Bridget Halford had supplied some extra stakes and that he would be purchasing cable ties etc. One of the trees on the green had snapped in the windy weather. GTS had advised that it needed to be felled and removed, and this had been carried out the same day. Cllr. Sale proposed approval of the action taken by Cllr. Tarabella. Seconded by Cllr. Isles and unanimously agreed. Clerk to obtain a quotation to have the stump ground away. Cllr. Tarabella had received maps of the parish from Bridget Halford. Two will be kept by the Clerk and Cllr. Aylott suggested that the third should be framed and hung in the Memorial Hall lounge. Cllr. Sale proposed that Cllr. Aylott obtain a quotation for framing for councillors' approval. Seconded by Cllr. Gilbert and unanimously agreed.

13. Memorial Hall: A committee meeting was held on 8<sup>th</sup> September. The committee need a new Secretary and the current Chairman and Treasurer are also standing down. A flyer will be distributed with the next Parish Pump asking for new committee members. The Pre-school have applied for a grant to provide a new play area at the front of the building. The committee raised concerns about maintenance and access to the hall during construction. There is a new play area to the rear of the hall and new curtains inside. Electrical work will be carried out to provide light switches on the left hand side of the stage. Cllr. Welsh to ask whether the committee would be prepared to apply for funding from the Woolley Hill Wind Farm Trust to erect a small stone war memorial outside the hall, at the next committee meeting on 15<sup>th</sup> November.

14. Bramble End playground: SMP claim that the motorbike springer is not their equipment. Clerk to source a piece of threaded bar in order to effect a repair.

15. Youth Group: No report available.

16. Police crime report: The July police crime report showed 3 reported crimes in Alconbury – all anti-social behaviour.

17. Infrastructure report:

a) Churchyard – Cllr. Aylott advised that Rev. Jepp would like the next churchyard tidy to be carried out in the spring.

b) Village Green – Nothing further to report.

c) Roads and footpaths – The pot hole outside the church, on The Maltings, has been repaired. Highways have advised that the overgrown footpath between Alconbury and Alconbury Weston will be cleared by 30<sup>th</sup> September. Clerk to report brambles growing over the footway on Mill Road. Cllr. Sale to speak to a resident regarding a hedge that it starting to cause visibility problems on Rusts Lane.

d) General – The Woolley Hill Wind Farm Community Fund panel meet on 4<sup>th</sup> October to consider four applications for funding. Cllr. Welsh had attended a meeting of the Alconbury Waste Transfer Site Local Liaison Forum and reported that daily site inspection and litter picking were being carried out. A weather station had been installed so that complaints regarding odours could be cross-checked. Cllr. Sale to attend the Allotment Group AGM on 28<sup>th</sup> September.

18. Planning.

a) New application.

16/01851/REM Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of new Community Park, to include; allotments, MUGA, NEAP, skate park, amenity open space, landscaping, car parking and ancillary works. Alconbury Weald. Cllr. Isles proposed that Alconbury Parish Council return no observations either in favour or against. Seconded by Cllr. Welsh and unanimously agreed.

b) Update on previous applications.

16/01612/HHFUL First floor extension and alterations to all external elevations and insertion of roof lights. 4 The Acre, Alconbury. In progress.

16/01476/S73 Variation of condition 3 from approved application 15/01803/FUL to allow materials to be agreed prior to each phase. Georgian House, Great North Road, Alconbury. Approved by HDC.

16/01546/FUL Construction of a 13,287 sqm building comprising B1(A), B1(B), B1(C), and B8 uses, highway work, car parking, landscaping, lighting, minor ground remodelling and associated works. Alconbury Weald. In progress.

16/01329/REM Application for approval of appearance, layout, landscaping and scale in respect of the construction of 165 dwellings, pocket park, associated highways, landscaping and ancillary works. Alconbury Weald. In progress.

16/01445/REM Submission of reserved matters (access, appearance, landscaping, layout and scale) in respect of the construction of a primary electrical substation, new landscaping, highways works and ancillary works. In progress.

16/01101/HZC Proposed storage of up to 49 tonnes of ISO Pentane (P5a Flammable liquid – Category 1). Alconbury Weald. In progress.

16/01148/REM Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of strategic foul and portable water main, water pressure boost pump, foul water pumping station and pedestrian and cycleway including ground remodelling and ancillary works. Alconbury Weald. Approved by HDC.

16/00262/NMA Application for non material amendment to approval of reserved matters (outside of a key phase) for primary infrastructure to support the delivery of the primary school (KP1-01). Alconbury Weald. 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.

19. Financial report:

a) Payment of outstanding debts.

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

(1) Cq. No. 924 Mr. A. Abbs, grass cutting 6<sup>th</sup> instalment. £1160.00

(2) Cq. No. 925 Mrs. D. Benham, wages & expenses of Parish Clerk for September £696.63.

(3) Cq. No. 926 HMRC, PAYE/NI for September. £1.20

(4) Cq. No. 927 PKF Littlejohn LLP, External Audit fee. £240.00

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. Tarabella confirmed that the balance in the bank accounts was correct as shown on the bank reconciliation.

c) Result of the external audit.

Complete and with no issues raised. A Notice of Closure of the Audit and a copy of the Annual Return has been placed on the noticeboard and the website.

d) Request for a donation from The Royal British Legion towards the poppy wreath laid on Remembrance Sunday.

Cllr. Sale proposed that a donation of £30 be given to the Royal British Legion. Seconded by Cllr Welsh and unanimously agreed. Section 137 payment.

20. Correspondence:

Circulated to councillors since the last meeting:

a) Electoral Review of Cambridgeshire : Final recommendations.

b) Support Cambridgeshire launching a new service for County Voluntary and Community Organisations.

c) New definitive map and Statement of Rights of Way.

d) A14 Cambridge to Huntingdon Improvement Scheme – Update for Stakeholders.

e) Traffic Regulation Order for road closures during flooding.

f) Alconbury Christmas Tree Festival – Councillors present did not wish to enter a tree on behalf of the Parish Council.

g) Precept forms for 2017/18.

21. New agenda items for the next meeting: Small grants awards.

22. Date of the next meeting: 25<sup>th</sup> October 2016 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....

