

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 30th October 2018 at Alconbury Memorial Hall.**

Parish Councillors present: Mr. C. Bodley (Chairman), Mr. M. Gunney, Mrs. S. Brawn Mr. R. Johnson Mr. T. MacLennan & Mrs. L. Grainger

Also present: Mrs. D. Benham (Clerk), Ms C Copley (new Clerk), County Cllr. I. Gardener and 7 parishioners.

Guests; Mike Evans (Highways England), Jon Lewell (Highways England) & Ross Mew (Highways England)

Public Open Forum: Parishioners present raised concerns regarding the School Lane site identified for potential housing in the Local Plan, repurposing of Crown Gardens, potential pollution increases due to the A14/A1 upgrade and HGV's entering the village.

1. Apologies for absence: Cllr. L. Adams (personal), Cllr. T. Gilbert (personal), Cllr. S. Tarabella (personal) & Cllr. A. Welsh (personal).

2. Declaration of Interests: Cllr. Gunney declared an interest in item 22c, being a trustee of the Alconbury Recreation Field Charity.

3. Parish Clerk

a. Recruitment of a new Clerk: The Chairman confirmed the appointment of the new Parish Clerk Ms Charlotte Copley and introduced Charlotte to those present.

b. Councillors agreed that Mrs. Benham will stay until 30th November 2018.

4. Co-option to fill councillor vacancy: Cllr. J. Aylott resigned on the 21st October. The Clerk has informed Huntingdonshire District Council (HDC) and a Notice of Vacancy has been placed on the noticeboard on the 22nd October. HDC will advise once the 14 statutory days are up and the Parish Council will then be able to co-opt. The Clerk requested volunteers to take up Mrs. Aylott's responsibilities; Cllr. Adams will print agendas and minutes and put them on the noticeboard. Cllr. MacLennan agreed to make regular inspections of Bramble End playground and Outdoor Gym. Cllr. Gunney agreed to attend future meetings at Alconbury Weald along with the Clerk.

5. To approve and sign the minutes of the last meeting held on 25th September 2018: Cllr. Johnson proposed to approve the minutes of the the previous meeting held on the 25th September, seconded by Cllr. Brawn and resolved to do so.

6. To discuss the effects that the removal of the bridge in Huntingdon and the A1/A14 upgrade may have on pollution levels in Alconbury

Mike Evans from Highways England gave background information on the A14/A1 upgrade and advised that the viaduct in Huntingdon needed to be removed as it was not wide enough and in poor structural condition, and that traffic would be routed on to a new southern bypass. The scheme will result in a substantial increase in traffic travelling up the A1. The Chairman allowed questions from a parishioner regarding some spikes in recorded pollution levels in Manor Lane during January and February 2017. Ross Mew (Highways England) advised that levels during the winter months were generally higher and were balanced out by lower levels in the summer months. The levels of pollution in Alconbury were well within the annual mean of 14mgs, which is the Air Quality Standard. Mr. Mew advised that despite the expected increase in traffic, modeling had shown that pollution levels in 2020, would increase by only a tiny amount due to a lowering of vehicle emission

levels and would still be well within the Air Quality Standard. Concerns were raised that the A1 slip road to Rusts Lane could become a rat run and Mike Evans suggested that money may be available from Highways England once the scheme was complete, if it could be proven that the village was suffering as a direct result of the new road layout. It was agreed that a plan of action should be discussed at a future Parish Council meeting.

The A14 Mobile Visitor Centre will be in the Memorial Hall car park from 3pm – 6.30pm on 6th November.

7. Repurposing of Crown Gardens;

The Chairman, Cllr. MacLennan and the Clerk attended a meeting with Sonya Fitt (Luminus) and Jon Collen (HDC) on 16th October and were told that there are currently 21 bedsits, 7 one-bedroomed flats and 2 bungalows for over 55s, which Luminus have struggled to fill because the accommodation is small, out-dated and not what elderly people are now looking for. They have considered making fewer larger units but say that this is not financially viable.

HDC have many homeless people in need of temporary accommodation, including 15 families currently in B&Bs and some having to be placed out of area in Luton and Bedford. Most have lost their homes due to private landlords increasing the rent or because they want to stop renting the property out.

There are 7 elderly residents in Crown Gardens at the present time. 4 are being relocated to Park View in Huntingdon, 2 will be going to bungalows and the other resident has yet to be accommodated. All will have their costs, including removals, carpets, cooker connection etc paid, as well as receiving a lump sum.

Luminus plan to do some work to make the units larger and will decrease the total number to 20/21. They want to knock down the garages and use some of the grass at the front to create extra parking. The two bungalows are to stay. They will then be able to offer temporary accommodation on 6-12 month lets to a mixture of singles, couples and families. They expect the total number of residents to be approximately 50 at any time. Any children are likely to continue to attend the school they were going to when they became homeless. Therefore, not many, if any, will be attending Alconbury School. There will be an on site officer from 9-5 and overnight security. There will be a strict behaviour code so that residents do not disturb other Crown Garden residents or neighbours. Luminus own the property and may only need planning permission for the demolition of the garages. Sonya Fitt (Luminus) and Jon Collen (HDC) have confirmed that they will attend the next Parish Council meeting on 27th November to present their plans for Crown Gardens and to answer questions and concerns.

The Clerk has received a copy of a letter of objection from a neighbour of the site, which had been sent to District and County Councillor and the local MP. The Clerk had also received two emails from parishioners raising concerns.

8. Reports from District & County Councillors: No reports received from District Councillor J.

White (apols). County Councillor Gardener updated the Council with the following reports; Stronger for Longer campaign has been launched, the campaign is aimed at reducing the falls risk and more information can be found at <https://www.cambridgeshire.gov.uk/be-well/>

The Solar Farm at Soham has produced 5% more green energy than envisaged.

A reminder that anyone applying for secondary school places, needs to do so by 31st October.

The Fire Authority have permission to go to Judicial Review, which will look at whether they will come under the control of the Police Commissioner.

Cllr Gardener has visited Alconbury Weald to look at the plans for CCC's new offices and meeting rooms, which will be located behind the watch tower.

Following this weeks budget the Government have announced an additional 2.32m funding for social care and additional funding for pothole repairs and mental health (precise figure to be announced).

Two new Dragon Patchers have been very active this year on road surface/drought damage repairs and another will be in service shortly.

9. Extension of allotment land lease: Warren Boyes & Archer have written to Mr. & Mrs. Ayres and are in the process of drawing up and agreeing a new lease to 2035 with termination not allowed before 2030. Allotment land rent to increase to £1200.

There was some confusion over footpaths surrounding the allotments and agreed that the Clerk would try and establish the access via the Cambridgeshire County Council website

10. Data Protection General Regulations: The Clerk has prepared and circulated a General Privacy Notice that will be placed on the Parish Council website. The Clerk has also prepared a Privacy Notice for Councillors, Staff and Role Holders and has circulated this to councillors. Prices for Parish Council councillor email addresses have been obtained from askIT Services Ltd. The Clerk recommended the basic mailbox option with a cost of £12 per year per mailbox including VAT be purchased, as opposed to the Microsoft mailboxes option at £54.72 per year per mailbox. Cllr. Bodley proposed to go ahead with the basic mailbox option, seconded by Cllr. Johnson and resolved to do so. The Clerk will contact askIT Services to progress this and will continue with GDPR compliance.

11. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan:

a. Cllr. Johnson informed Council that he and Cllr. Gilbert had attended the last Partnership Group meeting and there had been a few amendments to the Flood Plan but that it was almost ready to publish. Cllr. Johnson will be attending the Community Emergency Planning Conference on the 23rd November and will report back

b. Cllr. Gunney updated Council on the storage facility for the flood kit, the hard surface has been completed by Cllr. Tarabella and Cllr. Gunney. A pro-forma invoice was obtained for the metal storage unit and a cheque was sent on 7th October. It will be delivered flat packed in approximately 6 weeks. They will call the Clerk to arrange delivery to Cllr. Brawn and assistance will be needed in erecting the unit. Once the unit is installed security/padlock/keys etc will need to be discussed and the Clerk will add the storage unit and its contents to the Parish Council insurance.

12. Update on Alconbury Weald: Cllr. Aylott and the Clerk attended the last meeting on 2nd October. The Clerk read a report from Cllr. Aylott;

HDC advised that a planning application has been received for Northbridge/Ermine Street for 1000 homes, plus a further 500 on the opposite side of the road by the business park. Urban & Civic have submitted applications for a new roundabout on the A141, and a road connecting the roundabout to the old runway. A meeting has taken place with Stukeley PC to discuss what form that the Country Park will take. Work on the listed watch tower has started to convert it to a community building and library.

Parcel 4 - Civic Living has started building a mix of apartments, houses and bungalows with offices fronting Ermine Street. Parcels 5 and 6 surrounding the cricket pitch. Parcel 6 Crest Nicholson 192 properties, Parcel 5 Hopkins. All applications are in for the first 879 dwellings.

The secondary and special needs school are to be in the extended phase 1 area with construction of the secondary school aimed for 2022 with the possibility of the special needs school prior to that date. Plans should be submitted by Christmas 2018.

There has been some anti-social behaviour around the play park, graffiti and social media problems. The NHS facility could be brought forward and may include GP facility and walk-in clinic with x-ray, physio etc. The Stukeleys traffic calming will be finished February 2019. The next meeting will take place on 22nd January to be attended by the Clerk and Cllr Gunney.

13. Alconbury Sports and Social Club: Fireworks event is going ahead on Friday 2nd November. Cllr Gunney to talk to Cllr. Tarabella regarding shrubs to repair gaps in the hedge where people have walked through.

14. Alconbury Recreation Field Charity: Cllr. Gunney advised that the adult gym equipment has been installed and is being well used. The equipment has been purchased with the aid of a Lottery Grant, donations and other fund-raising and has been installed in memory of Professor Bob Berrington, who was a local GP and instrumental in the establishment of the sports facilities. Professor Berrington's family have been invited to the official opening ceremony on 11th November at 2pm.

Future fundraising events include : Fashion Show on 8th November, Childrens Christmas Party on 15th December and a Family Christmas Party on the 22nd December.

15. Community Orchard Trees: No report available from Cllr Tarabella. The broken limb on the Walnut Tree on Manor Lane has been removed by Global Tree Solutions. Cllr Tarabella to carry out an inspection of all the trees on Parish Council owned land.

16. Memorial Hall: Cllr. A. Welsh presented the AGM report stating firstly that the treasurer has reported a loss of approximately £1000 in the first three quarters of this financial year, mainly attributed to a 46% decrease in income from regular users. To counter this drop in regular user receipts it was proposed an increase in fees be made (the first increase in 2 years) from January 2019. Regular users will go up by 25p per hour and others by 50p per hour. The fee for hire of the main hall for private use will become a single fee of £28 per hour replacing the split fees before and after 5pm of £26 and £32 per hour respectively. The Hall Manager reported the issue over sanitary bins has been resolved along with the kitchen bins and their emptying. The Hall Manager has reminded all users of this and it will become part of the new User Agreement which is being drafted. A hall GDPR policy has been adopted. A pest control company has been brought in to resolve a rodent issue. Providing a broadband facility for the hall was discussed and decided that due to the good 4G reception in the hall that a broadband installation would not be necessary for now and therefore shelved for the time being. Preschool reported a shortage of numbers and asked if they could have two afternoon per week free until Easter 2019 to help recover from their financial situation. The chairman asked the pre school clear all outstanding invoices beforehand and provide a copy of their accounts and forecasts before a decision was made. Mrs. Bodley is stepping down as Secretary and all present were asked if a new secretarty could be recruited. The next meeting will be held on Monday 21st January 2019.

17. Bramble End Playground and Outdoor Gym: Cllr. Aylott's report dated 8th October has no issues to report. Cllr. MacLennan has agreed to take over future responsibility of the reporting.

18. Youth Group: No new information available.

19. Police Crime Report: The Clerk has not been able to retrieve data from the Police UK website which doesn't appear to have been updated with statistics for the last few months. County Cllr. Gardener will investigate and report back

20. Infrastructure Report:

a. Churchyard; Clerk to establish who arranges the "Churchyard Tidy" to see if any action is required by the Parish Council.

b. Village Green; The village sign has been re-erected on the triangle. The old grit bin, which now has a split in it, has been righted, a new one has not yet been purchased. The insurance claim has

been agreed and we are awaiting payment of £228 in to the bank (£140 to re-erect the sign plus £188 for a new grit bin, less £100 excess). The Clerk will order a new bin from Glasdon when ready (suggested when there is less salt in it) and Cllr. Brawn will take delivery.

The Clerk has discussed with Highways the possibility of placing boulders around the edge of the triangle to try and prevent HGVs from damaging the village sign etc. Having initially said we couldn't because they thought it was their land and claimed that boulders would create a safety issue, Highways have now said that as the triangle of land is Village Green, we probably can but we could be held responsible if there was a collision and someone sustained an injury by colliding with them. Highways also pointed out that it would make it impossible for an HGV to turn around. Preventing HGV's from entering Mill Road and Sharps Lane is key and the Clerk has chased Highways to install the new signage that will be funded from this year's successful bid to the Local Highways Improvement Scheme. The signage will include "Not suitable for HGV's" signage for Sharps Lane, and additional new signage for Mill Road and Rusts Lane. Councillors agreed not to proceed with boulders for now (funding would need to be sought from the Mick George Charity or Woolley Hill Wind Farm) and to wait to see if the new road signage has any effect. Cllr Bodley agreed to reflect this in a write up for the Parish Pump.

Cllr. Johnson has been looking in to the possibility of placing a CCTV camera on the Mill Road side of the bridge and asked County Cllr. Gardener if he could look into whether this could be added to the County Council scheme. C/Cllr. Gardener agreed to look in to the options and asked Cllr. Johnson to forwards details of where the camera needs to be.

c. Roads and Footpaths; Footpath no.2 We now have quotes from SRH Gardening and Four Seasons (Antony Abbs) to clear the overhanging vegetation. However the majority of councillors were not happy at the last meeting, to pay to have it cleared as it is not owned by the Parish Council.

Highways own the tarmac path and it is believed that residents of Coulson Way own the land which the vegetation and trees are growing on. When the Clerk met with Joe Hudson, (Highways officer) on the 18th October, he agreed to look at the office maps in order to identify who owned the land and then write to the homeowners if necessary, to ask them to clear it and if this was not done, to pass it on to the Enforcement Officer. A response will be received in due course. The Clerk had written to the Coulson Way Residents Association but had not received a reply. Cllr. Gunney advised that he believed that the Residents Association would not involve themselves with the footpath issues.

The Clerk also obtained a quotation from SRH Gardening and Four Seasons to maintain the three footpaths (No 2, 4 & 17) on a monthly basis, with separate prices for each one. The Clerk will circulate the quotations before the next meeting and chase Highways for a response.

d. General; No further reports

21. Planning:

a. Planning Applications

18/01928/FUL Installation of rainwater soakaway system. St Peter and St Pauls Church, Church Way, Alconbury. Circulated and returned recommending approval

18/01536/REM Reserved matters application for 192 dwellings for appearance, layout, scale, landscape and access in respect of Key Phase 1 pursuant to outline planning application

1201158OUT, Alconbury Airfield. Cllr. MacLennan proposed no observations be made, seconded by Cllr. Bodley and resolved to do so

18/02223/REM Application for approval of appearance, layout, landscaping and scale in respect of the construction of 189 homes, pocket park, associated highways, landscaping and ancillary works (submitted under condition 15/18 of outline planning permission 1201158OUT) Parcel 5 Senliz Road, Alconbury Weald. Cllr. MacLennan proposed, seconded by Cllr. Brawn that no observations be made and resolved to do so

18/02275/REM Reserved matters (appearance, layout landscaping and scale) in respect of the construction of a new highway to form a link from the A141 to Key Phase 1 and all associated

works. Land west of the East Coast Mainline Railway and north of Spittals Way Huntingdon. Cllr. MacLennan proposed no observations, seconded by Cllr. Brawn and resolved to do so.

b. Update on Previous Applications not yet approved

18/01217/FUL The erection of a building to accommodate the HQ and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles. With associated landscaping, car parking, and boundary treatment, with access from Ermine Street.

Building 252 RAF Alconbury, Ermine Street. In progress.

18/01536/REM Reserved matters application for 192 dwellings for appearance, layout, scale, landscape and access in respect of Key Phase 1 pursuant to outline planning permission 201158OUT. In progress.

18/01577/REM Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new roundabout from the A141 including drainage, landscaping and additional works. Land west of the East Coast Mainline Railway and north of Spittals Way, Huntingdon. In progress.

18/00707/FUL Alconbury Services Demolition of motel, services and petrol filling station and change of use from lorry park, motel, services and petrol filling station, to lorry park, incorporating container transshipment storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting. In progress.

17/02343/FUL Proposed new dwelling. Land adj. to 9 Rusts Lane, Alconbury. In progress.

Application offering to meet an identified current need at Alconbury Surgery to open a new pharmacy – letter received from NHS Resolution asking for any final comments before the appeal is determined. No further comments submitted by Alconbury Parish Council

c. Local Plan

Examination of the Huntingdonshire Local Plan; a copy of the letter received from Kevin Ward, Planning Inspectorate, saying the submitted Local Plan is not sound and will require main modifications which will be subject to full public consultation and Sustainability Appraisal in due course. No application has yet been received for the School Lane site identified for housing in the submitted Local Plan.

22. Financial Report

a. Payment of outstanding debts, Cllr. MacLennan proposed approval to all 11 payments (listed) all as per the agenda (first 2 already paid), seconded by Cllr. Gunney and unanimously agreed.

1) Mr. C. Bodley, reimbursement for Hunts Post adverts for Clerk vacancy	£279.36
2) Alexandra Retail Ltd., metal storage unit for flood equipment	£559.99
3) SR Howell and Co., Payroll Services 1/4/18 – 30/9/18	£60.00
4) Wicksteed Leisure Ltd., Repair to safety surface at Bramble End	£320.40
5) CAPALC, Councillor training	£75.00
6) Day Today Maintenance, work to re-erect village sign	£140.00
7) Global Tree Solutions Ltd., Removal of broken limb to walnut tree	£96.00
8) askIT Services Ltd., purchase of Parish Council laptop, Microsoft Office, installation and set up	£739.98
9) Mrs. D. Benham, wages and expenses for October	£828.10
10) HMRC PAYE/NI	£ .20
11) askIT – Website maintenance	£ 43.20

b. Current Position, copy receipts and payments and bank reconciliation was circulated to all councillors, Cllr. Bodley confirmed the balance in the bank account was correct as shown on the reconciliation

c. Request for a donation from Alconbury Sports and Social Club has been made regarding the annual payment of the defibrillator monitoring service at a cost of £58.50. Cllr. MacLennan

proposed a one-off payment of £58.80 be paid on this occasion for the whole amount for this year, seconded by Cllr. Brawn and unanimously agreed.

d. Change of signatories to bank account; due to the resignation of Cllr. Aylott it was agreed that Cllr. MacLennan will be the new signatory and the Clerk will arrange the relevant forms from the bank.

23. Correspondence

- a). Planned road closures w.c. 1st October
- b) Roadworks and Events Bulletin 1st – 15th October
- c) A14 junction 21 Brampton Hut to junction 20 weekend closure
- d) Parish Council Energy Scheme opportunity – Interest registered 3.10
- e) Draft Cambridgeshire Statement of Community Involvement
- f) Roadworks and Events Bulletin 16th – 31st October
- g) IHMC Incident Report for September
- h) A14 monthly Parish Council Bulletin
- i) Highways Events Diary for October
- j) Changes to local bus services
- k) Town/Parish Council forum – Cllr Tarabella to attend both sessions on planning
- l) Planned A14 road closures w.c 15th October
- m) Application to open a pharmacy at the surgery – appeal information
- n) Inspectors letter on examination of the Huntingdonshire Local Plan to 2036
- o) Stagecoach November service change
- p) A14 C2H Newsletter
- q) A14 Cambridge to Huntingdon Improvement Scheme update
- r) Planned road closures w.c 22/10
- s) Project 21 at St Peter & St Paul Church, visit www.smartsurvey.co.uk/s/Alconbury4 to complete the survey
- t) Invitation to the CPIER Roadshow
- u) A14 Cambridge to Huntingdon – Mammoth discovery
- v) Low Carbon Britain 2018
- w) Cambridgeshire Community Foundation Newsletter
- x) Highways Events Remembrance Day diary
- y) Planned road closures w.c 29/10
- z) A14 weekend closure and A1198 update

24. New agenda items for the next meeting:

Budget and Precept for 2019
Defibrillator

25 Date of the next meeting: 27th November 2018 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....