

**Alconbury Parish Council**  
**Charlotte Copley, Parish Clerk 01487 813606**

**Minutes of Meeting:**

**Date:** Tuesday 24<sup>th</sup> September 2019

**Time:** 7.30pm

**Venue:** Alconbury Memorial Hall

Parish Councillors present: Mrs. T. Gilbert (Vice Chairman), Mr. M. Gunney, Mr. T. MacLennan, Mrs. S. Brawn (arrived later) Mr. R. Johnson, Mr S Tarabella

Also present: Mr I Gardener (County Councillor), Ms. C. Copley (Clerk) and 5 parishioners.

1. Apologies for absence:

Mrs. S. Brawn (arriving later) Mr. C. Bodley (prior engagement)

2. Declaration of Interests:

Cllr. Gunney declared an interest as a trustee of the Alconbury Recreation Field Charity, and Cllr. Tarabella as a trustee of the Memorial Hall.

3. To receive reports from County and District Councillors:

The Chairman proposed with all in favour that County Cllr. Gardener be permitted to give his update before the Public Participation session due to Cllr. Gardener being required to attend a meeting elsewhere.

The watchtower renovation on Alconbury Weald is progressing well and the building will be ready by Christmas to house the new temporary library. Local residents are asked for their thoughts on the new library, activities, events that they would like to attend and also a request for donations of books less than 3 years old and in good condition. If you have books to donate, would like to volunteer at the library or you would like any further information please contact [julie.kisby@cambridgeshire.co.uk](mailto:julie.kisby@cambridgeshire.co.uk)

From the 1<sup>st</sup> October the new van and trailer e-permit scheme will be rolled out across recycling centres in the County. Permits are available online and extra staff are available to assist. The County Council will be monitoring the new system closely as they are aware of the concern regarding possible increase in fly tipping. If this is the case the system will be reviewed.

The transformation of the St.Ives Park and Ride has started and hopes to complete in 6 months time. Solar panels are being installed to power charging points for electric vehicles on the site. <https://www.cambridgeshire.gov.uk/news/st-ives-park-&-ride-paving-the-way-for-future-green-energy-projects/>

The County Council are promoting a free NHS Health Screening scheme aimed at people aged between 40-74 to help detect early signs of illnesses such as diabetes, heart and kidney disease. For further details or to book your appointment please contact your GP. On the 14<sup>th</sup> May 2019 Cambs County Council declared a climate emergency, For more information on what the Council is doing, visit the dedicated web page: [www.mlei.co.uk/climate&environment](http://www.mlei.co.uk/climate&environment).

Finally, Cllr. Gardener reminded the Council of the LHI Panel Meeting on Monday 3<sup>rd</sup> February 2020 from 8am. The County Council will contact the Parish Council beforehand to arrange their attendance.

At 7.40pm Cllr. Gardener left the meeting.

The Chairman now suspended the meeting to allow for Public Participation

Public Participation

The first member of the public addressed their concern regarding a recent press article they had seen on the repurposing of Crown Gardens and, it was their belief, the article indicated the Parish Council are supportive of the development and the member of public voiced his concern that the Parish Council have not stepped in and fought the case for the villagers. The Chairman assured the member of the public that the article has not been seen by any of the Parish Councillors, neither have they been contacted by the press to make any comments on the matter, and that the Parish Council does what it can within its powers to support parishioners. The Chairman reassured the members of the public that they have kept them informed with any correspondence received on the matter between the Council, Chorus Homes (Luminus) and Hunts District Council by way of these meetings and subsequent minutes of meetings. The Council received an email on the 10<sup>th</sup> September 2019 from Chorus Homes, see agenda item 8 below. The Chairman therefore agreed to make contact with District Councillor White to discuss the matter.

3 members of the public voiced their opinions regarding recent works and installation of the noise reduction fencing to the section of A1 over Lordsway Park Homes. The Chairman encouraged residents to continue to report their concern to the dedicated helpline 0800 270 0114 or [www.highwaysengland.co.uk/A14C2H](http://www.highwaysengland.co.uk/A14C2H). Cllr MacLennan proposed Highways England be invited to attend a future meeting now the A14 works are nearer to completion to address residents concerns and discuss signage, routes etc.

Discussion then moved on to the littering and antisocial behaviour below the A1 viaduct. The Clerk shared the information recently received from Hunts District Council, Senior Community Protection and Enforcement Officer, encouraging residents to gather intelligence on the youth related anti social activities and to continue to report incidents to the Police. The area was clear when Hunts DC patrolled the area on the 12<sup>th</sup> September, this being due to the excellent work of volunteers who regularly litter pick the area. Hunts DC will instal fly tipping signs in the location but are unable to agree to support the installation of fencing off the area as it is regularly used by other members of the public. Hunts DC will continue to patrol the area every time they are heading that way. The Clerk will get in touch with PC Ives, as suggested by one of the residents, and report back with any outcomes. Mr Stowell regularly attends the area to litter pick, and asked if this is something he should continue to do, unfortunately it was feared the litter would then get a lot worse between the Street Cleaning Team visits. Mr Stowell assured the Council is aware of the safety implications of litter

picking and will kindly continue to litter pick and forward relevant photographic evidence to the Clerk . The Chairman thanked Mr Stowell on behalf of the Parish Council for his efforts, which is much appreciated.

Members of the public are reminded if you wish to discuss a matter, to please contact the Clerk outside of meetings no less than 7 days prior to the meeting. Questions relating to items not on the Agenda shall not require a response or discussion until the next meeting.

With the public participation over at 8.20pm the Chairman permitted the meeting to continue.

4. To approve and sign the minutes of the last meeting held on 6<sup>th</sup> August 2019.

Cllr. Gunney proposed the Chairman sign the minutes of previous meeting 6<sup>th</sup> August 2019 as a correct record, seconded by Cllr. MacLennan, all in favour and therefore **resolved** to do so.

5. To receive verbal reports from Councillors on their portfolio of responsibilities.

Sports and Social Club – Cllr Gunney reported the Club has had a quiet summer but overall doing well with 2 successful events held. Memorial Hall – Cllr. Tarabella reported the next Committee meeting is scheduled for 14<sup>th</sup> October 2019 from 7.30pm.

Orchard – Cllr. Tarabella reported some of the trees need replacing and suggested the Council look at replacing them in the new year, discussions will be held nearer the time. Cllr. Tarabella will look at removing the stakes from the new trees on the green. There appears to be some sort of netting, possibly cricket netting that has blown in to the trees on the orchard that should be removed. The split tree on The Glebe has been removed with 2 more trees noted to be needing attention, around the corner of the Glebe/Maltings. Ownership of these trees is not confirmed and the Clerk will take investigate.

Woolley Hill Wind Farm – Next meeting 10<sup>th</sup> October, Cllr. MacLennan will be attending.

Alconbury Weald – Cllr. Gunney attended the recent U&C Joint Parishes meeting and confirmed the house builders on site are progressing well, out of the 300 finished 278 are occupied. Incubator 2 is full and Incubator 3 is occupied. The MAGPAS building is in progress. Discussion was had over the build of a public house. The Road Safety Audit has been completed with a few tweaks required. The Stukeleys traffic survey is ongoing until November 2019. The next meeting is scheduled for the 5<sup>th</sup> November.

8.30pm Cllr. Brawn entered the meeting.

6. To receive any updates regarding anti social behaviour at the High Street/Lordsway Park Homes viaduct.

The Clerk provided an update in the Public Participation section above.

7. Update on Parish Council Electronic Vehicle Charge Point installation project.

Cllr. Johnson updated the Council on the recent updates regarding the installation of EV charging points and that by installing a charge point in the Memorial Hall car park would be free of charge, the grant available would cover 100% of the costs. UK Power Networks have confirmed the electrics require an update and that will also be free of charge. Therefore Cllr Johnson proposed the Clerk look in to the possibility of the Church Commission permitting the installation of the charge point in the Memorial Hall car park. The proposal was seconded by Cllr. MacLennan with all in favour and therefore **resolved** to do so.

8. To receive correspondence from Luminus Group regarding progress to Crown Gardens remodelling works.

The Clerk was copied in on an email from Simon Leher of Chorus Homes Group to District Cllr. White on the 10<sup>th</sup> September. The email was informing us that the tender process has been concluded to find a suitable contractor, in anticipation of work starting at Crown Gardens at the end of September. The email states that Simon Leher will be in touch with more details of the chosen contractor and timescales for the work, together with contact details for the team.

9. Flood prevention, carried over from previous meeting.

Councillors discussed the areas for drop down “road flooded” signs to be installed, and Cllr. Gilbert proposed the Clerk confirm with Joseph Hudson over suitable spots along Mill Road, Sharps Lane, Rusts Lane and near the Shop. Seconded by Cllr. Johnson with all in favour and therefore **resolved** to do so.

10. To receive an update on possible village CCTV.

Cllr Johnson proposed the Council agree whether another commercial quote for CCTV be obtained or continue to pursue Hunts District Council. Following discussion it was agreed that Hunts DC could provide a comprehensive CCTV package and therefore the Clerk makes contact with Mr Gardiner of Hunts DC before the next meeting, seconded by Cllr. MacLennan with all in favour and **resolved** to do so.

11. To open up discussion on possible Parish Council merger with Alconbury Weston Parish Council.

Cllr. Johnson proposed the Council consider to enter in to discussions of a possible merger between Alconbury Parish Council and Alconbury Weston Parish Council. After discussion Cllr. Gilbert proposed the Council agree to go away and consider the information provided by the Clerk on the process of merging councils and to re-visit discussions when there is time for lengthier conversation, in January 2020. Cllr. Tarabella seconded the proposal, with all in favour and therefore **resolved** to do so, the Clerk will agenda the item for January 2020 as the first item for discussion.

12. To discuss possible use of Parish Councillor photographs on the Parish Council website and noticeboard.

Cllr. Johnson requested the Councillors consider having their photographs placed on the website and village noticeboard. The idea came from a discussion with a member of the public who was unaware of who the Parish Councillors are. After consideration it was decided that as photographs are not mandatory, members telephone numbers and contact details are available on the website should

people need to get in touch with the Council. Any requests for contact or information should be made to the Clerk in the first instance.

13. Police crime report:

The Clerk reported 5 incidents of crime have been reported in the village for the month of month of July 2019.

14. Infrastructure report:

(a) Churchyard. The Clerk received a request from the Church for additional cuts to the Churchyard either one early in the year or further in to the winter, to prevent the grass getting so long. The Clerk is waiting for confirmation of costs from the grass cutting contractor.

(b) Village Green.

(c) Roads & footpaths. The Clerk has received a copy of the letter sent by Mr Hudson of Cambs County Council reminding residents of Coulson Way, whose properties back on to the footpath, of their responsibilities to keep vegetation from their gardens encroaching on to a public footpath. The Clerk has received many complaints from residents that they cannot get down this much used footpath due to the overgrowth. Although Mr Hudson of Cambs County Council has inspected the area and did cut back some of the overgrowth himself it is not Cambs County Councils responsibility to do so. Cllr. Gilbert proposed the Clerk go back to Mr Hudson and ask for the letter to be sent to all of the properties along that side of the footpath, seconded by Cllr. Gunney, with all in favour and therefore **resolved** to do so.

(d) General. Cllr. Johnson asked the Clerk to continue to chase the repair works to the village pump surround.

15. Planning:

a) Planning applications:

19/01591/REM – Reserved matters approval of access appearance, landscaping, layout and scale following 1201158OUT approval – up to 84 car parking spaces and 8 motorcycle spaces and associated landscaping works – Alconbury Weald – Cllr. Tarabella proposed the council vote no observations either in favour or against the application, seconded by Cllr. Gilbert, with all in favour it was therefore resolved to do so.

b) Update on previous applications

H/5005/19/CC – Cambs County Council Civic Hub, Alconbury Weald – GRANTED subject to conditions, a copy of the decision notice can be found at [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

18/01217/FUL – invitation from Development Services, Hunts DC, to attend the MAGPAS operating base at RAF Wyton to observe the Air Ambulance helicopter being operated at the base.

18/02499/REM – Reserved matters in respect of construction of new highway and re-use of existing runway/taxi way to form part of a link from the A141, Alconbury Weald – IN PROGRESS

18/02275/REM – Reserved matters 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 work of Spittals Way - IN PROGRESS

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 – 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 associated works. - IN PROGRESS

18/00707/FUL - Alconbury Services Rusts Lane Alconbury Huntingdon PE28 4WD

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

16. Financial report:

a) Payment of outstanding debts: Cllr. Gilbert proposed proposed the payments numbered 1-7 August be approved, along with September 2019 payments 1 – 3, seconded by Cllr. Tarabella with all in favour and resolved to do so, the 2 signatories signed the cheques;

August 2019 payments

1. Ms C Copley	Clerks wages and expenses for August 2019	£ 665.50
2.HMRC	Clerk PAYE	£ 15.00
3.Parish Online	Online mapping	£ 120.00
4.Office World	Stationery/Ink	£ 49.17
5.Global Tree Solutions	Tree works	£ 384.00
6.A.Abbs	Inv 1148 and village grass cutting	£2220.00
7.Royal British Legion	Donation for remembrance wreath	£ 50.00

September 2019 payments

1.Ms C Copley	Clerks wages and expenses for July 2019	£ 669.95
2.HMRC	PAYE – Clerk salary	£ 36.60
3.A Abbs	Grass Cutting to village, CCC & HDC areas, final	£ 1920.00

b) Current position. Monies received;

Receipt in to the bank of VAT claim totalling £1397.16

The Vice-Chairman checked and confirmed the bank reconciliation as correct

c) To confirm conclusion of audit by PFK Littlejohn. The Clerk was pleased to report the external audit has successfully been completed by PKF Littlejohn as follows; “On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper

Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met". The Clerk has placed the relevant notice on the village noticeboard.

17. Correspondence:

14.08.19 Email notification from Cambs CC informing of bridge works and road closure to Woolley Lodge bridge, Woolley Road, Alconbury C107 between 14<sup>th</sup> and 20<sup>th</sup> October 2019.

09.09.19 Letter from B Cox announcing acquisition of B Cox and Co by Evolve Tax and Accountancy LLP – 1<sup>st</sup> October 2019

04.09.19 Email from Cambs CC regarding installation of barrier to separate access route from school entrance and 6 School Lane

19.09.19 Email from Hunts DC regarding Parish Council Planning Forums 12<sup>th</sup> March 2020 – 1 x Councillor invited to attend

17.09.19 Email from Highways CCC regarding resurfacing trial between Alconbury Weston and Upton.

19.09.19 Email from Mr OBrian, request to attend November meeting to give a presentation and request funding to set up East of England Ambulance Service Trust Community First Responder Group

19.09.19 Email from Environmental Services, Hunts DC regarding the recent Healthy Open Space and Play Strategy Workshop. If you would like to get involved in the strategy or complete the questionnaire please visit [www.huntingdonshire.gov.uk/parksurvey](http://www.huntingdonshire.gov.uk/parksurvey)

18. New agenda items for the next meeting:

Agree Precept requirements for 2020 application

Agree December meeting date (17<sup>th</sup> December proposed)

19. Date of the next meeting –

Tuesday 29<sup>th</sup> October 2019, 7.30pm, Alconbury Memorial Hall

Meeting closed at 9.31pm

Signed.....

Date.....