

Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Charlotte Copley
37 Station Road, Ramsey, Cambs PE26 1JB
parishclerk@alconburyparishcouncil.gov.uk

Notice of Parish Council meeting:

Date: Tuesday 27th October 2020

Time: 7.30pm

Venue: video link

The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom"

Minutes

10-20.118 PRESENT AND APOLOGIES

Present - Councillors T Gilbert (Chair), S Tarabella (Vice Chair), M Gunney, S Brawn, D Moate, M Moate, T. MacLennan
County and District Councillor Gardener
Clerk - C Copley
1 member of the public present
Apologies – Councillor R Johnson

10-20.119 DECLARATION OF INTERESTS

Councillors to declare any "Disclosable Pecuniary Interests" in any items on the agenda. As detailed in Section 30 of the Localism Act 2011, along with any other interests relating to items on the agenda. Cllr. Gunney declared an interest in the Alconbury Recreation Field Charity and Cllrs. Brawn and Tarabella declared an interest in the Memorial Hall.

10-20.120 PUBLIC PARTICIPATION

The period of time designated for public participation at a meeting in accordance with the Councils standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.

The one member of the public wished to seek clarification around minute reference 09-20.105 of meeting 24th September when it was resolved the offer of a quarterly liaison meeting with Chorus Homes regarding Crown Gardens would be accepted. The member asked for clarification on what format and regularity of the meetings would take, would it be a separate meeting with Chorus Homes or during full council meeting. The member of public suggested a preference of a monthly meeting rather than quarterly and in public to enable members of the public to attend. Cllr Gilbert suggested perhaps initially, starting from November the meetings be held during full Council meeting, monthly for the first 4 months at least and consist of a progress report. He then went on to make an observation regarding an agenda item from the September meeting didn't appear to be recorded in the Public Participation session. The Clerk confirmed the item was within the minutes under 09-20.106 (b). Cllr Gilbert suggested future reference could have been made in the public participation session, to the item being further down the agenda.

And finally that names do not appear to be recorded within the minutes, possibly due to Data Protection Regulations, and asked for historical reference to consider allowing members, with prior agreement, to have their names stated within the minutes. The Clerk will look in to the data protection regulations around the matter and report back at a later date.

10-20.121 APPROVAL OF MINUTES 29th September 2020.

Resolved as a correct record of proceedings and will be signed by the Chairman outside of the meeting, due to Covid-19 restrictions.

10-20.122 ROUNDUP OF ACTIONS ARISING FROM PREVIOUS MEETING

09-20.106 (b) Surface condition of areas of Great North Road. Cambs County Council Highways Officer completed an inspection and confirmed on the 10th October he would raise an order to have the gullies cleaned along that stretch of road.

09-20.098 DMMO evidence forms have been sent out to local parties. The Clerk was unable to send a form to the member of public as requested, as the email came back as denied but the Clerk asked for the member of public to forward an alternative address and she will endeavour to get the form to them.

09-20.101 Tree works. Global Tree Solutions completed the works to the 2 trees on Spinney Lane and village green on the 9th and 20th October 2020.

The Bramble End play area gate has been repaired by Day Today Maintenance (back in July), but invoice was not received until October.

10-20.123 COUNCILLOR REPORTS

- Memorial Hall - Cllr. Tarabella and Cllr. Brawn – no further meetings held
- Tree Warden - Cllr. Tarabella. – Will carry out trimming works to the PC owned trees in the orchard between now and spring. Cllr Tarabella will endeavour to complete the tree mapping exercise.
- Alconbury Recreation Field Charity - Cllr. Gunney reported the Charity held their AGM recently. The Club has been accepted and enrolled in a grant scheme. This means between the 27th October and 3rd November donations made will be match funded by the Local Giving Covid 19 fund. If a donation of £10 is given, the Club receives £20, with the maximum one person can donate is £75 which is then match funded to make it £150. The donations will be ring fenced for the lounge bar improvements. So far £4500 has been raised.
- Alconbury Sports and Social Club - Cllr. D Moate reported the club is opening in the evenings and has secured a sports package deal with Sky and ITV.
- Bramble End Play Area & Woolley Hill Wind Farm - Cllr. MacLennan noted weed growth and long grass at the Bramble End play area and he will complete the painting refresh when the weather allows. The Clerk confirmed the grass cutting contractor has additional cuts permitted and will instruct a cut of all Council areas when the weather permits. With regards to weed control a new contractor has been sought and the Clerk is awaiting copies of their license and quotation to carry out the works. 2 applications have been received by the Woolley Hill Wind Farm and an extension of time has been granted for applications, Cllr MacLennan will confirm when the application deadline is.
- Flood Co-ordinator - Cllr. Gilbert, Deputy – Cllr. Johnson and Cllr. M Moate. Cllr Gilbert reported a newsletter from the Environment Agency has been received, in which it reports Jenny Gough, after forming the partnership group 4 years ago, says goodbye, as she has been asked to lead other projects. She wishes to thank everyone in the group for their contributions and will still keep a close eye and ear on things as she is very passionate about the challenges we face in this catchment. Cllr Gilbert also reported no flood alerts received after the recent rainfall, the ford is being closed regularly and although drains are a little blocked around Mill Road it doesn't appear to have caused any issues. No flooding under Rusts Lane.
- Planning - Cllr. Brawn, Cllr Gunney, Cllr. Johnson and Cllr. M Moate. See item 10-20.134 below for planning report.
- Alconbury Weald – Urban and Civic Joint Parishes meeting – Cllr. Gunney and Clerk. No further meetings held.

10-20.124 DISTRICT AND COUNTY COUNCILLOR REPORTS

Cllr Gardener reported he has been in contact with the bridge engineer with a view to having a site meeting with him with regards to looking at the expansion joints on the B1043 viaduct. If a way of reducing the noise is found a scheme will be put forward.

Rebecca Britten at Urban and Civic has responded to say they have been looking at traffic monitoring down Ermine St and the B1043. The surveys are almost complete, once done, they will have clearly defined routes with the right signage at the right place. They will look to provide clear maps to aid their supply chain drivers to stick to the agreed routes, regular group meetings will be held and any issues will be looked in to. Urban and Civic have agreed Cllr Gardener will attend and put any points the Parish Council has to Urban and Civic. The meetings will be held quarterly. The first meeting is on the 18th November.

Cllr Gardener will also ask for an alteration to the sign above the A1 “motorway traffic prohibited” to say “The Alconburys”, which may be an alternative to changing the gantry sign.

Parish Council Merger – Cllr Gardener has been in touch with Lisa Jablonska, Democratic Services Manager of Hunts District Council. Lisa is happy to attend a meeting between the working group and Ian to outline the process. The recommendation is to not dissolve the Councils, but to keep the 2 parishes independent and have a joint Parish Council “The Alconburys”. Grouping the Parishes together to form a Common Parish Council is the recommended action. In both cases consent and resolution to merge is required from both Parish Councils, and a Community Review is undertaken by the District Council. This matter was discussed further under agenda item 10-20.133 below. Cllr Gardener will pass Lisa's details to Cllr Gilbert to engage her in a meeting with the working group.

Brookside parking – Cllr Gardener met on site with Karen Lunn, Project Engineer, Highway Projects & Road Safety Team, Cambridgeshire County Council to discuss the problems around cars parking along Brookside and creating a narrow strip of road that larger traffic has trouble getting through. It was felt that the installation of double yellow lines will only move the issue to further down the road. There is little that can be done to protect the wall on the corner of The Acre if people park adjacent to the village green and a large lorry tries to get through. The residents' concern is largely over the problem with large vehicles trying to squeeze between the parked cars and houses. The Parish Council considered other options such as installing a parking area on the edge of the green Sharps Lane/Brookside. This would rely on the landowner agreeing to sell the land. The Chair voiced disappointment over not being able to help resolve the issue.

Polecat Lane road surface is being repaired and grips installed in to the grass verge to drain away water, it is not known when the works will commence. Please see item 10-20.129 for further discussion relating to Polecat Lane. Luton Airport have opened a consultation regarding London Luton arrivals. Currently London Luton and Stanstead airports use the same holding areas, over Stevenage and the surrounding area. The proposal is to separate London Luton, and Stanstead arrivals. As a consequence a new holding area is required for London Luton and a new flight path in to London Luton. The proposed holding area will be located over Grafham Water at its junction with the A1/A14, in effect, the whole area will extend from St.Neots to Alconbury and Kimbolton / Spaldwick to Huntingdon. Planes will be held at a minimum height of 8000 feet. The purpose is to maintain safety of arrivals to London Luton and Stanstead, which at the moment is causing air traffic to cross to go to either airport and creating a greater workload. In 2019 there was, on average, 157 – 218 arrivals per day in to London Luton. In the peak

period June to Sept arrivals increased to 248 per day, however in February only 174 arrivals per day. The total number of arrivals in to London Luton for the year 2019 was 70274 aircraft. In 2022 the estimated daily arrivals is expected to be 219 with the average per hour being 9 rising to a peak of 24 per hour (between 12 -1). The CAA state the low altitude noise can be less distinguishable at heights of 7000 feet depending on local circumstances. Government guidance states at 7000 ft and above, minimising of noise or the reduction of CO₂ omissions is no longer the priority for air traffic control. The CAA measurements stop at 55 decibells. Below that level the accuracy of individual aircraft noise is difficult in variation and can be masked by background noise. As a consequence the CAA measurement for aircraft at 8000 ft equates to the noise level of a general office. Aircraft that go in to the holding area will descend from the cruise phase of flight to an altitude of 8000ft, to be held, and descend again in to London Luton from approximately the Black Cat roundabout. The consultation paper with holding pattern diagram etc has been circulated to the Council for consideration. The District Council are making representations to London Luton through this consultation. The consultation runs until the 4th February 2021. Parish Councils, MPs and local residents are encouraged to respond to the consultation. Cllr Gilbert proposed the matter be tabled for the next Parish Council meeting and Cllrs MacLennan and M Moate be the Parish Council leads on the matter, and work alongside Cllr Gardener on putting the response together, seconded by Cllr Gunney and therefore **resolved** to do so.

If any residents are having any difficulty during the pandemic please contact the County wide hub on **0345 0455 219** and they will support those families that need assistance. The details can also be found on the Alconbury Parish Council website.

Cllr Gardener left the meeting at 20.30

10-20.125 CRIME REPORT

3 reports of crime in the village during the month of August 2020.

10-20.126 COUNCILLOR VACANCIES

The Clerk reminded those present the Parish Council does still have a vacancies for Parish Councillors.

10-20.127 NEIGHBOURHOOD PLAN

After discussion it was proposed initially the plan could be discussed during the merger working group meetings as something both villages could do together with a proposal for an article in the next edition of the Parish Pump, to raise awareness of the need for a Neighbourhood Plan. The proposal was seconded by Cllr Tarabella with all in favour and therefore **resolved** to do so.

10-20.128 INFRASTRUCTURE

(a) Churchyard. Cllr Brawn drew the councils attention to the extensive clearance of the Churchyard at the back near the brook.

(b) Village Green.

(c) Roads & footpaths.

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along High Street (C108), Alconbury as lies between Coulson Way and Rusts Lane.

The alternative route for vehicles is via Rusts Lane - Manor Lane - School Lane - Chapel Street - High Street and vice versa. It is anticipated that these works will be carried out between 9 November and 13 November 2020.

Resolved that the traffic order be received and contents noted.

(d) General.

In Cllr Johnsons absence Cllr Brawn reported an increase in littering around the village. The Chair proposed the Clerk report the areas for clean up to the District Council.

Resolved Cllr Brawn will confirm the areas to be reported on to the Clerk who will then report the littering via the online reporting tool.

Members of the public are encouraged to use the online reporting tools on both the District and County Councils websites, this allows the incidents (along with photographic evidence) to be reported and actioned quickly. A reminder of the website links here;

Hunts District Council (grafitti, littering, dog fouling and anti-social behaviour)

<https://huntingdonshire.gov.uk/streets-parking-transport/report-a-street-issue/>

Cambs County Council (highways issues such as potholes, street lighting, safeguarding adults and children)

<https://www.cambridgeshire.gov.uk/top-tasks/report>

10-20.129 ALCONBURY SPORTS FIELDS

A request received by the Clerk to confirm ownership of both areas of land either side of Polecat Lane in relation to overhanging trees on Polecat Lane. The Clerk confirmed as follows:

Taken from Land Registry details the left hand side of Polecat Lane, from the Great North Road, is owned by the Recreation Field Charity (The Trustees), the right hand side area that the Sports and Social Club sits on is owned by the Parish Council and is leased to the Trustees. The lease between the Parish Council and the Trustees states under Section 2 (b) "To maintain the Field in good condition and clear of litter and to keep all buildings and other structure standing thereof in good tenable repair and to do all necessary repairs to the ditches, surface water drainage system, walls, fences, hedges, gates and other means of enclosure of the Field." This therefore confirms responsibility to maintain the hedge row and trees on the Parish Council owned land falls to the Trustees.

Cllr Tarabella reported having received a request for the possibility of installing a mobile phone booster mast in the region of the Sports and Social Club. Both the Clerk and Cllr Gunney confirmed at no time has either the Trustees or the Parish Council received a formal request on the matter.

Resolved The Clerk will forward a copy of the lease to Cllr Gunney, that Cllrs Gunney and Tarabella to meet at the Sports and Social Club to look at the trees lining Polecat Lane and report back at the next meeting.

10-20.130 ALLOTMENT FENCING

No further updates on the situation has been received.

10-20.131 COUNCIL POLICIES FOR ADOPTION

Councillors privacy notice

Email privacy notice

Publication policy

Village Green policy

Resolved to confirm receipt and agreement to formally adopt the policies, of which will be made available on the Parish Council website

10-20.132 DEFIBRILLATOR

Cllrs MacLennan and Johnson met with the pharmacist to discuss a possible collaboration to enable the installation of a defibrillator located at the village shop. The pharmacist has asked for a plaque or notice in recognition of the Pharmacy's contribution towards the purchase of the defibrillator and a mention in the Parish Councils minutes when discussions regarding the defibrillator conducted. The shop owner has confirmed agreement to place the defibrillator on the shop front and accessing the electricity supply to enable the temperature controlled unit to be installed. The Clerk has been in conversation with Mr O'Brian, the First Responder for the area who has kindly agreed to conduct the regular safety checks on the unit and assist with recommendations with regards to units and their installation. The only fee that has not been established is the initial installation fee of the cabinet to house the defibrillator.

The Chair proposed the full costings be worked out, along with confirmation from the shop owner and pharmacist for their commitment towards costs. Cllr MacLennan agreed to have further conversation with the pharmacy regarding their contribution. The proposal was seconded by Cllr Gunney with all in favour.

Resolved To look at the full costings, formal confirmation from both the shop owner and pharmacist for their commitment towards costs and the Clerk to establish a cost for installation of the temperature controlled storage unit.

10-20.133 COUNCIL MERGER

Cllrs M Moate and Gilbert met with 3 Alconbury Weston parish councillors to talk about the possible merger of the two parish councils. Cllr Gilbert stated the positives of merging such as sharing of facilities, the shop, the doctors, sports and social club, school etc are shared across both communities. Cost savings could be made with having one clerk, one meeting per month where both councils come together. It was thought a possible downside could be the perception of the village and maintaining their separate identities. The Parish Council would share responsibilities across both villages. The next steps, as mentioned in District Councillor Gardeners report 10-20.124 above would be for the working group to meet with the Democratic Services Manager, Lisa Jablonska and establish how it could work and what the next steps would be and any costs involved.

Resolved to arrange a meeting between the Councils working group, District Cllr Gardener and Lisa Jablonska, Democratic Services Manager Hunts DC, to discuss the formalities of merging the parish councils.

10-20.134 PLANNING APPLICATIONS

20/01898/HHFUL Proposed 1st Floor Side Extension. 40A School Lane Alconbury Huntingdon PE28 4EQ

Resolved the Council record a vote of no observations either in favour or against the application. The planning working group confirmed they felt the proposed development was sympathetic to the neighbouring properties and street scene.

10-20.134.1 To receive an update on previous planning applications

The Clerk confirmed unfortunately the District Councils planning portal has been down for several days and was unable to download an up to date list of tracked applications. Should the portal be up and running by the time these minutes are released the Clerk will append the list to the minute papers.

10-20.135 FINANCIAL REPORTS

Payment of outstanding debts and monies received for October 2020:

Reference	Payee	Description	Amount £
1	C Copley	Wages and expenses (including back pay)	1292.25
2	HMRC	PAYE – Clerk	368.52
3	GTS	Pollarding tree works to London Plane near bridge	150.00
4	GTS	Section fell Red Horse Chestnut tree Spinney Lane	528.00
5	askIT	Antivirus renewal for Clerk laptop & Cloud backup	40.95
6	Day Today	Repair to Bramble End play park gate	148.62

Resolved that the above payments for October be approved for payment. Cllrs Gilbert and Gunney will authorise the payments via the online banking system

10-20.135.1 To receive and note bank reconciliation from October 2020

Resolved to receive and confirm the October bank reconciliation as correct.

10-20.135.2 To consider the purchase of a memorial book and picture to be placed in the Parish Church at a cost of £28.50.

Resolved to agree the purchase of the memorial book and picture at the stated cost of £28.50. The book of condolence and picture will be placed in the Church but remain a Parish Council asset and when completed will be stored by the Parish Council for historical interest.

10-20.135.3 To confirm receipt of and consider the 2021-2022 budget for the precept request (deadline December 2020) , sent to Councillors on 20th October 2020. Cllr. Gilbert proposed Alconbury Parish Council set a budget and precept of £32,000 for 2021/22 financial year, seconded by Cllr. Tarabella and unanimously agreed to do so. A copy of the agreed budget will be attached to the minute book and will be available on the website.

Resolved to receive and confirm the proposed budget for the 2021 financial year be set at £32,000. The Clerk will complete the precept request form and return to the Revenue and Benefits Manager at Hunts District Council before the deadline of 11th December 2020.

10-20.136 CORRESPONDENCE RECEIVED.

NALC and CAPALC Bulletins

Covid-19 Hub updates from Cambs County Council

Roadworks and Events bulletin

2020 Surface dressing programme

CAPALC training courses

Notification from the Neighbourhood Watch team that they have managed to purchase a Christmas tree this year which is expected to be put up on the 1st December, unfortunately due to the current situation it may not be possible to have the Carols Around the Tree service this year.

Letter from a local grass cutting contractor requesting to be considered should the Parish Council decide to put the contract out to tender.

Letter from Girlguiding Cambridgeshire West looking to purchase/lease land on which they can either build or land with a building suitable for renovation within 10 miles of Huntingdon.

Email from Hunts DC seeking Community Gritting volunteers

10-20.137 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)

December meeting date (earlier date of 22nd December)

Luton airport consultation

Chorus Homes progress update (give Chorus 5 minutes at the beginning of the meeting after public participation)

Defibrillator (adding it to the councillors reports and nominate Cllrs Johnson and MacLennan to lead)

Merger updates

Electric Vehicle Charging points

10-20.138 NEXT MEETING – Tuesday 24TH November 2020, from 7.30pm via Zoom

The Chair declared the meeting closed at 21.40