

Alconbury Parish Council

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

Notice of Parish Council meeting:

Date: Tuesday 29th September 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

09-20.096 PRESENT AND APOLOGIES

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

09-20.097 DECLARATION OF INTERESTS

Councillors to declare any Disclosable Pecuniary Interests as detailed in S.30 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.

09-20.098 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 member of public requested clarification of the DMMO application to reinstate the old ford at the top of Polecat Lane.
(Should users of the old ford wish to complete an evidence form supporting the reinstatement of the old ford please contact the Parish Clerk).

09-20.099 APPROVAL OF MINUTES 28th July 2020.

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

09-20.100 ROUNDUP OF ACTIONS ARISING FROM MEETING 28th JULY 2020

07-20.081 It was confirmed the harrowing and reseeding works to the brook have been completed.
07-20.085 (d) The Clerk contacted the County Council Highways officer on behalf of Cllr Gilbert regarding the condition of the Coulson Way footpath, to date a response has not been received.

09-20.101 COUNCILLOR REPORTS

- Memorial Hall - Cllr. Tarabella and Cllr. Brawn confirmed the hall has reopened to its regular users.
- Tree Warden - Cllr. Tarabella proposed the necessary tree works be taken up to the horse chestnut on Spinney Lane and London Plain on the corner of the village green near the bridge by Global Tree Solutions at a charge to the Parish Council. That County Councillor Gardener will approach the County Council to establish if responsibility for County Council owned trees could be passed to the Parish Council. **Resolved** the Parish Council to take up the tree works as quoted by Global Tree Solutions. Cllr. Gardener to report back with his findings.
- Alconbury Recreation Field Charity - Cllr. Gunney reported the trustees are still working hard during these times and currently producing the annual report for the Charity Commission.
- Alconbury Sports and Social Club - Cllr. D Moate reported the Club is currently preparing for the AGM next month. Events are being planned to encourage attendance from younger people.
- Bramble End Play Area – Cllr. MacLennan reported the painting works to the equipment is ongoing. The Clerk confirmed the annual safety inspection for the play equipment has been booked and will report back with the findings in due course.
- Woolley Hill Wind Farm - Cllr. MacLennan confirmed efforts continue to be focussed on supporting people during the Covid-19 outbreak.
- Flood Co-ordinator - Cllr. Gilbert, Deputy – Cllr. Johnson and Cllr. M Moate – nothing to report.
- Planning - Cllr. Brawn, Cllr Gunney, Cllr. Johnson and Cllr. M Moate, see item 09-20.113 below.
- Alconbury Weald – Urban and Civic Joint Parishes meeting – Cllr. Gunney and Clerk (meeting of 15th September 2020) – The Clerk presented an update on the Wealds progress, appended to these minutes.

09-20.102 DISTRICT AND COUNTY COUNCILLOR REPORTS

District and County Councillor Gardener reported to continue to discuss the signage and traffic issues with Highways England and Urban and Civic. **Resolved** that Cllr. Gardener will escalate the concern to the local MP. Cllr. Gardener provided a verbal report after attending the recent open day for the repurposed Crown Gardens housing scheme. The open day was discussed in more detail under item 09-20.105 below.

All District Council car park charges have been re-implemented.

Covid-19 daily meetings continue, a control plan can be found on the District Council website here <https://www.wearehuntingdonshire.org/>

Residents have until midnight on 5 October 2020 to join nearly 4,000 people who have already registered for Solar Together Cambridgeshire. The County Council and District Councils have joined forces with Solar Together as part of the initiative to improve energy efficiency and reduce carbon emissions.

Households and small and medium-sized enterprises can now register - for free and without obligation - for the group-buying scheme by visiting the website www.solartogether.co.uk/cambridgeshire

The County Council have produced a back to school support guide

<https://www.cambridgeshire.gov.uk/news/getting-ready-for-the-new-school-term>

Cllr. Gardener has recently been nominated school governor at Kimbolton School.

Resolved to receive and acknowledge Cllr. Gardeners report.

09-20.103 CRIME REPORT

1 report of crime in the village during the month of July 2020

09-20.104 DEFERRED ITEMS

LHI BID APPLICATION - **Resolved** to remove this item from the agenda.

COUNCILLOR VACANCIES

09-20.105 CROWN GARDENS

To receive a report from Councillors who attended the recent Crown Gardens open day on the 23rd September. Cllr. Gilbert, Brawn, Johnson and Gardener attended the open day on the 23rd September. After discussions it was **resolved** the offer of quarterly liaison meetings between Crown Gardens manager and the Council would be taken up and Cllr. Gardener will put the following concerns to Chorus Homes for their response:

- That there was not 24hr attendance on site. The Site Manager would only be available between 9am to 5pm Monday to Friday along with a Night Porter 9pm to 6am Monday to Friday, with no cover at weekends and other times not stated.
- What happens if there's an incident occurs outside these times?
- How much has this project cost?
- The number of parking spaces which could lead to parking issues on the High Street.

09-20.106 INFRASTRUCTURE

(a) Churchyard.

(b) Village Green.

Correspondence was received requesting assistance with regards to parking of vehicles along Brookside, resulting in reduced width of the road and subsequently properties being struck by vehicles trying to get through. The request was made for the Parish Council to consider installing additional parking spaces within the village green area.

The Clerk confirmed it would not be a viable option to remove a section of the village green to facilitate parking spaces under Section 29 of the Commons Act 1876, preventing the disturbance or interference with or occupation of the soil thereof, on village greens. It was therefore **resolved** that Cllr Gardener will arrange a meeting on site with the County Councils Highways Engineer for further discussion.

(c) Roads & footpaths.

Road Traffic Order the effect of which is to stop any vehicle from proceeding along Rusts Lane, Alconbury as lies between Manor Road and the B1043. The alternative route for vehicles is via Rusts Lane - High Street - Mill Road - Great North Road - B1043 and vice versa. Works are due to commence on the 9th November 2020 until 11th November 2020.

Alconbury School/School Lane temporary road closures relating to Alconbury Primary School Lane, Alconbury Road closed at junction of School Lane and The Paddock & Approx 30m south of school entrance on School Lane 08:30 – 09:30 & 14:45 – 15:30 Mon – Fri Term time only, 7 Sept for 18 months Spinney Lane to Manor Lane.

Resolved the above traffic orders be received and noted.

Reports of the surface condition of sections of Great North Road was reported to Cllr. Gardener. **Resolved** Cllr. Gardener will report the issue to the Highways Officer for inspection.

(d) General.

Refurbishment of white bridges. Following a request for the Parish Council to refresh the white footbridges in the village the Clerk confirmed, after investigation, that the bridges are County Council assets. After an inspection the County Council have therefore agreed that the paint system on the Maltings footbridge has completely failed, the large bridge across the brook, next to the heritage bridge, will be repainted and arrangements will be made for a contractor to price up for a repaint to all except the Ford footbridge which is believed to still be in fairly good

condition. The County Council does not normally carry out painting due to restricted budgets but as the footbridges appear to be beginning to rot in sections painting will increase their longevity. Where appropriate the rotten sections will be replaced along with the broken deck planks on the green parapet rights of way footbridge just off The Maltings.

09-20.107 MEMORIAL BENCH APPLICATION

After discussion the Parish Council **resolved** to agree to the installation of the memorial bench along with the type of bench, plaque wording, base type and location. It was further **resolved** the Clerk will liaise with the relevant companies, confirm the costs to the applicant and arrange the successful installation of the bench.

09-20.108 ADOPTION OF THE UPDATED POLICIES

The Council **resolved** to adopt the Standing Orders, Financial Regulations and Code of Conduct amended to reflect the Councils new banking arrangements.

09-20.109 ALLOTMENT FENCING

The Clerk confirmed no further updates have been received.

09-20.110 ELECTRIC VEHICLE CHARGE POINTS

Cambridgeshire County Council is proposing to build solar carports over the carpark at the new Alconbury Civic Hub building. As part of a wider pre-application consultation process they would like to provide Parish Councils in the local area with details of the proposals before the planning application is submitted. It was **resolved** not to take up the offer of a video call meeting to discuss the proposals. Cllr Johnson pointed out the Parish Council are waiting to hear back from the County Council with regards to the possible installation of EV charge points at 2 locations within the village.

09-20.111 DEFIBRILLATOR

Cllrs Johnson and MacLennan confirmed they will be meeting with the village pharmacy owner this week to talk about the possibility of installing a defibrillator in the vicinity, and will report back on the discussion at the next meeting.

Councillor Gardener left the meeting at 21:00

09-20.112 COUNCIL MERGER

An invitation to hold an initial joint meeting between Alconbury Weston Parish Councillors and Alconbury Parish Councillors was received and therefore **resolved** that Cllrs. Gilbert, M Moate and Tarabella will attend and report back at the next meeting. The joint meeting will be held via video call.

09-20.113 PLANNING APPLICATIONS

20/01304/HHFUL - Demolition of conservatory, new single storey rear ground floor extension. 23 High Street Alconbury. **Resolved** that the Council record a vote of no observations either in favour or against the application
18/01217/FUL – MAGPAS HQ – revised drainage strategy. **Resolved** that the Council record a vote of no observations either in favour or against the application

20/01744/HHFUL - Single storey side extension, replacement front extension and conversion of garage: 7 Old Glebe. **Resolved** that the Council record a vote of no observations either in favour or against the application.

09-20.113.1 To receive an update on previous planning applications and outcome of the recent DMC meeting with regards to the MAGPAS HQ at Alconbury Weald. The application was approved.

09-20.114 FINANCIAL REPORTS

Payment of outstanding debts and monies received:

The following payments for August were noted as being paid outside of a meeting (no meeting in August)

Reference	Payee	Description	Amount £
BACS	C Copley	Wages and expenses	£655.19
BACS	HMRC	PAYE – Clerk	£39.20
BACS	GTS	Brook trees works	£180.00
BACS	HDC	Litter bin emptying	£606.34
BACS	Parish Online	Annual subscription	£120.00
BACS	CAS Ltd	Parish Council insurance (3yr understanding)	£632.02
*S/O 5 of 6	A Abbs	Four Seasons village grass cutting	£1920.00

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

Reference	Payee	Description	Amount £
1	C Copley	Wages and expenses	£ 632.69
2	HMRC	PAYE – Clerk	£39.20
3	S R Howell	Payroll charges	60.00
*S/O 6 of 6	A Abbs	Four Seasons village grass cutting	£1920.00

Monies received

HMRC	VAT received	£649.29
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- 09-20.114.1 To receive and note bank reconciliation from August and September 2020. **Resolved** to receive and confirm the August and September bank reconciliations as correct.
- 09-20.114.2 To discuss outcomes from the Clerks annual appraisal and receive the National Joint Council for Local Government Services (NJC) new pay scales for 2020-21 to be implemented from 1 April 2020. The Chairman carried out the Clerks appraisal. This is the first appraisal of the Clerk since commencement of the role in October 2018. Since joining Alconbury Parish Council the Clerk has performed her role well. She has always issued the agenda and minutes on time and provides the council with regular financial updates. She has been the main driver with regards to updating our policies and ensuring we are brought into the 21st century. For example during the period 20/21 she has transferred our bank account to one which allows online payment which has greatly improved the efficiency of the council payments. She is diligent in terms of the council finances. She demonstrated this by ensuring that our insurance costs were kept low by pro-actively seeking out a great deal over a number of years. As the clerk of Alconbury Parish Council Charlotte deals with many different issues; flooding, grass cutting, infrastructure (bridges etc.) and planning as well as novel undertakings i.e. the legalities of the village green.. She has demonstrated a willingness to learn about new areas and pass this knowledge on to the Parish. During the last 12 months the Council has seen unprecedented times due to the outbreak of Covid-19. The Council has managed to continue to conduct its business as best it can via remote meetings. The Clerk has completed the annual return and audit submission to the external auditor and carried on "business as usual" with its annual meetings etc. The Chairman confirmed the Clerk has and will continue to put together the key Parish Council policies. The Councils objective would be for the Clerk to gain the CiLCA qualification and assist the Council to achieve good practice in governance, community engagement and council improvement. The Chairman proposed the Clerks hours remain the same at 50 hours per month, as currently the Clerk is able to complete the day to day functions required within the hours permitted, and that the Clerks hourly rate be increased to reflect the NJC pay scales for 2020-21, therefore, proposed the Clerks pay should be raised to SCP 25 within the LC2 (Substantive benchmark range) and back dated to 1st April 2020. All were in favour and therefore **resolved** to do so.
- 09-20.114.3 Report from the RFO regarding the financial position so far. The Clerk presented the financial report showing the Councils 2nd quarter spend and projected spend which will form the basis of budget calculations for precept . The Clerk will put together the draft budget for consideration and approval at the next meeting.
- 09-20.114.4 To receive the Parish Council insurance renewal for 2020-2021, the Parish Council took up the 3 year understanding in 2019, therefore the premium for this year remains the same £632.02. **Resolved** the insurance renewal as received and noted.
- 09-20.114.5 To consider the request to upgrade the current councillors mailbox storage limit from 0.5 GB and cost £0.83p + VAT per month, to Microsoft Office 365 Exchange mailboxes which would be 50GB at a cost £3.80 + VAT per mailbox per month. This would take the costs from £89.64 + VAT a year to £410.40 + VAT a year. The Parish Council currently has an annual budget of £250 for IT provision. After discussion it was **resolved** to take up the Microsoft Office 365 mailboxes at £410 +VAT per annum and that this increased cost for IT provision be reflected in the 2021 budget.
- 09-20.115 CORRESPONDENCE RECEIVED.
NALC and CAPALC Bulletins
Covid-19 Hub updates from Cambs County Council
Roadworks and Events bulletin
2020 Surface dressing programme
A14 Improvement scheme, Borrowpit 7, Restoration and Aftercare Plan. Following the consultation in respect of the restoration of Borrow Pit 7, Highways England have produced the final proposals for this area. The plan is for your information only as the consultation on the plans has closed.
- 09-20.116 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)
Budget and 2021 precept request
Policies for adoption
Neighbourhood planning
- 09-20.117 NEXT MEETING – Tuesday 27th October 2020, from 7.30pm via Zoom

The Chairman declared the meeting closed at 21:37