

Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Charlotte Copley
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Notice of Annual Parish Council meeting:

Date: Tuesday 30th June 2020 **Time:** 7.30pm **Venue:** video link

All members of the council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

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 will take place via "Zoom" at the following link:

<https://us02web.zoom.us/j/88087516239?pwd=cytobGpDeE9jODJYcEx3aENjTHNUZz09>

Password: [2QpBfS](#)

For practical reasons some items will be deferred. Others where decisions are not required are listed for information only to enable information to be shared via the minutes.

Public Open Forum – Members of the public and press are invited to address the Council regarding items that are on the agenda. If you wish to discuss any other matter, please contact the Clerk outside of this meeting.

At the moment there is no requirement to display this notice on the parish noticeboard.



Charlotte Copley
Parish Clerk

23rd May 2020

- 06-20.057 ELECTION OF CHAIRMAN
To elect a Chairman followed by signing of the Acceptance of Office
- 06-20.058 ELECTION OF VICE CHAIRMAN
To elect a Vice Chairman followed by signing of the Acceptance of Office
- 06-20.059 APOLOGIES FOR ABSENCE
- 06-20.060 DECLARATIONS OF INTEREST
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.
- 06-20.061 PORTFOLIO OF RESPONSIBILITIES
To review and confirm appointment of Parish Council representatives to the following;
- | | |
|---|-----------------------------------|
| Memorial Hall | Cllrs Tarabella and Brawn |
| Tree Warden | Cllr Tarabella |
| Alconbury Recreation Field Charity | Cllr Gunney |
| Alconbury Sports and Social Club | Cllr Moate |
| Bramble End Play Area/Wolley Hill Wind Farm | Cllr MacLennan |
| Flood Co-ordinator | Cllr Gilbert and Johnson |
| Planning Working Group | Cllrs Gunney, Johnson and M Moate |
| Alconbury Weald – Joint Parishes Meetings | Cllr Gunney and Clerk |
- 06-20.062 ADOPTION OF POLICIES AND PROCEDURES
To note the following policies are up to date
Standing Orders
Financial Regulations
Covid-19 Risk Assessment 2020
Memorial bench application policy 2020
- 06-20.063 PUBLIC PARTICIPATION
To allow up to 15 minutes (3 minutes per person) for any members of the public and Councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to business on the agenda.
- 06-20.064 MINUTES FOR APPROVAL
To approve minutes of the Annual Parish Council Meeting 21st May 2019 and minutes of full Council meeting 26th May 2020.
- 06-20.065 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR

- 06-20.066 COUNCILLORS UPDATES
To receive verbal reports from the Parish Councillors on their portfolio responsibilities and previous meetings actions;
- | | |
|---|-----------------------------------|
| Memorial Hall | Cllrs Tarabella and Brawn |
| Tree Warden (donated trees planting) | Cllr Tarabella |
| Alconbury Recreation Field Charity | Cllr Gunney |
| Alconbury Sports and Social Club | Cllr Moate |
| Bramble End Play Area/Wolley Hill Wind Farm | Cllr MacLennan |
| Flood Co-ordinator | Cllr Gilbert and Johnson |
| Planning Working Group | Cllrs Gunney, Johnson and M Moate |
| Alconbury Weald – Joint Parishes Meetings | Cllr Gunney and Clerk |
- Previous Meeting Actions
- | | |
|--|--------------------------|
| Mill Lane conifer trees ownership | Clerk |
| Installation of 2 x new waste bins | Clerk/Cllr Johnson |
| Definitive Map Modification Order progress | Clerk/Cllr Johnson |
| Planting of donated trees | Cllr Tarabella and Brawn |
| Verge repairs to brook | Clerk |
- 06-20.067 HGV SIGNAGE
- 06-20.068 CRIME REPORT – 0 reports of crime during the month of April 2020
- 06-20.069 DEFERRED ITEMS DUE TO COVID -19
LHI BID APPLICATION
REFURBISHMENT OF BRIDGES
COUNCIL MERGER
- 06-20.070 REQUEST TO INSTALL MEMORIAL BENCH
- 06-20.071 PLANNING APPLICATIONS
20/00745/LBC – Proposed insertion of 2 windows, conversion of existing garage to study and other internal alterations (extension of time to respond permitted)
- 06-20.071.1 To receive an update on previous planning applications
- 06-20.072 FINANCIAL REPORTS
Payment of outstanding debts
- | | | |
|----|---|----------|
| 1. | C Copley – Clerk wages and expenses | £ 673.35 |
| 2. | HMRC PAYE | £ 39.20 |
| 3. | Evolve Accountancy – Internal audit of accounts | £ 90.00 |
| 4. | Four Seasons – S/O grass cutting, payment 3 of 6 | £1920.00 |
| 5. | Alconbury Recreation Field Charity | £1000.00 |
| 6. | Day Today Maintenance – installation 2 x waste bins | £ 192.00 |
- 06-20.072.1 Income received - £2397.70 payment of invoice GC/A20/21 County Council grass cutting (not confirmed at bank)
- 06-20.072.2 Bank reconciliation
- 06-20.072.3 To agree and sign the accounts for year ending 31st March 2020 – a copy of the accounts, bank reconciliation, receipts and payments sent to councillors on 15th June 2020.
- 06-20.072.4 To complete the Annual Return – A copy of the completed Annual Return sections 1 and 2 have been sent to all Councillors on 15th June 2020
- 06-20.072.5 To note General and Financial Risk Assessment carried out by the Responsible Financial Officer. A copy of the Assessment has been sent to Councillors on 15th June 2020.
- 06-20.072.6 To confirm continued agreement to the Parish Council insurance company long term undertaking renewal for 2020-2021 at £632.02.
- 06-20.072.7 Cllrs Gilbert, Gunney, Tarabella and MacLennan to sign Unity Trust bank account application form, switch agreement form and closure account form. (if ready)
- 06-20.072.8 To consider quotation of £148.62 incl VAT from Day Today Maintenance for the repair to Bramble End playground gate, as detailed in the meeting of 28th April 2020.
- 06-20.073 MATTERS FOR FUTURE CONSIDERATION
Distribution of Parish Council Newsletter
- 06-20.074 CORRESPONDENCE RECEIVED
Street Works Cambridgeshire – Road closure to allow for full road closure for painting of structure spanning Rusts Lane Alconbury

Stagecoach East - From Sunday 28th June some further timetable changes to some of our Cambridge services. For further details please visit: <https://www.stagecoachbus.com/promos-and-offers/east/east-covid19-service-enhancements>

06-20.075

NEXT MEETING – 28th July 2020, 7.30pm via videolink if required.