

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 24th April 2018 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. E. Adams, Mrs. J. Aylott, Mr. C. Bodley (Chairman), Ms. S. Brawn, Mrs. T. Gilbert, Mr. M. Gunney, Mr. R. Johnson, Mr. S. Tarabella & Mr. A. Welsh. Also present: Mrs. D. Benham (Clerk), County Cllr. I. Gardener and 1 parishioner.

Public Open Forum : No issues raised.

1. Apologies for absence: None received.
2. Declaration of Interests: Cllr. Welsh & Cllr. Tarabella both declared an interest in item 13, being trustees of the Memorial Hall. Cllr. Adams and Cllr. Gunney both declared an interest in item 11, being trustees of the Alconbury Recreation Field Charity.
3. To approve the minutes of the previous meeting held on 27th March 2018: Approval of the minutes of 27th March 2018 proposed by Cllr. Aylott, seconded by Cllr. Welsh and unanimously agreed.
4. Result of the Parish Council election: Nine nominations were received by HDC for the 11 available seats. The election is therefore uncontested and the remaining two vacancies can be filled by co-option from the May meeting onwards. Councillors wished to thank Cllr. Sale, who has decided not to stand for re-election, for his contribution as a councillor and as a previous Chairman. District Council elections will take place on 4th May.
5. Report from County Councillor: County Cllr. Gardener advised that CCC were looking into Smart Energy Infrastructure in Cambridgeshire. One proposal is to put solar canopies at Park & Ride sites. The energy will be used to recharge vehicles including guided buses, with any excess energy being sold. CCC will be replacing the two mobile library vehicles and trying to encourage more users and provide an improved service. Street lights in Ermine Street and Coulson Way will be changed to LED week commencing 29th April.
6. General Data Protection Regulations: The Clerk advised that CAPALC will be offering a shared Data Protection Officer service that Parish Council's can use in order to comply with the new GDPR. The charge for Alconbury Parish Council will be £50 per annum and the Clerk had registered an interest as this will be the cheapest option. The Clerk had forwarded a copy of the GDPR Toolkit to all councillors.
7. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan: Cllr. Gilbert advised that flooding over the Easter weekend had highlighted a number of issues which needed to be discussed at the next Partnership Group meeting. There is still delay and confusion between HDC, CCC and the police with regard to getting "Road Closed" signs put out and once again, one of the three pumps under the underpass failed, resulting in a build up of water which blocked the road. Despite there only being a skeleton staff on duty, Cllr. Gilbert was able to get this attended to quite quickly. Cllr. Brawn confirmed that the concrete road which some parishioners refer to as the "Flood relief road", is privately owned by the Church Commissioners and was not constructed to be used as an alternative route out of the village and is not available for residents to use, should the road under the underpass become flooded in the future. Cllr. Gilbert advised that the Village Flood Plan needed a few amendments following the latest incident and Cllr. Gilbert, Cllr. Johnson and the Clerk will meet on 30th April to agree the issues to be raised by the Clerk at the next Partnership meeting on 10th May. The Flood Kit items have arrived and Cllr. Welsh will seek

permission to store it at the Memorial Hall. Cllr. Gilbert to provide the Clerk with a list of the items and the value, so that it can be added to the Parish Council's insurance.

Cllr. Johnson had prepared a report on his attendance at the Flood Conference in Telford. The Clerk will scan it and send to all councillors. Cllr. Bodley to contact Alconbury School to see if they would be interested in borrowing a flood modelling kit made from Lego that Cllr. Johnson had seen at the conference.

8. Parish Plan: Despite considerable efforts by councillors to encourage parishioners to complete the Parish Plan questionnaire, only approximately 5% of registered electors in the parish had done so. Councillors agreed that with so few responses, it was impossible to draw any conclusions that would fairly represent the community as a whole. Councillors agreed that it was therefore not possible to produce a new Parish Plan but Cllr. Bodley will include a report in the next Parish Council newsletter.

9. Update on Alconbury Weald: Cllr. Aylott and the Clerk attended a liaison meeting on 10th April. Enterprise Zone – ICO are opening in the summer and looking to employ local people. MMUK are talking to IMET regarding training and skills. IMET are discussing apprenticeships and a tour of the facilities is available. John Adams Toys building is behind schedule due to internal layout changes but will open in May. Incubator 1 is full and Incubator 2 will open in a couple of months and has had lots of interest. The commercial space in parcel 4 will be marketed in June and Urban & Civic are meeting with HDC to see how uptake of the Mid-Tech facilities can be encouraged.

Residential – 101 completed homes. An extra 1500 homes will now be built at Alconbury Weald, bringing the total to 6500. Some of the extra homes will be built on Grange Farm and preliminary proposals will be shown at the next meeting. There are now 77 pupils at the school and the shop hours have been extended until 6.30pm on Wednesdays.

Transport – The purchase of the St. Johns land has been completed allowing plans for the southern access to move forward. Talks with Network Rail regarding the new station are ongoing and Urban & Civic are confident that this can be achieved and will open September 2021.

Planning- Parcel 5 (189 homes by Hopkins) and Parcel 6 (186 homes by Crest Nicolson) will be located around the cricket pitch. There will be apartments fronting the Boulevard with houses behind. The development will include 19 and 27 affordable homes with 50% shared ownership and 50% affordable. They will be managed by Crosskeys Homes. Planning applications expected June/July with start on site December/January. An application for alterations to the Bio Bean building number 4002/3 has been submitted for temporary permission for 7 years. 2.16 acres have been sold to MAGPAS with a planning application to be submitted shortly. There is no news regarding disposal of RAF Alconbury. Urban & Civic are working with the Diocese of Ely on the secondary school, which has a potential opening date of September 2022. Spring Common will be the provider of the Special School, which may open first. Work on the Watchtower will start late summer and includes a temporary library. A planning application is expected in the next few months for the Community Building/Cricket Pavillion. This will be completed by summer 2019 in time for when the cricket pitch will be ready for use.

HDC – The Local Plan to 2036 was submitted to the Planning Inspector on 28th March.

10. Alconbury Sports & Social Club: Cllr. Bodley advised that April had been a busier month for the club. The new National Living Wage and the introduction of pension contributions had to be accommodated. The General Manager, Laurence Rickard, had been given a gift in recognition of his 20 years service at the club.

11. Alconbury Recreation Field Charity: Cllr. Adams advised that General Data Protection Regulations had been discussed and applications for grants towards outdoor gym equipment had

been completed. The children's Easter Party had been attended by 67 children from both villages and had been very successful. Events in May include a Fashion Show on 10th May and Tilting at Windmills cycle event on 27th May.

12. Community Orchard/Trees: Cllr. Tarabella to arrange a meeting with Mr. Rickard to discuss the boundary hedge as discussed at the previous Parish Council meeting. Clerk to contact Global Tree Solutions to request a quote to remove the base growth on the trees on the village green. Clerk to report the sprouting willow in the brook by the ford, to the Environment Agency at the next Partnership meeting.

13. Memorial Hall: Cllr. Welsh has passed an electronic copy of the GDPR Toolkit to the Chairman. Of the Memorial Hall committee. AGM to be held on 26th April 2018 starting at 7.30pm.

14. Bramble End playground: Installation of the new roundabout is now complete. Cllr. Aylott to complete feedback information for the Woolley Hill Wind Farm grant. Cllr. Bodley proposed approval of the action taken by the Clerk in accepting a quotation from Creative Play of £175 plus VAT for repairs to the see-saw. Seconded by Cllr. Aylott. Repairs should be completed w/c 30/4. The Clerk had been told that an engineer from HAGS – SMP would be visiting on 20/4 to attend to the outdoor gym cycle but Cllr. Aylott confirmed that it was still not working properly. Clerk to contact HAGS-SMP again. Cllr. Aylott had emailed Mr Holme to ask him to treat the weeds at the play area.

15. Youth Group: Cllr. Adams advised that 52 juniors and 31 seniors had attended the February meeting. The March meeting was cancelled due to bad weather. 31 juniors and 20 seniors had attended the April meeting. There will be felt crafting at the May meeting, group games at the June meeting and a bar-b-q for the July meeting. A new volunteer had come forward to help with the juniors. The committee were seeking advice on the new GDPR and renewing DBS certificates.

16. Police crime report: The February crime report showed 1 reported crime.

18. Infrastructure report:

a) Churchyard – Nothing to report.

b) Village Green – Day Today Maintenance had completed the work to remove the circular bench and concrete base. Councillors agreed that they would like to replace the bench in the future and agreed that the Clerk should approach Neighbourhood Watch to see if they would like to fund raise towards this. The Clerk has chased T & S Gardens to repair the ruts in the village green and will follow this up, but has been unable to establish ownership of the vehicle which caused the damage. Cllr. Johnson has been looking into the possibility of installing a CCTV camera near to the area of village green that is damaged most frequently and will report back at the next meeting.

c) Roads and footpaths – The Clerk has reported the broken rail on the footbridge to Highways. Cllr. Aylott and the Clerk have reported to Highways that the footway between Rusts Lane and Bell Lane is becoming overgrown. There have been a number of reports of vehicles driving along the footpath at the end of The Maltings, towards Alconbury Weston. Cllr. Adams to check if there is any signage already in place and if not, the Clerk will contact Highways. The salt bin at the end of Sharps Lane is half full of salt and therefore cannot be moved to a new location at the present time.

d) The Clerk has written to Mr & Mrs Ayres regarding the allotment land lease, as agreed at the last meeting. The Clerk has been advised that HDC will carry out the first cut to their grass tomorrow. A total of 8-10 cuts will be made at three weekly intervals, weather dependant. The Clerk had also discussed with HDC the possibility of taking over the cutting of the HDC owned grass in return for a grant. The Clerk had just received a map of the areas concerned and an indication of the grant that

would be available and had sent an email to Mr. Abbs to see if he was interested in quoting for the additional work. To be discussed at the next meeting.

19. Planning.

a) New applications.

18/00565/S73 Variation of condition 3 of application 16/02589/HHFUL Change from face brickwork to white horizontal boarding to gable wall. 12 Bramble End, Alconbury.

Cllr. Tarabella proposed that Alconbury Parish Council recommend approval. Seconded by Cllr. Gunney and unanimously agreed.

18/00084/HHFUL Proposed rear extension – revised plans enlarging the first floor element of the extension. 4 Great North Road, Alconbury. Councillors agreed that they had no further comments.

b) Update on previous applications.

18/00271/FUL Replacement of all windows. 1 Blackbird Way, Alconbury. In progress.

18/00266/HHFUL Erection of conservatory/porch. 8 School Lane, Alconbury. In progress.

18/00418/S73 Variation of condition 3 of 17/00982/HHFUL Set proposed terracotta clay pan tiles all around. 46 School Lane, Alconbury. In progress.

18/00084/HHFUL Proposed rear extension. 4 Great North Road, Alconbury. In progress.

17/02343/FUL Proposed new dwelling. Land adj. to 9 Rusts Lane. Amendments had been received and circulated and a response sent. In progress.

17/02367/S73 Variation of condition 2i (omit wording), 2iii (reword), 2iv (remove) and condition 5 (substitute drawings) of application 16/02493/FUL. In progress.

15/00749/FUL Change of use from parking and maintenance of 2 HGV lorries and trailers and a pickup truck to a mixed use of parking and maintenance of 2 HGV lorries and 2 trailers and a pickup truck and storage and sale of aggregates. Including the construction of new aggregate storage bays. Top Farm, Ermine Street, Alconbury. Appeal in progress.

19. Financial report:

a) Result of the internal audit – Completed on 13/4/18 by Brian Cox & Co with no issues raised. A copy was sent to all councillors on 19/4/18.

b) To agree and sign the accounts for year ending 31st March 2018 – A copy of the accounts, bank reconciliation and receipts and payments had been sent to all councillors on 4/4/18. Cllr. Tarabella proposed that the accounts be accepted and signed by the Chairman and Clerk. Seconded by Cllr. Bodley and unanimously agreed.

c) To complete the Annual Return – A copy of the completed Annual Return, sections 1 and 2 had been sent to all councillors on 19/4/18.

Cllr. Johnson proposed that having considered the findings of the internal review, Alconbury Parish Council approve the Annual Governance Statement (Section 1). Seconded by Cllr. Aylott and unanimously agreed. Chairman and Clerk signed the Annual Governance Statement.

Cllr. Tarabella proposed that having considered the Accounting Statement completed by the Clerk, that Alconbury Parish Council approve the Accounting Statement (section 2). Seconded by Cllr. Gilbert and unanimously agreed. Chairman and Clerk signed the Accounting Statement.

d) Risk Assessment – The Clerk had completed a risk assessment on 23/4/18 and had forwarded a copy to all councillors. A copy will be attached to the minute book.

e) Payment of outstanding debts - Cllr. Aylott proposed retrospective approval of item (1) and approval of payment of items (2) to (5). Seconded by Cllr. Adams and unanimously agreed.

(1) Cq. No. 1022 SR Howell & Co, payroll provision 1/10/17 to 31/3/18. £60.00

(2) Cq. No. 1023 Wicksteed Leisure Ltd., supply and install roundabout. £4799.76

(3) Cq. No. 1024 Mrs. D. Benham, wages and expenses of Parish Clerk for April. £747.10

(4) Cq. No. 1025 Brian Cox & Co., internal audit fee. £144.00

(5) Cq. No. 1026 Day Today Maintenance, removal of bench and concrete base. £280.00

f) Current position - A copy of the receipts and payments and bank reconciliation was handed to each councillor. Cllr. Bodley confirmed that the balance in the bank account was correct as shown on the reconciliation.

g) Clerk's salary – Following the National Salary Award for Local Government employees, the Clerk's salary will increase to £660 per month with effect from 1st April 2018 and to £682 per month with effect from 1st April 2019. The Chairman signed a letter to SR Howells advising them of the changes to the payroll.

20. Correspondence.

Forwarded to councillors:

- a) A14 monthly parish newsletter.
- b) Roadworks and events bulletin 1-15th April.
- c) GDPR Toolkit.
- d) GDPR update from CAPALC.
- e) NHS CCG newsletter.
- f) Formal Notice of Submission of the Local Plan to 2036.
- g) A1M junction 17-16 major maintenance letter.
- h) The Clerk had received an email from a resident of Lordsway Park asking who owned the area underneath the flyover, as the recent flood had washed away gravel, leaving potholes in the area used for parking. The Clerk had emailed CCC and is awaiting a response.

21. New agenda items for the next meeting: HDC grass cutting.

22. Date of the next meeting: 15th May 2018 Annual Parish Meeting starting at 7.30pm in the Memorial Hall followed by the Annual Parish Council Meeting.

Signed.....

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