

**Minutes of the Annual Meeting of Alconbury Parish Council
held on Tuesday 15th May 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), District Cllr. J. White and 11 parishioners.

Public Open Forum: Parishioners present expressed their concerns regarding planning application reference 18/00707/FUL.

1. Apologies for absence: County Cllr. I. Gardener (attending another meeting).

2. Election of Chairman and Vice-Chairman: Cllr. Aylott proposed Cllr. Bodley for Chairman. Seconded by Cllr. Adams. There being no other nominations, Cllr. Bodley was duly elected Chairman and signed a Declaration of Acceptance of Office which was witnessed by the Clerk. Cllr. Adams proposed Cllr. Welsh for Vice-Chairman. Seconded by Cllr. Tarabella. There being no other nominations, Cllr. Welsh was duly elected Vice-Chairman. All elected councillors signed a Declaration of Acceptance of Office witnessed by the Clerk. The Clerk advised that CAPALC councillor training courses had been booked for Cllr. Brawn and Cllr. Gunney.

3. Co-option to fill councillor vacancy: Cllr. Aylott proposed that Lillian Grainger be co-opted on to the Parish Council. Seconded by Cllr. Bodley and unanimously agreed. Cllr. Grainger signed a Declaration of Acceptance of Office form, witnessed by the Clerk and was handed a Register of Interests Form to be completed and sent to the Returning Officer at HDC. The Clerk advised that CAPALC councillor training had also been arranged for Cllr. Grainger and that one vacancy remained to be filled.

4. Declaration of Interests: Cllr. Welsh & Cllr. Tarabella both declared an interest in item 17, being trustees of the Memorial Hall. Cllr. Adams and Cllr. Gunney both declared an interest in item 15, being trustees of the Alconbury Recreation Field Charity. Cllr. Aylott declared an interest in payment (7) and in planning application reference 18/00857/HHFUL being a neighbour of the site.

5. To agree councillor's individual responsibilities:

Village Hall – Cllr. Tarabella and Cllr. Welsh

Alconbury Recreation Field Charity – Cllr. Adams

Alconbury Sports and Social Club – Cllr. Bodley

Tree Warden – Cllr. Tarabella.

Bramble End Play Area – Cllr. Aylott

Flood Co-ordinator – Cllr. Gilbert, Deputy – Cllr. Johnson

Alconbury Weald Liaison meetings – Cllr. Aylott

Woolley Hill Wind Farm Trust – Cllr. Welsh

Amey Cespa working group – Cllr. Welsh

Planning group – Cllr. Bodley, Cllr. Welsh, Cllr. Gunney & Cllr. Brawn.

6. To adopt the Model Standing Orders 2018 produced by NALC: A copy of the draft document had been circulated to all councillors on 14/5/18. Cllr. Tarabella proposed that Alconbury Parish Council adopt the Standing Orders as circulated. Seconded by Cllr. Gunney and unanimously agreed.

7. To review Financial Regulations: A copy of the regulations had been sent to all councillors on 14/5/18. Councillors agreed that no amendments were required.

8. To review insurance arrangements: The Clerk advised that the new notice board purchased by Neighbourhood Watch, the pump, post, chains and pots, outdoor gym equipment and new roundabout had all been added to the insurance cover and the circular bench had been removed.

9. To approve and sign the minutes of the last meeting held on 24th April 2018: Cllr. Tarabella proposed approval of the minutes of 24th April 2018. Seconded by Cllr. Aylott and unanimously agreed.

10. Reports from District Councillor:

District Cllr. White introduced himself and informed councillors that he holds the Operations portfolio, which includes grass cutting, refuse collection and street cleaning. He is also a member of the Hunts Flood Forum and of the Internal Drainage Board for Alconbury and Ellington.

11. Data Protection General Regulations: The Clerk advised that she was looking at how other organisations were dealing with the new regulations and waiting for CAPALC to send further information regarding their shared Data Protection Officer Scheme.

12. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan:

The Clerk gave a summary of the Partnership Group meeting held on 10th May: Alconbury Brook has been realigned 2km downstream of Alconbury to give better flow through and compensation areas have been made larger. A weed spray will be carried out in May and September, and a grass cut to the channel sides will be done in July. Weed raking and removal of bushes etc. will be booked on to the program. Further funding is available for a walk-through to clear blockages and over-hanging trees etc. A routine "Visual Asset Inspection" of the condition of the banks, bridges etc. will be carried out in December and ad-hoc inspections are carried out prior to any heavy rain forecast and after any flooding event. The Clerk raised concerns regarding the lack of knowledge by 101 operators and Silver Command at HDC, regarding the correct procedure for getting "Road Closed" signage put out in a timely manner, and the need for signage on both sides of the bridge and at the end of Sharps Lane. The Clerk also raised concerns regarding the repeated failure of the pumps under the flyover at Rusts Lane. This is being looked into by Highways. As Partnership Funding rules have changed, the Environment Agency have engaged a consultant to look into the engineering solutions suggested during 1998-2008, which previously did not meet cost/benefit requirements. They have reviewed previous studies and looked at new options. Temporary demountable defences are the preferred option at the present time, but there are major issues sourcing defences of a suitable height and the high cost of manpower needed to erect the defences when they are required. The next step is a Capital Scheme project looking at all the options and sources of funding. The EA now has approval to spend the money allocated for Natural Flood Management. They are currently engaging with landowners and Natural England to introduce ideas. There is money available to implement measures but not to compensate for loss of crops for example. The results of the consultation should be available in the autumn with measures being installed in Summer 2019.

Cllr. Bodley advised that the Head Teacher from Alconbury School had confirmed that they would be interested in using the Lego flood modelling kit seen by Cllr. Johnson at the Flood Conference, as they will be doing a project on local waterways soon. Cllr. Johnson to follow this up with the EA. Cllr. Johnson and Cllr. Welsh to look into options for storage space required for the Flood Kit.

13. Update on Alconbury Weald: Cllr. Aylott and the Clerk to attend the next liaison meeting on 10th July. The Clerk is awaiting a response from Urban & Civic about a site visit for councillors.

14. Alconbury Sports & Social Club: Cllr. Adams advised that sales were holding up. There were lots of bookings and they were now planning events for the World Cup.

15. Alconbury Recreation Field Charity: Cllr. Adams advised that there had been several months of good fund raising. The committee are awaiting the results of two applications for funding for the proposed outdoor gym equipment.

16. Community Orchard/Trees:

a) Report from Cllr. Tarabella - Cllr. Tarabella to arrange a meeting with Mr. Rickard to discuss the hedging around the field. Clerk to follow up the offer of a baby oak tree with GTS. Bridgit Halford has offered to assist with the Apple Day planned for mid-september. Cllr. Tarabella has identified a suitable tree should the Parish Council decide to install a new bench in the future.

b) To confirm acceptance of a quote from Global Tree Solutions to remove the basal sucker growth from 7 trees on the village green – A quote of £288 including VAT had been circulated to all councillors by email, with all councillors recommending approval. The Clerk had therefore placed an order. Cllr. Tarabella proposed approval of the action taken by the Clerk in accepting the quote. Seconded by Cllr. Adams and unanimously agreed.

17. Memorial Hall: Cllr. Welsh reported on the AGM held on 26th April – Finance are in very good order. The Hall Manager is now the licence holder for the building. The heating is to be upgraded and external doors and shutters replaced. The pre-school new fence will be painted green to blend in. Wi-fi is to be installed. The WI plaque has been installed.

18. Bramble End playground: Cllr. Aylott had inspected the play area and had no issues to report. The weeds have been sprayed by Mr. Holme and the safety surface for the new roundabout has been completed. Cllr. Aylott to complete the evaluation forms for the Woolley Hill Wind Farm grant. The Clerk advised that the safety inspection would cost £90 this year due to the increase in the amount of equipment.

19. Youth Group: Cllr. Adams advised that the children had enjoyed felting at the last club night.

20. Police crime report: The March crime report showed 3 reported vehicle crimes.

21. Infrastructure report:

a) Churchyard – Nothing to report.

b) Village Green – The Clerk advised that she had chased T & S Gardens to carry out the repairs to the ruts on the village green and had received an apology that morning advising that the work would be done soon. Day Today Maintenance had completed the work to remove the circular bench and concrete base. Cllr. Johnson continues to look into the possibility of installing a CCTV camera to cover the area of the village green near to the village sign, which appears to be damaged most often.

c) Roads and footpaths – The Clerk advised that she had asked Highways to look into a way of preventing drivers from driving their vehicles along the footpath at the end of The Maltings and had chased for a response on 11/5/18. Clerk to find out why a traffic counter has been installed across School Lane. The overhanging vegetation on the footpath from Rusts Lane to Bell Lane has been reported to Highways.

d) General – The Clerk advised that she had not yet received a response from Mr. & Mrs. Ayres regarding the allotment land lease and will contact them again before the next meeting.

22. Grass cutting arrangements for HDC owned grass areas: The Clerk had received a quotation of £1200 p.a. from Mr. Abbs to cut the HDC owned areas 12 times a year in line with the rest of the village. HDC have offered £850 p.a. by way of a grant for the Parish Council to take over their grass cutting. Cllr. Bodley proposed that the Parish Council accept Mr. Abbs quotation and that the Clerk will try to negotiate an increase in the grant offered, but if this is not possible, the shortfall will be met from the reserves. Seconded by Cllr. Tarabella and unanimously agreed.

23. Planning.

a) New applications.

18/007047/FUL 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 storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting. Alconbury Services, Rusts Lane. Cllr. Welsh proposed that Alconbury Parish Council recommend refusal. Seconded by Cllr. Tarabella and unanimously agreed. District Cllr. White said that he would ensure that this was discussed by the Development Management panel.

18/00857/HHFUL Proposed two storey side extension to extend lounge and form utility room and first floor dressing room and en-suite bathroom. 9 Red Lion Close, Alconbury, PE28 4EJ. Cllr. Welsh proposed that Alconbury Parish Council recommend approval. Seconded by Cllr. Brawn and unanimously agreed. Cllr. Aylott did not take part in the vote having declared an interest.

b) Update on previous 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. In progress.

18/00084/HHFUL Proposed rear extension. 4 Great North Road, Alconbury. Approved by HDC.

18/00271/FUL Replacement of all windows. 1 Blackbird Way, Alconbury. Approved by HDC.

18/00266/HHFUL Erection of conservatory/porch. 8 School Lane, Alconbury. Application withdrawn.

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.

17/02343/FUL Proposed new dwelling. Land adj. to 9 Rusts Lane, Alconbury. 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. Former Megatron site. 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.

24. Financial report:

a) Payment of outstanding debts - Cllr. Tarabella proposed approval of payment of items (1) to (7). Seconded by Cllr. Adams and unanimously agreed.

(1) Cq. No. 1027, CAPALC, annual affiliation fee. £461.63

(2) Cq. No. 1028, A. Abbs, village grass cutting 1st instalment. £1220.00

(3) Cq. No. 1029, A. Abbs, verge cutting 1st instalment. £500.00

(4) Cq. No. 1030, askiT Services Ltd, annual webhosting and domain registration. £72.00

(5) Cq. No. 1031, askiT Services Ltd., laptop and new email address setup for Parish Clerk. £45.00

(6) Cq. No. 1032 Creative Play, repairs to see-saw. £210.00

(7) Cq. No. 1033 Mrs. J. Aylott, reimbursement for purchase of printer cartridges. £11.60

b) 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.

25. Correspondence.

Forwarded to councillors:

- a) A14 closure northbound.
- b) GDPR update from CAPALC.
- c) A14 Cambridge to Huntingdon weekly event update.
- d) A14 Monthly Parish Council Bulletin.
- e) Roadworks and Events Bulletin.
- f) Ribbon of Poppies – seeds to be sown in May by Beavers, Cubs, Scouts and Explorers along the verge between the villages to commemorate the killed and wounded of WW1.
- g) A14 Major maintenance letter.

26. New agenda items for the next meeting: Policy for dealing with the press. Donation to ARFC.

27. Date of the next meeting: 26th June 2018 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....