

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 26th April 2016 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. E. Adams, Mrs. J. Aylott, Mr. C. Bodley, Ms. L. Isles (Acting Chairman), Mr. S. Tarabella & Mr. A. Welsh.

Also present: County Cllr. P. Ashcroft, District Cllr. K. Baker & Mrs. D. Benham (Clerk).

Open Forum: There were no members of the public present.

1. Apologies for absence: Cllr. R. Sale (work commitment), Cllr. A. Bush (work commitment) & County Cllr. P. Brown (attending another meeting).

2. Declaration of Interests: Cllr. Adams declared an interest in item 12, being a trustee of the Alconbury Recreation Field Charity. Cllr. Isles & Cllr. Welsh both declared an interest in item 14, being trustees of the Memorial Hall. Cllr. Aylott declared an interest in payment (5). Cllr. Welsh declared an interest in payment (6).

3. To approve the minutes of the previous meeting held on 29th March 2016: Approval of the minutes of 29th March 2016 proposed by Cllr. Aylott, seconded by Cllr. Tarabella and unanimously agreed.

4. Councillor vacancies: There are three councillor vacancies which can be filled by co-option. Cllr. Isles has prepared a poster advertising the vacancies that has been placed on the noticeboards.

5. Report from County & District Councillors: County Cllr. Ashcroft reported that CCC continue to look at ways to make savings. District Cllr. Baker felt that it would be sensible for Huntingdonshire District Council to join with Peterborough.

6. Neighbourhood /Parish Plans: Cllr. Isles and the Clerk had attended the meeting at HDC to learn about Neighbourhood Plans. Cllr. Isles summarised the presentation and councillors unanimously agreed that they did not wish to prepare a Neighbourhood Plan at this time, but agreed that the Parish Plan needed to be updated. Cllr. Isles and Cllr. Bodley agreed to look at the old Parish Plan and give an indication of timelines at the next meeting.

7. Flood event 9/10th March: Jonathan Djanogly's office is arranging a meeting with the Environment Agency, HDC, CCC, Emergency services and Parish Councils. Cllr. Isles and Cllr. Bush to attend on behalf of Alconbury Parish Council. The Clerk has contacted Mr. Baker to invite a representative of Lordsway Park to be present. Date of the meeting is to be confirmed. Clerk to contact CCC's Emergency Planning Officer to ask for a copy of the Local Flood Plan.

8. Litter bins: The Clerk reported that the bin inside Bramble End playground was in poor condition and advised against relocating it to The Maltings. Cllr. Tarabella proposed that the litter bin inside Bramble End should be removed and that a new litter bin should be purchased for The Maltings. Cllr. Welsh to consult with residents of The Maltings and if no objections are raised, the Clerk will order a "Topsy Jubilee" litter bin in green, from Glasdon UK priced at £252.01 plus VAT, plus concrete foundation fixing bolts at £13.37 plus VAT. A quote will be needed for the work required. Seconded by Cllr Welsh and unanimously agreed.

9. Update on village entrance features & the reduction of the speed limit on North Road: Entrance signage – Highways had raised a number of issues regarding the planned new entrance features: Urban & Civic have agreed to pay for temporary 30mph signs to be erected should an

Entrance Feature which incorporates the 30mph signage, be demolished in an accident. Highways have objected to the wording “Alconbury village” – Councillors agreed that the Clerk should pursue this with Highways. Highways require a long-term maintenance agreement – Urban & Civic cannot agree to take this on but have intimated that they would help financially. The Clerk advised that the Glasdon Gateway entrance features are made of “Everwood” and would therefore require minimal maintenance. Cllr. Aylott proposed that the 3 Gateway entrance features should be added to the Parish Council’s insurance, which should satisfy Highways regarding replacement in the event of an accident. Seconded by Cllr. Isles and unanimously agreed.

Speed limit – The two “SLOW” markings have been completed. The Clerk passed the invoice from CCC to Cllr. Adams for payment by Alconbury Recreation Field Charity who hold the grant money from the Woolley Hill Wind Farm Trust. The Parish Council were very pleased to hear that Speedwatch had carried out 3 sessions on North Road since the change in speed limit.

10. Update on Alconbury Weald: Cllr. Aylott and Cllr. Welsh attended the Parish Council sales preview event on 14th April. Cllr. Aylott reported that footpaths, cycle paths and the house footings were all in progress and that almost all of the first 14 houses had been reserved at the public launch held on 16th/17th April. A visit to view the new school is to be arranged. The next liaison meeting will be held on 3rd May at 9.30am.

11. Alconbury Sports & Social Club: Cllr. Bodley advised that the focus was still on increasing revenue. The committee were researching charges elsewhere with a view to maximising use of the function room. The flyer promoting the facilities has now been delivered. A ROSPA playground inspection has been completed and arrangements are in hand to deal with a few minor issues that had been highlighted.

12. Alconbury Recreation Field Charity: Cllr. Adams advised that the trustees meeting had looked at ways of raising revenue. There were lots of bookings for May and June. A new coffee machine is being well used. The St. Georges Day event went well and future events include a Fashion Show on 12th May and a celebration of the Queen’s 90th Birthday on Sunday 12th June. The Financial Report is being prepared for the AGM.

13. Community Orchard/Trees: Cllr. Tarabella reported that Bridgit Halford had supplied posts and rabbit guards for the orchard, free of charge. The new trees on the green are doing well. Cllr. Tarabella to ask GTS for a quote to remove basal growth on some of the trees on the green.

14. Memorial Hall: Cllr. Welsh attended the AGM on 25th April. The Memorial Hall is well used and a new badminton group had been started. Numbers of private and commercial bookings could be improved. The floor in the main hall had been refurbished and a new cooker purchased. There are plans to draftproof the doors and windows at the back and provide new curtains. A small profit had been made and there were no immediate plans to increase hire charges. Gerry Aylott was elected as Chairman, Cliff Kendall, Treasurer and Angie Black, Secretary. Agreement in principle had been given to a plan to extend the Pre-school’s play area. A planning application will be required should this go ahead. There had been a number of incidents of anti-social behaviour outside the hall which had been reported to the police. The next committee meeting is on 28th July.

15. Bramble End playground: Cllr. Welsh has purchased the weedkiller and will apply once the weather improves. The Clerk has ordered an annual safety inspection by Wicksteed Leisure.

16. Youth Group: Cllr. Adams reported that there had been good attendance at recent meetings and activities had gone well. The club's finances were in good order and there were two teenagers helping with club nights as part of their Duke of Edinburgh Award.

17. Police crime report: The February police crime report showed 3 reported crimes in Alconbury, all anti-social behaviour.

18. Infrastructure report:

a) Churchyard – The Churchyard Tidy took place on 16th April. Cllr. Tarabella had provided advice on tree work required.

b) Village Green – Grass cutting has commenced and one bank cut has been carried out. The Clerk had emailed HDC asking when the first cut of their areas would take place. Neighbourhood Watch have ordered a tree guard and will be moving the circular bench to a new location in due course. Horseriders have again been churning up the surface by cantering their horses across the grass. The Clerk will include a note in the Parish Pump.

c) Roads and footpaths – The Clerk had asked Jane Darlington (Cambridgeshire Community Foundation) whether the Parish Council could make an application to the Woolley Hill Wind Farm Trust for funding to install a new footway in front of the Manor Hotel. Ms. Darlington's response was inconclusive and councillors agreed that the Clerk should go ahead with an application. Clerk to request that the "Weightwatchers" banners are removed from either end of Manor Lane. Clerk to obtain a quotation to paint the white posts around the village pump. Mr. & Mrs. Adams have agreed to take over the maintenance of the planters around the pump. Clerk to request a litter pick on the slip roads to the A1 and A14.

d) General – The next Parish Pump article to include: request for volunteers to paint the footbridges, flood event, new 40mph speed limit on North Road and a note to horse riders to walk only on the village green.

19. Planning.

a) New applications.

16/00752/REM Submission of reserved matters (appearance, layout, landscaping, scale and mass) in respect of the construction of a mixed use Innovation, manufacturing, Engineering Building (iMET) including office, research and development and a training facility. Alconbury Weald. Councillors agreed to respond "No observations either in favour or against".

H/5004/16/CW Temporary change of use of building 4002 to an advanced biofuel demonstration centre. Alconbury Airfield. Councillors agreed that they had no comments to return.

b) Update on previous applications.

16/00290/HHFUL Demolition of existing extensions and outbuilding with creation of new rear extension and new external brick cladding to existing building. Ducks Nest, Polecat Lane, Alconbury, PE28 4EX. Approved by HDC.

16/00453/OUT Proposed bungalow to the rear of 6 School Lane, Alconbury, PE28 4EQ. In progress.

16/00262/NMA Application for non material amendment to approval of reserved matters (outside of a key phase) for primary infrastructure to support the delivery of the primary school (KP1-01). Alconbury Weald. In progress.

H/5013/15/CW Section 73 planning application to develop land without complying with conditions 7 (which restricts the numbers and types of deliveries on Saturdays, Sundays, and Bank Holidays) and 9 (to extend the opening hours), of planning permission H/5013/07/CW with continued use as a Waste Transfer Station and Recycling Facility with existing skip hire depot, outside storage, skip lorry parking, offices, maintenance building, aggregate storage and distribution, with existing permitted variation to building and layout. Alconbury Waste Transfer Facility, Stangate Business

Park, Old North Road, Alconbury Weston. Approved by CCC with conditions. Liaison group to be set up. Councillors agreed to appoint a representative once the date of the first meeting is known.
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. In progress.
15/00921/FUL Extension of sales forecourt and associated landscaping. Steves car sales, Ermine Street, Alconbury. Appeal in progress.

20. Financial report:

- a) Result of the internal audit – Completed by Brian Cox & Co. with no issues raised.
- b) Accounts for year ending 31st March 2016 – Copies of the accounts, bank reconciliation and receipts and payments had been emailed to all councillors prior to the meeting. Cllr. Bodley proposed that the accounts be accepted and signed by the Acting Chairman and Clerk. Seconded by Cllr. Aylott and unanimously agreed. Acting Chairman and Clerk signed the accounts.
- c) Annual Return – The Clerk had completed sections 1 and 2 of the Annual Return and had forwarded copies to councillors prior to the meeting. Cllr Bodley proposed that Alconbury Parish Council has reviewed the effectiveness of the system of internal control and approved the Annual Governance Statement for 2015/16. Seconded by Cllr. Aylott and unanimously agreed. Cllr. Bodley proposed that Alconbury Parish Council has considered and approved the Accounting Statement for 2015/16. Seconded by Cllr. Tarabella and unanimously agreed. Acting Chairman and Clerk signed sections 1 & 2 of the Annual Return. The dates for the Period of Exercise of Public Rights will commence on 6/6/16 and end on 15/7/16. Cllr. Aylott will place a notice to this effect on the noticeboard on 3/6/16.
- d) Risk Assessment – the Clerk had completed the annual risk assessment on 26th April 2016. Copy to be attached to the minute book.
- e) Payment of outstanding debts.
Cllr. Isles proposed approval of payment of items (1) to (9). Seconded by Cllr. Bodley and unanimously agreed.
 - (1) Cq. No. 896 askiT Services Ltd., Annual webhosting 9/4/16 – 8/4/17 and annual domain registration for .co.uk £72.00
 - (2) Cq. No. 897 Brian Cox & Co., Internal Audit fee. £144.00
 - (3) Cq. No. 898 CAPALC, Affiliation fee 2016/17. £353.59
 - (4) Cq. No. 899 A.Abbs, grass cutting, 1st instalment. £1160.00
 - (5) Cq. No. 900 Mrs. J. Aylott, reimbursement of key cutting costs for community noticeboard. £38.00
 - (6) Cq. No. 901 Mr. A. Welsh, reimbursement for purchase of weedkiller for the playground. £9.99
 - (7) Cq. No. 902 Alconbury Recreation Field Charity, donation towards grounds maintenance. £1000.00
 - (8) Cq. No. 903 Mrs. D. Benham, wages and expenses of Parish Clerk for April. £712.10
 - (9) Cq. No. 904 Alconbury Recreation Field Charity, contribution towards the installation costs of the scheme to lower the speed limit on North Road. £107.42Cllr. Aylott and Cllr. Welsh took no part in the approval of the payments, having both declared interests.
- f) Current position.
A copy of the receipts and payments and bank reconciliation was handed to each councillor. The bank statements were available for inspection and Cllr. Isles confirmed that the balance in the bank accounts was correct as shown on the bank reconciliation. The Clerk advised that she had applied for a VAT refund covering the period 26/3/14 to 17/3/16.

21. Correspondence:

Circulated since the last meeting:-

- a) Copy of letter from Alconbury School objecting to planning application reference 16/00453/OUT.
- b) Invitation to attend planning meeting regarding H/5013/15/CW.
- c) March 2016 A14 Parish & Community Forum presentation.
- d) Town and Parish Council planning training 21/3/16 presentation.
- e) Email from Alconbury Weston resident thanking the Parish Council for their support regarding planning application H/5013/15/CW.
- f) Stukeleys Parish Council application for designation of a Neighbourhood Area – can be viewed at <http://consult.huntingdonshire.gov.uk/portal/pp/nps/stu-npa>

22. New agenda items for the next meeting: None received.

23. Date of the next meeting: 31st May 2016, Annual Parish Meeting starting at 7.30pm at Alconbury Memorial Hall, followed by the Annual Meeting of the Parish Council.

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