

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 25th April 2017 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. J. Aylott, Mrs. T. Gilbert, Ms. L. Isles, Mrs. R. McCormack, Mr. R. Sale (Chairman) & Mr. A. Welsh.

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

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

1. Apologies for absence: Cllr. E. Adams (personal), Cllr. C. Bodley (work commitment) & Cllr. S. Tarabella (personal).
2. Declaration of Interests: Cllr. Isles & Cllr. Welsh declared an interest in item 13, being trustees of the Memorial Hall.
3. To approve the minutes of the previous meeting held on 28th March 2017: Approval of the minutes of 28th March 2017 proposed by Cllr. Welsh, seconded by Cllr. Aylott and unanimously agreed.
4. Councillor vacancies: There are two councillor vacancies available to be filled by co-option.
5. Reports from District & County Councillors: District Cllr. Baker had attended the Countryside Watch AGM. Rural crime rates had increased, notably hare coursing and farm thefts. County Cllr. Brown advised that the new Combined Authority were meeting informally until the mayor had been elected. County Cllr. Brown and County Cllr. Ashcroft are not seeking re-election in the new division and parish councillors wished to record a vote of thanks to both, for their work in support of the parish.
6. A14 Community Fund: Cllr. Adams had advised the Clerk that the committee of the Alconbury Recreation Field Charity were not keen on the Parish Council's idea to plant a new spinney of trees adjacent to the orchard, as they felt it would make more work for the groundsman. Councillors agreed that Cllr. Gilbert and the Clerk would raise the spinney idea at the Natural Flood Management Group meeting on 16th May before any further discussions take place.
7. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan: The Environment Agency have arranged three further meetings : 11th May, Alconbury Emergency Response and Planning sub-group. 16th May, Natural Flood Management Group. 25th May, Partnership Meeting. Cllr. Gilbert and/or the Clerk will attend all three meetings. Cllr. Gilbert has written an article about the Community Emergency Plan for the Parish Pump.
8. Parish Plan: Cllr. Isles to send the final version of the questionnaire to all councillors and the Clerk. The Clerk will then obtain a quote for printing.
9. Update on Alconbury Weald: Awaiting a date for the next liaison meeting. Awaiting official handover of the village entrance signs, so that they can be added to the Parish Council's insurance. Details of the new signage package for HGVs travelling to Alconbury Weald had been sent to councillors for "sense checking". Councillors asked the Clerk to point out that there appeared to be missing signage at Brampton Hut for traffic coming along the A14 eastbound. Councillors would like to see HGV's directed to Spittals and up the A14 spur and not up the A1.

10. Alconbury Sports & Social Club: Cllr. Adams had sent a report saying that lots of functions were coming up, the Easter Party had been enjoyed by over 50 children, and that the senior football team had won a couple of finals in the past week, with more still to be played. The fascia and cladding to the front changing rooms has been replaced and on 22nd April, a short ceremony was held and a clock in memory of Phil Watkin was unveiled.

11. Alconbury Recreation Field Charity: Cllr. Adams had raised the issue of the overgrown hedge which is obscuring the new village entrance signs but the committee was unsure who was responsible for maintenance. District Cllr. Baker agreed to cut back the branches around the signs and to contact the land owner responsible for part of the hedge. However, District Cllr. Baker advised that maintenance of the hedge in front of the sports fields is the responsibility of the club and not highways. The Clerk will contact Highways about the hedge on the opposite side of the road to ASSC.

12. Community Orchard/Trees: No report available.

13. Memorial Hall: The AGM will be held on 27th April starting at 7.30pm.

14. Bramble End playground: The repair to the wobble board has been completed. The engineer noted that the rope on the multi-play unit was frayed, exposing the wire inside and so had replaced this at the same time. The original quotation of £150 plus VAT, which had been circulated to councillors for approval by email, had been revised to £215 plus VAT, which councillors agreed was reasonable. The engineer had advised that some of the roof timbers on the multi-play unit are starting to rot and Creative Play will provide a quotation for repairs. Cllr. Aylott and the Clerk have a meeting with Wicksteed Leisure on 3rd May to discuss a quotation for a new small roundabout and adult fitness equipment.

15. Youth Group: No report available.

16. Police crime report: The February police crime report showed 5 reported crimes in Alconbury.

17. Infrastructure report:

a) Churchyard – Cllr. Aylott advised that 20 volunteers had helped with the churchyard tidy on 1st April. Amey Cespa had once again, provided a free skip.

b) Village Green – The Clerk advised that the driver of the vehicle that had caused damage to the green outside 38 Brookside had completed the insurance form and returned them to his insurer. The Clerk has a claim number and is awaiting a call from NFU Mutual. In the meantime, the rutted area has begun to recover but will still probably require some repairs. The Clerk met with Highways on 6th April to discuss the damage being caused by drivers of HGVs and HCV's who are ignoring the weight limit signage. It was agreed that Highways will carry out a review of all weight limit signage, adding more where possible and moving some of the existing signage to more appropriate positions. Highways will also follow up the implementation of the signage package Urban & Civic are arranging for major routes. The Clerk distributed prices for grit bins. Cllr. Aylott proposed that the Clerk should order a Nestor 400 grit bin in green at £188.17 plus VAT, to replace the one by the village sign, washed away in the flood last year. Seconded by Cllr. Welsh. 4 votes in favour, 2 abstained. Clerk to place an order with Glasdon. The Clerk is awaiting a quotation to move the circular bench underneath the oak tree on the High Street side of the village green.

c) Roads and footpaths – At the meeting on 6th April, the Clerk asked Highways to follow up the report of potholes, pallets of bricks blocking the ford, mud on the road and damage to grass verges, all in Polecat Lane. Highways have confirmed that new “Alconbury” signs will be installed on Globe

Lane. CCC have advised that there is no money available for bridge cleaning or painting and only essential maintenance will be carried out. The Clerk will test the spray suggested by Cllr. McCormack, at home, before a purchase for the Parish Council is considered. Councillors suggested that the Clerk contact the Scouts and Guides to see if they would be prepared to help clean the bridge railings as part of a community service project. CCC have advised that the boardwalks on footpath 4 and Days and Maypole footbridges, will have anti-slip surfacing applied. Councillors agreed that the Clerk should ask Speedwatch to carry out some sessions on Manor Lane at school start and end times. Cllr. Welsh proposed that the Parish Council should consider requesting double yellow lines outside the Manor Hotel. The Clerk advised that due to Highways budget constraints, a bid for funding would need to be made in the next round of the Highways Improvement Scheme. This will therefore be discussed further, at a meeting later in the year. Clerk to report that the white lining at the new alignment of Rusts Lane and the High Street is very faded and needs repainting. Clerk to include a note in the next Parish Pump article asking residents to trim back hedges that are adjacent to footpaths and highways.

d) General- Two of the posts and one of the flower pots around the pump on Maypole Square have been damaged. Mr. & Mrs. Adams have kindly tidied up the plants and Cllr. Aylott has put up a notice asking for information. It has been reported that a lorry driver went into the shop to admit responsibility but no details were taken. Clerk to arrange a quotation for repairs. Clerk to contact John Chalkley of Triio, to report mess left at the end of Spinney lane, following gas main work.

18. Planning – update on previous applications.

17/00434/FUL & 17/00435/LBC Full planning application and listed building consent for the change of use of the former airfield watch tower to community use (D1) and office use (B1a) along with internal and external works, demolition of boiler house outbuilding and ancillary works. Watch Office and Operations Room, Alconbury Airfield. In progress.

17/00367/S73 Variation of condition 4 – replace tree Thuja Picata with Ilex Aquifolium (Holly). St. Peters and St. Pauls Church, Church Way, Alconbury. In progress.

17/80028/COND Condition information for 1201158OUT – Submission of updated Key Phase 1 Definition and Key Phase 1 Framework, pursuant to the requirements of outline conditions 9 and 10. Alconbury Weald. Pending decision.

17/00079/REM Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 101 dwellings (of which 6 affordable) 1183m³ of A1, A3 & D1 floorspace, 5059m³ of B1a, B1b, B1c floorspace, highways works (including creation of temporary construction access from Ermine Street) and all associated engineering and earth works, including ground remodelling, formal landscaping and ancillary works. Alconbury Weald. In progress.

17/00144/HHFUL First floor extension and alterations to all external elevations and insertion of roof lights. 4 The Acre, Alconbury. Approved by HDC.

17/00235/HHFUL Build side extension and alterations internally to the front of the house, 51 Manor Lane, Alconbury. Approved by HDC.

16/02493/FUL Change of use from vacant land (previously A3 restaurant) to open self-storage facility (B8). Former megatron site, Ermine Street, Alconbury. In progress.

16/02553/REM Application for approval of appearance, landscaping, layout, access and scale in respect of the construction of new Community Building and Allotment Building in the KP1 Community Park including associated ancillary works. Alconbury Weald, Ermine Street, Little Stukeley. In progress.

16/02262/REM Submission of reserved matters (appearance, layout, landscaping, scale and mass) in respect of the construction of cricket park, watchtower green area, the Boulevard and SUDS drainage infrastructure (including underground storage crates) and all associated engineering and earth works, including ground remodelling, formal landscaping and ancillary works. Alconbury Weald. Approved by HDC.

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.

16/00453/OUT Proposed bungalow to the rear of 6 School Lane, Alconbury. Appeal dismissed.

19. Financial report:

a) Result of the internal audit - Completed by Brian Cox & Co. on 10/04/17 with no issues raised.

b) To agree and sign the accounts for year ending 31st March 2017 - Copies of the accounts, bank reconciliation and receipts and payments had been emailed to all councillors prior to the meeting. Cllr. Isles proposed that the accounts be accepted and signed by the Chairman. Seconded by Cllr. Gilbert and unanimously agreed.

c) To complete and sign the 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. Isles proposed that Alconbury Parish Council had reviewed the effectiveness of the system of internal control and approved the Annual Governance Statement for 2016/17. Seconded by Cllr. Gilbert and unanimously agreed. Cllr. Welsh proposed that Alconbury Parish Council has considered and approved the Accounting Statement for 2016/17. Seconded by Cllr. Aylott and unanimously agreed.

d) Risk Assessment - The Clerk had completed the annual risk assessment on 24/04/17. A copy will be attached to the minute book.

e) Payment of outstanding debts.

Cllr. Welsh proposed approval of payments (1) to (7). Seconded by Cllr. Aylott and unanimously agreed.

(1) Cq. No. 961 Creative Play, repairs at Bramble End play area. £258.00

(2) Cq. No. 962 CAPALC, annual membership fee. £354.92

(3) Cq. No. 963 A. Abbs, village grass cutting 1st instalment. £1160.00

(4) Cq. No. 964 A. Abbs, verge cutting 1st instalment. £500.00

(5) Cq. No. 965 Brian Cox & Co., internal audit fee. £144.00

(6) Cq. No. 966 Mrs. D. Benham, wages & expenses of Parish Clerk for April £738.10

(7) Cq. No. 967 A. Abbs, village grass cutting for additional 3 areas. £30.00

f) Current position - A copy of the receipts and payments and bank reconciliation was handed to each councillor. Clerk to contact Lloyds to arrange the changes to signatories agreed at the last meeting.

20. Correspondence:

a) A14 c2h newsletter.

b) Cambs. & Peterborough Clinical Commissioning Group Stakeholder Newsletter, Spring 17.

c) A14 monthly Parish Council Bulletin.

d) Consultation on the proposed 2017 revision of the Local Validation Guidance List and the Local Validation Check List for planning applications for CCC's own development and waste development.

e) Planned works on Rusts Lane flyover.

21. Agenda items for the next meeting: Parish Council newsletter.

22. Date of the next meeting: 30th May 2017 Annual Parish Meeting starting at 7.30pm at Alconbury Memorial Hall, followed by the Annual Meeting of the Parish Council.

Signed.....

Date.....

