

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 30th April 2019 at Alconbury Memorial Hall.**

Parish Councillors present: Mr. C. Bodley (Chairman), Mrs. T. Gilbert, (Vice Chair), Mr. M. Gunney, Mrs. S. Brawn, Mr. T. MacLennan, Mr S Tarabella, Mr R Thompson

Also present: Mr I Gardener (County Councillor) and 1 parishioner.

Public Open Forum: A member of the public presented several concerns to the Chairman. The first was to ask if any updates on the repurposing of Crown Gardens have been received, from either Luminus or HDC. The Chairman replied that despite numerous requests for updates he has not received any further news. Councillor Gunney mentioned Luminus had approached the Parish Pump with a view to placing an article, he did not know the content of that article at this time. The second request was regarding the proposed development of the Alconbury Truck Stop site and was the Parish Council aware that the Highways Agency has opposed the development. The current plans were not acceptable on three points; Conservation, Landscaping and height of the containers. They would need to revise the plans or they would be refused. The member of the public then referred to the gas mains works that have been carried out in the village. The machinery being used was incredibly noisy, caused damage to water pipes and caused disruption throughout the village. Can pressure be put on the District Council to ensure residents are protected in the future? The Chairman pointed out that the Parish Council had not been previously informed of the planned works, but should this arise in the future the Parish Council will raise the issue regarding noise levels and what measures will be taken to protect the residents. It was noted that the gas company in question have been helpful on occasions when residents have complained directly to the workers. Finally, the member of public is in receipt of an air quality report for 2019. Seven months out of 12, parts per million have been in the high 20s – 30s, the highest level being 40. The area is still running in to high levels of pollution, and asked what will happen when the A14 viaduct comes down and development in the area, the A14 won't be used and will drive traffic in to the village. The Chairman suggested the Clerk put the member of public in touch with Highways England again to discuss their concerns.

1. Apologies for absence:
District Councillor White (failed to attend)
2. Declaration of Interests:
Councillor Gunney declared an interest in the Alconbury Recreation Field Charity, and Councillor Tarabella expressing an interest in Memorial Hall.
3. To Approve and Sign the Minutes of Last Meeting 26th March 2019:
Councillor Tarabella proposed the minutes be approved and signed by the Chairman as correct with no changes, seconded by Councillor Brawn, unanimously agreed and therefore **resolved** to do so.
4. Councillor Vacancy;
The Clerk has circulated some posters advertising the councillor vacancy and asked if they could be placed around the village. Councillors are actively advertising the vacancies and Councillor Bodley agreed to include this within his Parish Pump write up. The Clerk will contact the Alconbury social media pages to ask if they would consider advertising the vacancy also.
5. Reports from District and County Councillors:
County Councillor Gardner announced he had received notification from the Transport Manager of the County Council informing him that the HACT 46a service will cease from Monday 6th May due to staffing issues. *UPDATE:* Since this announcement on Tuesday 30th April the County Council have managed to source a driver and the service will hopefully continue as normal. Alconbury Weston Parish Council have also been in correspondence with the County Council over this matter with the suggestion to re-route the no.41 service. The County Councils media department will be notifying customers of any

further changes along with the current bus company drivers. Dial a Ride will continue to operate. The Fire Authority have issued a “Keeping safe near water” campaign.

Top tips on keeping safe near open water:

- If you are going for a walk or run near water stick to proper pathways and stay clear of the water edge
- Make sure conditions are safe, avoid walking or running near water in the dark, slippery or in bad weather
- If you've had alcohol don't enter the water, avoid walking alone and avoid routes near water
- If you are spending time near water - whether at home or abroad make sure you are familiar with local safety information and children are fully supervised
- If someone falls into water call 999. Advise the casualty to try and float on their back and relax. Try and shout for help nearby and throw them something to either drag them to safety or to aid them to float. Never enter the water to try and help a person or animal.
- Download what3words, so you can find your exact location if you ever need it in an emergency.

Further information can be found here; <http://www.cambsfire.gov.uk/news-and-incidents/fire-service-issue-6383.aspx>

County Councillor Gardener responded to a concern raised by a member of the public during the March 26th meeting (*public open forum*) regarding the condition of the roads in the village, and the time delay in them being repaired. Councillor Gardner said the delays are due to the scheduling works to avoid clashes with the major road works in the area. The County Council Highways Department are reluctant to action road repairs until the Highways England A14 works are completed. The County Council are aware of the problem areas and a Highways Engineer and Manager could be called upon to inspect and action repair works should they be deemed urgent.

6. To receive verbal reports from Councillors on their portfolio of responsibilities;

Youth Club – The question was raised at the last meeting whether there is the need to continue to report in on the Youth Club each month. Initially the Parish Council provided some funding to the Youth Club, but now the Club is self-functioning Councillor Bodley proposed there is no longer the need to continue with a monthly report on the Club, the proposal was seconded by Councillor Gunney, with all in favour it was therefore **resolved** to do so.

Sports and Social Club – Councillor Bodley reported the club has had a slow first few months of the year, now the nicer weather is arriving events will be forthcoming. The Club does have a vacancy for a new Bar Manager.

Recreation Field Trust – Councillor Gunney reported the Easter event that was held on the 20th April was a great success with 40 children attending, and some new members signed up. Councillor Gunney confirmed the offer of the red paint to refresh the helicopter in the Bramble End playground. The Recreation Field will not charge for the paint and asked for any unused paint to be returned. Councillor MacLennan will carry out the works as soon as he is available.

Bramble End Playground – Councillor MacLennan reported the barrel on the helicopter is broken. The Clerk has also received an email from a villager notifying the Council of the damage to the equipment, the Clerk has arranged for a company to make safe the equipment and provide a quotation to carry out the necessary repair.

Woolley Hill Windfarm – Councillor MacLennan attended a recent wind farm meeting. During the meeting it was expressed that people are not applying for the funding. Councillor MacLennan proposed that the Wind Farm be represented at the Annual Parish Meeting on the 21st May to invite local groups to apply for available funding up to £5,000.

Memorial Hall – Councillor Tarabella confirmed the Hall are seeking a new treasurer.

Community Orchard Trees – Councillor Tarabella confirmed all is well at the orchard with no works required.

Flood Management Updates – Councillor Gilbert confirmed the next Flood Management Meeting is scheduled for the 10th June 2019.

7. Passenger Transport Service re-tendering; This matter was dealt with under item number 5 above.
8. To consider and application for available funding from the A14 Integrated Delivery Team;
Correspondence has been circulated to councillors from the A14 Integrated Delivery Team. Funding is available for Parish Councils affected by the A14 construction works. The letter contains the steps required to apply for the funding with a deadline for submissions of the 31st May 2019. Due to the short timescale in obtaining quotations for the works Councillor Bodley proposed areas of concern are looked in to; 1) Rusts Lane/High Street junction. 2) CCTV camera installation focussed on the village bridge/ford area. Councillor Johnson agreed to look in to costings for this item. 3) Manor Lane/Rusts Lane traffic calming. The Clerk will establish possible costs from the list of costings is available on the County Councils website and add the item to the 21st May meeting agenda. The proposal was seconded by Councillor Johnson, with all in favour and therefore **resolved** to do so.
9. Police Crime Report: A total of 4 crimes were reported within Alconbury in the month of February 2019
10. To receive an update on the Electric Vehicle Survey; A low number of surveys have been completed online via the link <https://www.surveymonkey.co.uk/r/TCTHYT6>. Councillor Bodley proposed the Clerk discuss with the IT company whether it would be possible to set up a “News” page on the Parish website which will hopefully encourage people to complete the survey. Councillor MacLennan offered to place the survey link on the local social media sites. The proposal was seconded by Councillor Gunney with all in favour and therefore **resolved** to do so.
11. Infrastructure Report;
 - (a) Churchyard. A churchyard tidy has been completed and all is looking good, an email of thanks to the Parish Council for sponsoring the cost of a skip for the clean-up has been received.
 - (b) Village Green. Councillor Tarabella reported the triangle of green around the village sign is gradually being destroyed around the edges from vehicles driving over it. Councillor Bodley proposed the Parish Council agree to the request from Neighbourhood Watch use of the village green for the annual fete this year, with Councillor Tarabella seconding the proposal and all in favour it was therefore **resolved** to do so. The event will take place on Saturday 13th July 2019.
 - (c) Roads and Footpaths. The Clerk has received an email from a local farmer asking if the Parish Council could assist in making the footpaths around the area more visible to walkers, as walkers are wandering around private areas of the farm, along the drive and around the house. The Clerk has requested a quantity of way post markers be sent from the Rights of Way Officer at County Council along with an electronic version of the footpaths map, which the Parish Council will have installed on its website, in an attempt to educate the footpath walkers and keep them on the right track. Councillor Gunney recently lodged a complaint to the gas company who have been carrying out works in the village, regarding damage to the footpath and area of grass at Elm End, the company promptly carried out the repairs.
 - (d) General. Councillor Johnson recently met with footpaths officers who confirmed agreement to the placing of a bin at the end of Polecat Lane. The Clerk has been in contact with the Operations Department at Huntingdonshire District Council to establish the costs for regular emptying of the bin and will report back when received. Councillor Bodley proposed the choice of bin should be the Glasdon Metal Guppy, and that the Clerk should seek costs for supply and installation of the bin, seconded by Councillor Brawn, with all in favour it was therefore **resolved** to do so. The Clerk will report back when all costs involved are received. The Clerk confirmed the grass cutting contractor has commenced the seasonal grass cutting. The Clerk has received several emails relating to an incident that happened on Chapel Street on the 24th April. A car parked on the roadside rolled down the road coming to a stop in Maypole Square. As a result, the white posts around the pump have been knocked down. The Clerk is in the process of instructing a local company to repair the posts with the costs being covered by the owner of the vehicle.

12. Planning Applications:

18/01217/FUL – The erection of a building to accommodate the Headquarters and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles, with associated landscaping, car parking, and boundary treatment with access from Ermine Street. Building 252 RAF Alconbury. Councillor Tarabella proposed the Council support the application, seconded by Councillor Bodley, with all in favour it was **resolved** to do so.

18/01577/REM - Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new roundabout from the A141 including drainage, landscaping and associated works. Land West of the East Coast Mainline Railway and North of Spittals Way Huntingdon. Councillor Tarabella proposed no observations be made regarding the application, seconded by Councillor Bodley with all in favour and **resolved** to do so.

H/5005/19/CC Erection of two-storey Cambridgeshire County Council Civic Hub (4,219sq.m GEA), comprising office space with an ancillary multi-function meeting area (to include Full Council Member Meetings), support space, a staff break-out area, with provision of vehicular and cycle parking, and associated landscaping to site. Cambridgeshire County Council Civic Hub, Ermine Street, Alconbury Weald, PE28 4WX. Councillor Bodley proposed no observations be made regarding the application, seconded by Councillor Tarabella, with all in favour it was therefore **resolved** to do so.

19/00425/HHFUL – Proposed single storey extension to the side/front of 3 The Acre

b) Update on previous applications. Councillor Bodley proposed no observations be made regarding the application which was seconded by Councillor Tarabella, with all in favour and therefore **resolved** to do so.

b) Update on previous applications; 18/02499/REM – Reserved matters in respect of construction of new highway and re-use of existing runway/taxi way to form part of a link from the A141, Alconbury Weald – **IN PROGRESS**

18/02223/REM – Application for approval of appearance, layout, landscaping and scale in respect of the construction of 189 homes, pocket park, associated highways, landscaping and ancillary works, parcel 5 Alconbury Weald – **IN PROGRESS**

18/02275/REM – Reserved matters in respect of the construction of a new highway to form a link from the A141 to Key Phase 1 and all associated works. Land west of the East Coast Mainline Railway and work of Spittals Way - **IN PROGRESS**

18/01217/FUL - The erection of a building to accommodate the HQ and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles. With associated landscaping, car parking and boundary treatment with access from Ermine Street – **IN PROGRESS**

18/01577/REM - Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of a new roundabout from the A141 including drainage, landscaping and associated works. - **IN PROGRESS**

18/00707/FUL - Alconbury Services Rusts Lane Alconbury Huntingdon PE28 4WD

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 transshipment storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting – **IN PROGRESS**

17/02343/FUL - Land Adjacent 9 Rusts Lane Alconbury

AMENDED PROPOSAL/PLANS Retention of access/driveway to 9 Rusts Lane and erection of a 2-bed bungalow – **IN PROGRESS**

13. Financial Report:

a) Result of internal audit, completed on 17th April 2019 by Brian Cox with no issues raised. A copy has been sent to all councillors on 23rd April 2019.

b) To agree and sign the accounts for year ending March 2019 – a copy of the accounts, bank reconciliation, receipts and payments had been sent to all councillors on 15th April 2019. Councillor Tarabella proposed that having reviewed the accounts they be accepted and signed by the Chairman and Clerk. Seconded by Councillor. Bodley and unanimously agreed.

c) To complete the Annual Return – a copy of the completed Annual Return, sections 1 and 2 has been sent to all councillors on the 15th April 2019. Councillor Tarabella proposed that having considered the

Annual Return, sections 1 and 2 be accepted and signed by the Chairman and Clerk. Seconded by Councillor Bodley and unanimously agreed.

d) Risk Assessment – The Clerk had completed a risk assessment on 15th April 2019 and forwarded a copy to all councillors. Councillor Bodley requested a slight wording change be made to the Risk Assessment stating that “2” signatories are required to sign and initial invoices and the cheque book, that the bank reconciliation be “independently” checked, and an inspection of the Clerks home office be carried out. Once the inspection and changes have been made a copy will be attached to the minute book.

e) Payment of outstanding debts:

1. Ms C Copley	Clerks wages and expenses for April	£ 774.71
2. SR Howell	Pension Regular re-declaration	£ 60.00
3. askIT	Annual webhosting and domain registration	£ 79.20
4. A Abbs	Grass Cutting, HDC areas, 1of 6	£ 200.00
5. A Abbs	Grass Cutting, Verge areas, 1 of 6	£ 500.00
6. A Abbs	Grass Cutting, Village areas, 1of 6	£1220.00
7. CAPALC	Affiliation fee for 2019-20 and GDPR Membership	£ 456.50
8. Brian Cox & Co	Internal Audit of Financial Accounts	£ 72.00
9. Hunts District Co	Litter Bin Emptying	£1515.84
10. Alconbury Church	Donation towards skip for Churchyard tidy	£ 200.00

Councillor Bodley proposed retrospective approval and payment of outstanding debts, items 1 to 10, seconded by Councillor Gilbert, with all in favour and **resolved** to do so.

f) Current position. The Clerk was unable to carry out a bank reconciliation of April due to non-receipt of bank statements. The Annual Return contained the annual reconciliation and March reconciliation which was confirmed as correct by the internal auditor.

g) Acknowledgement of receipt of the National Joint Council for Local Government Services (NJC) agreed pay scales for 2019-20 and subsequent increase to the Clerks salary from 1st April 2019 as stated in the Clerks offer letter of 4th October 2019 to SCP 20 (previously 27) £13.15 per hour.

14. Correspondence; Multiple updates and reports from CAPALC, NALC, Highways England (A14) and IHMC have been forwarded to Councillors throughout the month.
- 02.04.19 – Cambridgeshire County Council – New Street Lighting Attachments Policy
- 16.04.19 – Cambridgeshire County Council – Highways Department – Confirmation of installation of HGV signs to various locations on the 10th May 2019.
- 17.04.19 – Request from Neighbourhood Watch for volunteers for the new village HGV Watch
- 23.4.19 – Highways England – Invitation to attend and discuss planned works regarding the A1(M) Major Maintenance 2019 – 13th May 10am – 4pm. Councillor Brawn will attend the event and report back at the next meeting.
- 24.04.19 – Request from the Memorial Hall advertising the vacancy of Treasurer
- 25.04.19 – Email from a concerned resident regarding the condition of the road along Spinney Lane following recent gas mains works, and a damaged road sign at the junction of Rusts Lane and the High Street. The Clerk was informed that Spinney Lane has now been cleaned up. The Clerk has reported the damaged sign to the County Council via their online reporting tool under reference 00313697
- 26.04.19 – Urban and Civic – invitation to attend public consultation events 26th and 27th April.
- 29.04.19 – Emails received from a member of the public regarding graffiti and lost property on and near to the wall of the A1 flyover in the High Street. The Clerk replied thanking the villager for their email and signposted them to the County Council online reporting tool to report their concerns.
- 29.04.19 – Email from Huntingdonshire District Council regarding the new Customer Portal, a digital solution designed to deliver more effective and efficient customer services across the Council (HDC).

Date of the next meeting – The Annual Parish Meeting will go ahead on Tuesday 21st May 2019, **7.00pm**, Alconbury Memorial Hall, followed by the Annual Meeting of the Parish Council

Meeting closed at 22.00

Signed.....

Date.....