

Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Charlotte Copley

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Notice of Parish Council meeting:

Date: Tuesday 28th April 2020

Time: 7.30pm

Venue: video link

The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom".

For practical reasons some items have been deferred.

MINUTES

04-20.20 PRESENT AND APOLOGIES

Councillors T. Gilbert (Chair), S. Tarabella (Vice Chair), M. Gunney, S. Brawn, B. Johnson, D. Moate, M. Moate and T. MacLennan

Also present; Councillor. I. Gardener, C. Copley (Clerk)

04-20.21 DECLARATION OF INTERESTS

Councillors to declare any "Discloseable Pecuniary Interests" in any items on the agenda. As detailed in Section 30 of the Localism Act 2011, along with any other interests relating to items on the agenda. Cllr. Gunney declared an interest in the Alconbury Recreation Field Charity and Cllrs. Brawn and Tarabella declared an interest in the Village Hall.

04-20.22 PUBLIC PARTICIPATION

No members of the public present.

04-20.23 APPROVAL OF MINUTES 25th February 2020. The Parish Council did not meet in March 2020, due to the outbreak of Covid-19 all Parish Council meetings were postponed. Cllr. Tarabella proposed the minutes of meeting 25th February 2020 be agreed for signature by the Chair, seconded by Cllr. Gunney with all in favour and resolved to do so.

04-20.24 CASUAL VACANCIES

To consider the 2 casual vacancies arising from the resignation of Cllr. Bodley and 1 other. ***Deferred until further notice.***

04-20.25 ROUNDUP OF ACTIONS ARISING FROM MEETING 25th FEBRUARY 2020

Operation London Bridge – following discussion with the Church Cllr. Brawn confirmed they have taken steps to mark the occasion.

Village Spring Clean – Cllr MacLennan and Cllr Brawn approached village organisations with a view to supporting a village clean once the lockdown has been lifted.

04-20.26 COUNCILLOR REPORTS

- Memorial Hall - Cllr. Tarabella and Cllr. Brawn had nothing to report due to the Hall being closed at the moment due to the lockdown.
- Tree Warden - Cllr. Tarabella has been undertaking general maintenance works to the trees on the village green where required. A report of a dead tree on the Sports and Social Club boundary has been received, and will continue to monitor the trees safety
- Alconbury Recreation Field Charity - Cllr. Gunney reported the Club is now closed due to the lockdown and appropriate measures have been taken to furlough staff during this time along with applying for grants and funding to assist both the Field Charity and Sports and Social Club through this time.
- Alconbury Sports and Social Club – As above. All necessary steps have been taken to preserve stock.
- Bramble End Play Area & Woolley Hill Wind Farm - Cllr. MacLennan reported he will refresh the "closed park" signage and that the park is looking untidy with repair works required to the gate he will carry out a freshen up of the painted equipment as soon as time will allow. The Clerk will take steps to ensure the gate repairs are made and source a new weed spraying company due to the regular company no longer operating. Woolley Hill Wind Farm have postponed panel meetings and launched a Coronavirus Community Fund and fundraising appeal just 2 weeks ago and have also been nominated as the distributor

for the National Emergencies Trust in the county. They are also working closely with the council on relief funding and are managing lots of projects which are dealing with the very vulnerable and at risk. To date they have raised over £200,000 and have been inundated with urgent, priority applications that need to be turned around extremely quickly. For more information <http://www.cambscf.org.uk/home.html>

- Flood Co-ordinator - Cllr. Gilbert, Deputy – Cllr. Johnson and Cllr. M Moate. Cllr Gilbert confirmed the bank tidy following the brook works has not been conducted by the Environment Agency, this could be due to the lockdown but the Clerk will make contact with the Agency for an update.
- Planning - Cllr. Brawn, Cllr Gunney, Cllr. Johnson and Cllr. M Moate. Nothing to report
- Alconbury Weald – Urban and Civic Joint Parishes meeting – Cllr. Gunney and Clerk – Nothing to report

04-20.27 DISTRICT AND COUNTY COUNCILLOR REPORTS

Cllr Gardener provided his report on both District Council and County Council matters. He confirmed the signage on the A1/ A14 will be changed to divert traffic to Alconbury Weald via the Brampton Hut roundabout onto the A141 (formerly A14) to the Spittals interchange and then up the A1307 (formerly the A14) . The Gantry sign on the A1 will remain as is. Cllr Gardener will still continue to push for noise reduction measures on the B1043 bridge adjacent to Lordsway Park. The main focus of both Councils is currently on supporting residents along with volunteers through the Covid-19 outbreak. Many staff have been redeployed elsewhere during the lockdown and most are working from home. Vital services are still running though; HDC street cleaning and the call centre. Covid-Hub has been set up and further details about the various services and contact details can be found here www.wearehuntingdonshire.org

04-20.28 CRIME REPORT – The Your area section of the site has been temporarily suspended “to prioritise providing access to key policing services to support the response to Covid-19”.

04-20.29 LHI BID APPLICATION *deferred until further notice*

The Parish Council is awaiting a proposal from the School with regards to a possible bid for highways improvements to School Lane.

04-20.30 GRASS CUTTING ARRANGMENTS and BRAMBLE END PLAYGROUND

Hunts District Council and Cambs County Council have confirmed their agreement to the Parish Council carrying out the grass cutting for the next season with the District Council contributing 100% towards the costs of cutting their areas and the County Council have agreed a 6% increase in last years costs with the Parish Council making up the shortfall as usual. The Clerk is trying to establish who is responsible for cutting the park hedge and will arrange a weed spraying company to carry out the annual weed spray.

04-20.31 PLANNING APPLICATIONS

18/01217/FUL Headquarters for HQ and Air Ambulance Station for MAGPAS, revised plans and documents received amending the site plan and operation plan. (Circulated to Planning Working Group 21.04.20). Cllr Tarabella proposed the Parish Council record a vote of no observations either in favour or against the changes, seconded by Cllr. Johnson with all in favour and therefore resolved to do so.

04-20.31.1 To receive an update on previous planning applications

20/00070/HHFUL New garage and storage building 6 School Lane Alconbury. PENDING DECISION

19/02343/REM Alconbury Airfield Ermine Street, Little Stukeley – IN PROGRESS

19/80094/COND – Conditional information for 12/01158/OUT Condition 9 and 10, Alconbury Airfield, Ermine Street, Little Stukeley – PENDING DECISION

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

18/02275/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 – invitation from Development Services, Hunts DC, to attend the MAGPAS operating base at RAF Wyton to observe the Air Ambulance helicopter being operated at the base. – 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 – WITHDRAWN

19/01320/S73 – Variation of conditions 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 20, 24, 26 and 28 for application 1201158OUT - Amended wording (see covering letter, appendix 1) and Key Phase Submission - KP2 - The Country Park (Hybrid Element) Alconbury Weald – IN PROGRESS

19/01341/OUT - Outline planning permission (all matters reserved) for a mixed-use phased development to include - residential development of up to 1,500 dwellings (C2 and C3), local centre including retail and community facilities

(A1-A5 and D1), primary school, open space, play areas, recreation facilities, landscaping, associated demolition, ground works and infrastructure. – IN PROGRESS

04-20.32 FINANCIAL REPORTS

Payment of outstanding debts:

Cllr. Gilbert proposed the following payments for March and April be approved for signature, seconded by Cllr. Gunney with all in favour and resolved to do so. As the meeting was conducted via video link the Clerk will travel to Alconbury for Cllrs. Tarabella and Gunney to sign the cheques.

March payments signed by Cllrs Gilbert and Gunney (meeting postponed)

Cheque No	Payee	Description	Amount
1160	C Copley	Clerk salary and expenses	£660.62
1161	HMRC	PAYE	£ 36.60
1162	CAPALC	Affiliation fee	£499.38
1163	Glasdon	2 x waste bins	£570.70
1164	SRHowell	Payroll	£ 60.00

April payments

Reference	Payee	Description	Amount
*S/O	A Abbs	Grass cutting 1 of 6	£1920.00
Chq No.1165	C Copley	Wages and expenses	£718.50
Chq No.1166	HMRC	PAYE	£39.00
Chq No.1167	askIT	Annual webhosting and domain	£84.00

*Due to the outbreak of Covid-19 steps have been taken to set up regular payee payments in an attempt to reduce the risk of infection to the Clerk and Councillors who would usually be responsible for signing cheques.

- 04-20.32.1 To receive and note bank reconciliation from February and March 2020. **Resolved** received and noted.
- 04-20.32.2 To discuss changing the Parish Councils banking arrangements to an online Parish Council specific bank, Unity Trust Bank. After discussion and consideration the Chair proposed to vote in favour of the switch, including the charges involved (£18 per quarter) to allow what appears to be a more robust and streamlined banking process. The Clerk confirmed time has been spent speaking to other Parish Councils and CAPALC with regards to making the switch to Unity Trust, the bank is a Parish Council specific bank who tailor their arrangements to meet those of Parish Councils, enabling set up of online payments, standing orders and a 3 stage authorisation process. Cllr Johnson seconded the proposal with all in favour it was resolved to do so.
- 04-20.32.3 Audit requirements for 2020. The changes in legislation have been made in order to help smaller authorities in the performance of their duties as a result of the restrictions of movement and limitations on social contact necessary to limit the spread of the Covid-19 virus. We have been informed that there are no changes in the requirement for wet signatures on the AGAR. Wet signatures from the internal auditor, Chairman and Clerk need to be obtained on the AGAR and it will need to be passed between the relevant individuals for signature. The Clerk has confirmed with the internal auditor they are happy to proceed with the Clerk posting the relevant papers through their office door and returning to collect them once the internal audit is complete. The next stage would be formal approval by the Chairman at a full Parish Council meeting. The Clerk has been unable to complete the financial year end in preparation of the audit due to the March bank statement not being received through the post yet. The Parish Council will aim to keep to the regular reporting timetable as much as possible. An extension of time has been allowed for completion of the audit to November 2020.
- 04-20.32.4 To receive a request from the Information Commissioners Office to make payment for the annual membership fee of £40 by direct debit. Cllr Gilbert proposed the request be denied at this time and payment be facilitated by cheque, as usual, seconded by Cllr Tarabella with all in favour and **resolved** to do so.
- 04-20.32.5 To confirm receipt of BACS remittance slip for payment of Parish Council precept £30,000.00 dated 14th April 2020. (Not confirmed as received at the bank, see 04-20.32.3 above) **resolved** received and noted.
- 04-20.33 CORRESPONDENCE RECEIVED.
 Regular Covid-19 updates from NALC and CAPALC
 Covid-19 Support hub set up and numbers (attached to this agenda)
 Huntingdonshire Healthy Open Spaces Strategy, shared action plan workshop sessions
 Hunts District Council, electric vehicle charge point survey, sent to Cllr Johnson in first instance
- 04-20.34 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)
 No matters for future consideration raised.
- 04-20.35 NEXT MEETING – 26th May 7.30pm via conference link

Meeting closed at 9.05pm