

Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Charlotte Copley

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Notice of Parish Council meeting

Date: Tuesday 27th April 2021

Time: 7.30pm

Venue: Video Link

The Local Authorities and Police and Crime Panel Meetings (England and Wales) Regulations 2020 came into force on 4th April 2020 enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom"

Minutes

- 0421-241 **PRESENT AND APOLOGIES**
Present - Councillors T Gilbert (Chair), S Brawn, M Gunney, R. Johnson, T. MacLennan, D Moate and M Moate
County and District Councillor Mr I Gardener
Clerk - C Copley
2 members of the public present (Mr Roger Read plus 1 other)
- 0421-242 **DECLARATIONS OF INTEREST**
Councillors to declare any Disclosable 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.
Cllrs. Gunney and D Moate declared an interest in the Alconbury Recreation Field Charity and Sports and Social Club, and Cllr Brawn declared an interest in the Memorial Hall.
- 0421-243 **APPROVAL OF MINUTES AND FUTURE MEETING DATES**
Approval of minutes of meeting 30th March 2021
Resolved To confirm the minutes of the meeting 30th March 2021 as a correct record of proceedings and will be signed by the Chairman outside of the meeting, due to Covid-19 restrictions.
- 0421-244 **PUBLIC PARTICIPATION**
The period of time designated for public participation at a meeting in accordance with the Councils standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting. Discussion should be in relation to the business being transacted in this meeting.
Mr Read wished to note that item 0321-226 of previous meeting, March 2021 draft minutes, have not been made available on the Councils website this month.
- 0421-245 **ACTIONS ARISING FROM PREVIOUS MEETING**
To receive an update from the Clerk and Councillors regarding the previous meeting actions.
222 Cllr Johnson signed the Declaration of Office on the 1st April 2021.
222 Details of tree work already put together by Clerk, sent to Cllrs MacLennan and Gunney
228 Day Today invited to quote for replacement of wooden slats to play equipment.
229 Covance traffic through the village to be placed on the next meeting agenda.
231 Chorus Homes contact details forwarded to the Clerk to be placed on PC website
232.1 Flood Plan forwarded to askIT for placement on the Parish Council website ASAP.
233 Community Governance Review Terms of Reference placed on village noticeboard 1st April 2021.
234 7.5t limit on B1043 added to list of possible LHI applications
235 Neighbourhood Planning documents forwarded to Cllr MacLennan and seek advice from CAPALC regarding Neighbourhood Planning speaker at future meetings.
237 Planning response sent to Hunts District Council.
238 Administrated CAPALC affiliation fee invoice for payment April.
238 Cllr Tarabella removed as signatory from Unity Bank and replaced with Cllr Johnson.
- 0421-246 **COUNCILLOR REPORTS**
- Memorial Hall – Cllr Brawn reported a meeting of the Committee is being held on the 11th May 2021 to discuss the pre-school lease renewal and updating of the kitchen.
 - Village Trees – Cllrs Gunney and MacLennan confirmed receipt of the tree data from the Clerk and will conduct a village walk to familiarise themselves with the areas registered to the Parish Council. Cllrs will continue to monitor the tree on the village green next to the bus shelter which does not appear to be greening up so far this year.
 - Alconbury Recreation Field Charity – Cllr Gunney reported the Club has been open over the last 2 weekends from Friday to Sunday. The opening has been well supported and successful.
 - Alconbury Sports and Social Club – Cllr D Moate had nothing further to report.

- Bramble End Play Area – Cllr MacLennan reported he had conducted a risk assessment forwarded to Clerk. The weed spraying has been carried out. Unfortunately, the play area has seen some vandalism to the ‘no dogs sign’, treadmill (completely broken, removed from site and taped off), and to the baby swing (burnt and taped off). Cllr MacLennan confirmed he will seek to remove the damaged baby swing in the meantime. Quotations for replacement parts have been received along with costings for tree works to the tree adjacent to the play area and the large trees on the Parish Council owned land on Manor Lane. The Clerk is seeking to lodge a claim with the Councils insurers with regards to the replacement of the treadmill unit. Cllr MacLennan reported some of the wooden ply tread plates to the Creative Play equipment look tired.
- Woolley Hill Wind Farm – Cllr MacLennan report a meeting is scheduled for the 6th May 2021.
- Planning Matters – Cllrs Gunney, Brawn, Johnson and M Moate – see planning item below
- Alconbury Weald – Cllr Gunney and Clerk – nothing to report
- Flood Group – Cllr Johnson, Gilbert, Brawn and MacLennan – see item 251
- Allotments – Clerk reported confirmation from the allotment association has been received to say the replacement fencing works should be commencing in the next week.

Resolved

To receive and note councillors’ reports.

To receive costs and confirm the agreement to proceed with the following repairs and tree works:

Baby swing - £136.50 Councillors to install.

1 x Field Maple: Lift lower crown on play park side to approximately 4 metres.

Manor Lane trees;

1 x Walnut (next to Ash tree): Raise crown by approximately 1.5 metres and clear around telephone line.

1 x Walnut (next to telephone pole): Clear around pole and telephone lines.

Clear all arisings to leave site tidy.

Price: £600.00

Creative Play – replacement treadmill unit £1,356.00

To note confirmation of insurance claim for the treadmill and swing has not yet been received by the time of this meeting.

For the Clerk to seek advice from Creative Play regarding the replacement of ply foot treads at the Bramble End play park with something more durable.

0421-247 DISTRICT AND COUNTY COUNCILLOR REPORTS

Resolved

To receive and note the contents of Cllr Gardeners reports which are appended to these minutes.

0421-248 CRIME REPORTS

No new reports received for the month of March 2021.

0421-249 CROWN GARDENS UPDATE

Resolved

To receive and note the contents of Chorus Homes update report which is appended to these minutes.

0421-250 FLOODING

TAFG (The Alconburys Flood Group) is engaging the with Environment Agency and a rehearsal of the evacuation plan is being arranged, with assistance from the Environment Agency. An additional member has joined the group from Alconbury Weston. A road closure has been arranged for the closure of the ford gates on the 27th May 2021 whilst the Flood Mobile is present.

The Clerk circulated to all councillors the Alconburys Flood Group Terms of Reference ahead of this meeting. Cllr Johnson proposed that a budget of £200 be agreed to enable printing of the Alconburys Flood Plan, which will then be distributed to ‘at risk’ properties within the villages. Copies have also been forwarded to Environment Agency, who have agreed to act as the distributor to the other agencies

Resolved

The council agreed unanimously to adopt the Terms of Reference

The council agreed unanimously to a printing budget of £200, the Clerk will obtain quotations for the printing of 200 copies of each document.

0421-251 PARISH COUNCIL GROUPING

The Community Governance Review Terms of Reference (ToR) are displayed on the village noticeboard next to the shop. A request to display the ToR on the Councils website has been made, this requires some reconfiguring of the Councils website before this can be done. Cllr Gilbert has placed an article in the Parish Pump. Should you wish to submit a written representation regarding this review please address it to:

Elections and Democratic Services

Huntingdonshire District Council

Pathfinder House

St Mary’s Street

Huntingdon

Cambs

PE29 3TN

Alternatively your submission may be emailed to: Democratic.Services@huntingdonshire.gov.uk

The deadline for submissions is 30th May 2021.

0421-252

LHI APPLICATIONS

To receive updates from Councillors assigned to the following proposals:

- 1). Speed indicator and monitoring device.
- 2). Brooklands bridleway.
- 3). School Lane turning circle.
- 4). Weight restriction on B1043

After discussion it was resolved that item 4 above, weight restriction on the B1043 be elevated to position no.1 as the main focus, with the speed indicator and monitoring device and Brooklands bridleway in second and third places.

Cllrs Moate offered to remove the turning circle option and use the funds for a more useful project.

As only one application for LHI funding per parish is permitted it may be possible to access the District Councils CIL funding by way of a second funding stream.

Resolved To move item 4 to item 1 as priority.
To remove the turning circle proposal.
Cllr Gardener will take forward Cllr Brawns concerns over the opening of the bridleway gates at Brampton Hut roundabout which will see lots of children and cyclists using it.
Cllr Gardener will report back after purdah and discussions with Highways England.
Cllr Gardner to seek to confirm if the Parish Council could access the District Councils CIL funding stream for a viable project.
Members continue to look at the LHI forms in preparation for an application.

0421-253

NEIGHBOURHOOD PLANNING

The Parish Council have received interest from a member of the public seeking further details on Neighbourhood Planning. Cambs ACRE have offered to attend a future meeting to present to members on Neighbourhood Planning and what it entails.

Resolved The Clerk invite the Cambs ACRE Neighbourhood Planning specialist to the June/July meeting.

0421-254

VILLAGE FETE 2021

The Village Fete is being held on 10th July 2021.

Resolved That Cllr Brawn make contact with the Neighbourhood Watch team who are organising the Fete with a view to the Parish Council having a stall at the event.
That Cllrs MacLennan, Gilbert and Brawn be organisers of the stall.

0421-255

INFRASTRUCTURE

0421-255.1

Churchyard

0421-255.2

Village Green

0421-255.3

Roads and Footpaths

a). Traffic through the village with regards to accessing Covance.

b). During a period of 8 hours starting at 21:00 hours on Friday 9th April 2021, and on any subsequent day for a maximum period of 5 days, the following temporary traffic regulations will be in force on the A1 Trunk Road ("the A1"), in the county of Cambridgeshire, to enable urgent safety barrier repairs to be carried out in safety.

0421-255.4

General

Village spring clean 2021.

Resolved 255.3 a). The Clerk write another letter to Covance asking to remind staff to use the new local road designed for Covance in an attempt to reduce traffic through the village.
That members and villagers are urged to continue to report the damage to Globe Lane to the County Council Highways Department for repairs.
255.4 Cllrs MacLennan, Johnson and Brawn set to organising a village spring clean. That Cllrs MacLennan and Johnson look at costs relating to the purchase of litter picking equipment, for the budget no more than £100. The items can be stored in the flood store.
Cllr Johnson will advertise the event on Nextdoor/social media.
Cllr Brawn will place signs around the village advertising the event.

0421-256

PLANNING APPLICATIONS

21/00644/HHFUL - Covered patio area to side of existing house. 5 The Acre, Alconbury.

Resolved To record a vote of no observations either in favour or against this application.

CCC/21/045/DCON - Application to discharge Condition:15 Noise Assessment of planning permission H/5005/19/CC for 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

Resolved To record a vote of no observations either in favour or against this application.

CTIL 108213, TEF 2932 - Proposed base station installation upgrade at ctil 108213, tef 2932, vf n/a, Brooklands, Home Farm, Rusts Lane, Alconbury, Cambridgeshire, PE28 4WD, NGR: E: 519622, n: 276047.

As the deadline for this application has passed the Parish Council expressed their views outside of the meeting.

Resolved To record a vote of no observations either in favour or against this application.

0421-256.1 Previous planning applications and updates.

CCC/20/092/FUL - Erection of four solar car ports and ancillary equipment in the rear car park of the Cambridgeshire County Council Civic Hub, soft landscaping proposals, external lighting, and all associated works. Cambs County Council Civic Hub, Alconbury Weald. – **Approved with conditions.**

0421-256.2 Result of Development Management Committee meeting 19th April 2021 regarding application;

20/02526/FUL - Demolition of the petrol station and construction of the welfare and office building and associated development including substation, bicycle and smoking shelters, bin store, parking, EV charging points, washdown island and fuel island all to be used in association with the adjacent lorry park/logistics business - British Petroleum Co Plc Rusts Lane Alconbury.

Resolved Cllr Gilbert attended the DMC presented the Councils objection to the development. Unfortunately, the panel approved the application on this occasion despite Cllr Gilberts presentation.

0421-257 **FINANCIAL REPORTS**

Payment of outstanding debts and monies received for April 2021:

Ref	Payee	Description	Amount £
1	Clerk – C Copley	Salary and expenses	£795.75
2	Nest	Superannuation employer and employee contributions	£17.40
3	HMRC PAYE	Clerks PAYE	£92.55
4	CAPALC	Affiliation fees to include DPO cover	£510.62
5	Wicksteed	Bramble End play equipment repairs	£253.81

Resolved That the above payments be agreed and payment made by the Chairman and Cllr. MacLennan.

0421-257.1 To receive and note bank reconciliation for March 2021.

0421-257.2 To agree to renew the Information Commissioner Data Protection Fee of £40. Payment is not possible via online banking and can be facilitated via direct debit (£5 discount applied), payment card (via Clerks own expense) or cheque.

0421-257.3 To note General and Financial Risk Assessment carried out by the Responsible Financial Officer. A copy of the Assessment has been sent to Councillors on 20th April 2021.

0421-257.4 To complete the Annual Return – A copy of the completed Annual Return sections 1 and 2 have been sent to all Councillors on 20th April 2021.

0421-257.5 To agree and sign the accounts for year ending 31st March 2021 – a copy of the accounts, bank reconciliation, receipts and payments sent to councillors on 20th April 2021.

Resolved 257.1 be confirmed as correct and agreed by the Chairman and Cllr. Gunney.
257.2 be agreed for payment via cheque. The Clerk will arrange the cheque for signatory by Cllr Gilbert and Gunney after the next meeting.
257.3 to confirm receipt and acknowledge the content of the Financial Risk Assessment for 2021.
257.4 to agree the Annual Return sections 1 and 2 as correct and to be duly signed by the Chairman and Clerk.
257.5 to agree the accounts for year ending 31st March 2021 and therefore duly signed by the Chairman and Clerk

Due to the outbreak of Covid-19 and government restrictions preventing face to face meetings at this time it was therefore agreed the signing of documents be carried out, whilst adhering to government restrictions, outside of this meeting.

0421-258 **TO RECEIVE AN UPDATE ON RETURNING TO FACE-TO-FACE MEETINGS**

The restrictions permitting virtual meetings have been lifted, therefore from the 7th May 2021 Parish Councils are no longer able to meet via Zoom.

Resolved The Clerk will take steps to seek to secure an appropriate venue, undertake relevant risk assessments so the meeting can go ahead. Members and non members must adhere to the government guidelines at the time of the meeting.

0421-259 **CORRESPONDENCE RECEIVED**

1. Request via the Council website enquiry form to request grass cutting be carried out to the 2 triangular sections of grass at the end of Willow End. The clerk has forwarded the request to the contract.

2. Calor Gas Community Fund extension of time, You'll now have until 5pm on **Thursday 6th May** to submit your application.

3. Hunts DC press release – East West Rail alignment.

Resolved As correspondence received and noted, the Clerk responded where necessary.

0421-260 **MATTERS FOR FUTURE CONSIDERATION (Resolutions cannot be made under this item)**

Village grass cutting, HDC and CCC agreements, contractor invoices and method of payment.

0421-261 NEXT MEETING 25th May 2021, Annual Meeting of the Parish Council starting at **7pm**
Meeting venue to be confirmed.

With no further business to conduct the Chair declared the meeting closed at 9.28pm.

DRAFT