

# Alconbury Parish Council

[www.alconburyparishcouncil.gov.uk](http://www.alconburyparishcouncil.gov.uk)

Parish Clerk: Charlotte Copley

37 Station Road, Ramsey, Cambs PE26 1JB

[parishclerk@alconburyparishcouncil.gov.uk](mailto:parishclerk@alconburyparishcouncil.gov.uk)

## Minutes of Annual Parish Council meeting:

**Date:** Tuesday 30<sup>th</sup> June 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"

- Present Councillors T Gilbert (Chair), S Tarabella (Vice Chair), M Gunney, R Johnson, T MacLennan, S Brawn, D Moate, M Moate  
County and District Councillor Gardener  
Clerk C Copley  
No members of the public present
- 06-20.057 ELECTION OF CHAIRMAN  
It was proposed and seconded that Cllr Gilbert be re-elected as Chairman for the forthcoming year. With no further nominations is was therefore **resolved** T Gilbert be elected as Chairman of Alconbury Parish Council for the 2020-2021 year. The Clerk will arrange for the Acceptance of Office to be signed outside of the meeting.
- 06-20.058 ELECTION OF VICE CHAIRMAN  
It was proposed and seconded that Cllr Tarabella be re-elected as Vice Chairman for the forthcoming year. With no further nominations it was therefore **resolved** S Tarabella be elected as Vice Chairman of Alconbury Parish Council for the 2020-2021 year. The Clerk will arrange for the Acceptance of Office to be signed outside of the meeting.
- 06-20.059 APOLOGIES FOR ABSENCE  
No apologies received
- 06-20.060 DECLARATIONS OF INTEREST  
Councillors to declare any Disclosable Pecuniary Interests as detailed in S.30 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 Memorial Hall.
- 06-20.061 PORTFOLIO OF RESPONSIBILITIES  
**Resolved** to agree the following Parish Council representatives;
- |   |  |
|---|--|
| Memorial Hall                               | Cllrs Tarabella and Brawn                  |
| Tree Warden                                 | Cllr Tarabella                             |
| Alconbury Recreation Field Charity          | Cllr Gunney                                |
| Alconbury Sports and Social Club            | Cllr Moate                                 |
| Bramble End Play Area/Wolley Hill Wind Farm | Cllr MacLennan                             |
| Flood Co-ordinator                          | Cllr Gilbert, Johnson and M Moate          |
| Planning Working Group                      | Cllrs Gunney, Johnson, M Moate and S Brawn |
| Alconbury Weald – Joint Parishes Meetings   | Cllr Gunney and Clerk                      |
- It was proposed and **resolved** to reinstate the item Infrastructure to future meetings, to allow for the ongoing discussions regarding electronic vehicle charge points.
- 06-20.062 ADOPTION OF POLICIES AND PROCEDURES  
**Resolved** that both Standing Orders and Financial Regulations are up to date and effective but when the new banking arrangements are completed or any further changes be recommended by NALC during the year these will be considered. All other policies and procedures be reviewed and adopted by individual revision date.
- 0620.062.1 **Resolved** that the Covid-19 Risk Assessment 2020 be adopted
- 0620.062.2 Cllr Gilbert proposed the Memorial Bench application policy be agreed for adoption once the policy is amended to reflect installation costs are to be met by the applicant, Cllr Tarabella seconded the proposal and therefore **resolved** to do so.
- 06-20.063 PUBLIC PARTICIPATION  
One member of public joined the meeting at 20:04

- 06-20.064      **MINUTES FOR APPROVAL**  
The minutes of meetings 21<sup>st</sup> May 2019 and minutes of full Council meeting 26<sup>th</sup> May 2020 were confirmed as correct and will be signed by the Chairman outside of the meeting, due to Covid-19 restrictions.
- 06-20.065      **REPORTS FROM COUNTY AND DISTRICT COUNCILLOR**  
The latest reports from County and District Councillor Gardener can be found appended to these minutes.
- 06-20.066      **COUNCILLORS UPDATES**  
To receive verbal reports from the Parish Councillors on their portfolio responsibilities and previous meetings actions;
- Memorial Hall - Cllrs Tarabella and Brawn reported a deep clean of the Memorial Hall has been undertaken, boiler repairs made and will update the Council as necessary when the Hall is expected to re-open
- Tree Warden (donated trees planting) - Cllr Tarabella report several areas of trees within the village needing attention by the responsible authority. It was **resolved** a report along with photographs will be forwarded to the Clerk for reporting to the relevant parties.
- Alconbury Recreation Field Charity and Sports and Social Club - Cllr Gunney was pleased to report the Sports and Social Club will be reopening, and to celebrate an open day is arranged for Saturday 4<sup>th</sup> July. Government guidelines will be adhered to and at this stage the decision to keep the play area closed was made due to the expected high numbers of people attending. The Sports and Social Club will review the situation regularly. Cllr Moate reported the Sports and Social Club have been busy cleaning, preparing and getting everything ready for the event.
- Bramble End Play Area/Wolley Hill Wind Farm - Cllr MacLennan reported the painting has been carried out to the Bramble End play equipment. The equipment is ready for opening. At this stage appropriate signage has not been received to allow for play areas to be reopened. Once the necessary signage and risk assessment is complete the play area will be allowed to open. Residents will be urged to continue to observe social distancing guidelines recommended by the government and regular updates. Appropriate signage will be placed at the entrance of the park to reflect these guidelines.
- Flood Co-ordinator - Cllr Gilbert and Johnson reported works are expected to commence on the Rusts Lane pumps. One pump is to be replaced and maintenance carried out on the others once government guidelines allow.
- Planning Working Group - Cllrs Gunney, Johnson and M Moate, nothing to report
- Alconbury Weald – Joint Parishes Meetings - Cllr Gunney and Clerk confirmed the next meeting is scheduled for September 2020.
- Previous Meeting Actions
- Mill Lane conifer trees ownership – Clerk reported the County Council confirmed they are not responsible for the trees. The Clerk has requested the Highways Authority (CCC) inform the home owner of the position.
- Installation of 2 x new waste bins - Cllr Johnson confirmed the 2 new bins are now installed.
- Definitive Map Modification Order progress - Clerk/Cllr Johnson reported the application has been filled in and awaiting notification to the adjacent homeowner as advised within the application process.
- Planting of donated trees - Cllr Tarabella and Brawn will revisit the item in tree planting season, October onwards
- Verge repairs to brook – The contractor is ready to return once the EA have seen their H&S paperwork and a confirmed start date. It's taken a while to get this sorted but the contractor is very busy trying to get all the maintenance works restarted.
- New Council website – Cllr Gilbert confirmed this project is ongoing.
- 06-20.067      **HGV SIGNAGE –** County and District Councillor Gardener is working on this matter and will provide updates as necessary
- 06-20.068      **CRIME REPORT –** 0 reports of crime during the month of April 2020
- 06-20.069      **DEFERRED ITEMS DUE TO COVID -19**  
**LHI BID APPLICATION**  
**REFURBISHMENT OF BRIDGES**  
**COUNCIL MERGER**
- 06-20.070      **REQUEST TO INSTALL MEMORIAL BENCH**  
**Resolved** to agree to consider the application for a memorial bench as proposed within the Parish Councils memorial bench application policy. The applicant will be required to complete an application form and enclose a location plan indicating the suggested placement of the bench. The Council will make the formal decision at full Council meeting once the completed application is received.

- 06-20.071 PLANNING APPLICATIONS  
20/00745/LBC – Proposed insertion of 2 windows, conversion of existing garage to study and other internal alterations (extension of time to respond permitted). **Resolved** that the Council record a vote of no observations either in favour or against the application.  
The Council **resolved** to record their disappointment with the District Councils decision to agree to the workshop development at 6 School Lane despite the Parish Councils documented observations. Cllr Johnson will draft a letter for the Councils approval.
- 06-20.071.1 To receive an update on previous planning applications  
**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  
**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
- 06-20.072 FINANCIAL REPORTS  
**Resolved** that the following payments for June be approved for signature. As the meeting was conducted via video link the Clerk will travel to Alconbury for Cllrs. Gilbert and MacLennan to sign the cheques.
- |    |   |          |
|----|---|----------|
| 1. | C Copley – Clerk wages and expenses                 | £ 673.35 |
| 2. | HMRC PAYE   | £ 39.20  |
| 3. | Evolve Accountancy – Internal audit of accounts     | £ 90.00  |
| 4. | Four Seasons – S/O grass cutting, payment 3 of 6    | £1920.00 |
| 5. | Alconbury Recreation Field Charity                  | £1000.00 |
| 6. | Day Today Maintenance – installation 2 x waste bins | £ 192.00 |
- 06-20.072.1 Income received - £2397.70 payment of invoice GC/A20/21 County Council grass cutting (not confirmed at bank)
- 06-20.072.2 Bank reconciliation **resolved** as correct by Cllr Gilbert and duly signed by the Clerk.
- 06-20.072.3 The accounts and supporting reports for year ending 31<sup>st</sup> March 2020 have been circulated to Councillors on the 15<sup>th</sup> June 2020. **Resolved** to agree the accounts for year ending 31<sup>st</sup> March 2020 and therefore duly signed by the Chairman and Clerk.
- 06-20.072.4 The Annual Return – A copy of the completed Annual Return sections 1 and 2 had been sent to all Councillors on 15<sup>th</sup> June 2020. **Resolved** to agree the Annual Return sections 1 and 2 as correct and to be duly signed by the Chairman and Clerk.
- 06-20.072.5 The General and Financial Risk Assessment carried out by the Responsible Financial Officer was sent to Councillors on 15<sup>th</sup> June 2020 and will be appended to these minutes.
- 06-20.072.6 **Resolved** to continue the commitment to the long term understanding for the Parish Council insurance renewal for 2020-2021 at £632.02.
- 06-20.072.7 Cllrs Gilbert, Gunney, Tarabella and MacLennan **resolved** to sign the Unity Trust bank account application form, switch agreement form and closure account form in preparation for the change of Parish Council bankers.
- 06-20.072.8 Following discussion it was therefore **resolved** to agree quotation of £148.62 incl VAT from Day Today Maintenance for the repair to Bramble End playground gate, as detailed in the meeting of 28<sup>th</sup> April 2020.
- 06-20.073 MATTERS FOR FUTURE CONSIDERATION  
Parish Council Newsletter – printing and distribution  
Allotment fencing
- 06-20.074 CORRESPONDENCE RECEIVED  
NALC and CAPALC daily Covid-19 updates  
Highways Roadworks and Events Bulletins  
Street Works Cambridgeshire – Road closure to allow for full road closure for painting of structure spanning Rusts Lane Alconbury

Stagecoach East - From Sunday 28th June some further timetable changes to some of our Cambridge services. For further details please visit: <https://www.stagecoachbus.com/promos-and-offers/east/east-covid19-service-enhancements>

Reopening of Grafham Water, 2<sup>nd</sup> June 2020. With social distancing measures in place.

Highways England Updates

Replacement of Alconbury Weston ford footbridge

Highlights from the Hubs (Covid-19)

A14 weekly planned road closures

Hunts District Council – discretionary business grant scheme

06-20.075 NEXT MEETING – 28th July 2020, 7.30pm via videolink if required.