

**Minutes of the meeting of Alconbury Parish Council  
held on Tuesday 28<sup>th</sup> March 2017 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. E. Adams, Mrs. J. Aylott (Acting Chairman), Mr. C. Bodley, Mrs. T. Gilbert, Mrs. R. McCormack, Mr. S. Tarabella & Mr. A. Welsh.  
Also present: County Cllr. P. Ashcroft & Mrs. D. Benham (Clerk).

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

1. Apologies for absence: Cllr. L. Isles (personal) & Cllr. R. Sale (personal).
2. Declaration of Interests: Cllr. Adams declared an interest in item 11, being a trustee of Alconbury Recreation Field Charity. Cllr. Welsh declared an interest in item 13, being a trustee of the Memorial Hall.
3. Councillor vacancies: There are two councillor vacancies. One is available to be filled by co-option immediately. The latest vacancy, created by the resignation of Cllr. Bush, is being advertised on the noticeboard and if there are no calls for an election, this will also be available to be filled by co-option.
4. To approve the minutes of the previous meeting held on 28<sup>th</sup> February 2017: Approval of the minutes of 28<sup>th</sup> February 2017 proposed by Cllr. Welsh, seconded by Cllr. Gilbert and unanimously agreed.
5. Reports from County Councillor: County Cllr. Ashcroft advised that discussions continued between the County Council and Peterborough City Council regarding the unified authority. Local Council and Mayoral elections will take place on 4<sup>th</sup> May. The wards have been changed and there will be one seat available on the County Council for the ward of Alconbury & Kimbolton.
6. A14 Community Fund: Details of the fund were sent to all councillors on 20<sup>th</sup> February. It was suggested by Cllr. Welsh, that an application could be made to fund the planting of a spinney along the brook, adjacent to the community orchard. Cllr. Bodley will check with Alconbury Sports & Social Club to see if they have any objections. Cllr. Tarabella will then discuss the proposal with Bridget Halford. Cllr. Gilbert advised that the Forestry Commission may be able to help, in addition to a bid to the A14 Community Fund.
7. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan. Future Partnership Group meeting dates have yet to be agreed. A meeting which had been arranged for 10<sup>th</sup> April to recap on September's Multi-Agency meeting has been cancelled and a new date is awaited. The Clerk and Cllr. Aylott met with Tamsyn Ellway (Environment Agency) and the contractor, Meteor Communications to discuss a suitable location for the 3G camera to be installed. It was agreed that the best solution would be to mount the camera on the lamp post next to the bus stop. The camera will be pointed at the medieval bridge and will provide frequent shots of the water level against the arches, which will be available to view on-line. The Environment Agency will need permission from CCC to mount the camera, and potentially a small solar panel, on to the lamp post. Cllr. Gilbert and Mrs. Hose met last week to discuss the Community Emergency Plan. The other members of the flood group are Cllr. Sale and Cllr. Bodley.
8. Parish Plan.
  - a) Update on questionnaire – Clerk to contact Cllr. Isles for an update.

b) Arrangements for a stall at the village fete – The Clerk has booked a space. £6 to be paid on the day. Cllr. Gilbert, Cllr. Welsh, Cllr. Tarabella and Cllr. Bodley all volunteered to help Cllr. Isles with the stall.

9. Update on Alconbury Weald: The liaison meeting due to be held on 14<sup>th</sup> March was cancelled. New date yet to be confirmed. The village entrance signs have been replaced and the wording is now correct. Rebecca Britton will prepare an official letter handing them over from Urban & Civic, who have paid for them, to the Parish Council. The Clerk will then add them to the Parish Council's insurance cover. Councillors agreed that they were happy for Breheny, who installed the signs on behalf of Urban & Civic, to receive some publicity.

10. Woolley Hill Wind Farm Community Fund: Cllr. Welsh advised that the panel met on 16<sup>th</sup> March to allocate £14148 of funds left over from last October's distribution. Bids totalling £27,860 had been received. Alconbury CE School received £2500 towards ICT equipment. Alconbury Recreation Field Charity received £3000 towards a reconditioned heavy roller. Alconbury Youth Group received £1460 to purchase items of equipment. All Saints Church Buckworth received £3000 towards replacing stolen lead from the roof. Buckworth Parish Council received £900 to replace seating. Ellington Parish Council received £3000 towards provision of a open walled shelter/shade area and benches at the play area. The next panel meeting will be held on 21<sup>st</sup> September 2017 and the deadline for applications will be 1<sup>st</sup> August 2017.

11. Alconbury Sports & Social Club: Cllr. Bodley had been unable to attend the last meeting but it was reported that bar takings were up and fund raising had increased.

12. Alconbury Recreation Field Charity: Successful fund raising events included a Race Night, Elvis and Afternoon Tea and Around the Block. Cllr. Adams advised that future events include a Children's Easter Party on 15<sup>th</sup> April and the Tilting at Windmills, Cycle Sportive event, which starts at ASSC on 28<sup>th</sup> May. The trustees were very pleased to have received funding from the Woolley Hill Wind Farm Trust towards a replacement heavy roller. New trustees were still being sought and training in how to make grant applications was being looked into.

13. Community Orchard/Trees: Thanks were given to Cllr. Tarabella who has spent a great deal of time installing wire netting and canes to protect the orchard trees from further rabbit damage. The cost of materials was £134.07 plus VAT, so within the £150 agreed at the last meeting. Cllr. Tarabella advised that there were only a few free trees left at HDC's nursery, mainly crab apple, but these may be available for the proposal tree planting suggested under item 6.

14. Memorial Hall: No meeting had taken place. The AGM will be held on 27<sup>th</sup> April starting at 7.30pm.

15. Bramble End playground: Cllr. Aylott advised that there was a broken leg on the wobble board. Clerk to contact the manufacturer to arrange a repair. Cllr. Aylott had looked through the Wicksteed Leisure brochure and consulted with parents at the play area. The most popular choice for an additional piece of equipment seemed to be the "Whizzy" roundabout which would cost approximately £5294 including safety surfacing and installation. Cllr. Aylott also suggested a new project to provide some adult fitness equipment next to the play area. Cllr. Tarabella proposed agreement in principle to the idea. Seconded by Cllr. Bodley and unanimously agreed. Clerk to arrange a site visit from Wicksteed Leisure to discuss requirements and to arrange a quotation for the roundabout and the fitness equipment.

16. Youth Group: Cllr. Adams had not attended the last meeting but reported that the group were very pleased to have received the grant for equipment from the Woolley Hill Wind Farm Fund.

17. Police crime report: The January police crime report showed 7 reported crimes in Alconbury.

18. Infrastructure report:

a) Churchyard – Cllr. Aylott has arranged a skip from Amey Cespa and the Church Tidy will take place on Saturday 1<sup>st</sup> April starting at 9.30am.

b) Village Green – Cllr. Aylott proposed that the Parish Council give permission for the village fete to be held on the village green on 8<sup>th</sup> July. Unanimously agreed.

The Clerk reported that damage had been caused to the village green outside 38 Brookside. Several residents had provided photos of the vehicle and the driver. The Clerk had contacted the company concerned, and it has been passed to their insurers. The Clerk has yet to receive a call back and will follow this up. However, the grass is starting to grow over the damage and the mowers will help to level the ground. It was also noted that an unidentified vehicle has damaged the grass around the village sign. Councillors felt that placing bollards or post and rails/chain would be undesirable and make grass cutting difficult. Clerk to request a meeting with Highways to discuss the weight limit signage. Clerk to obtain a quote for a salt bin to replace the one washed away in the flood in March 2016.

Cllr. Tarabella advised that the circular bench underneath the oak tree on the High Street side of the village green, needs to be moved as the tree has become too large. Clerk to obtain a quote for the work.

c) Roads and footpaths – The Clerk has reported the potholes, pallets of bricks blocking the ford, mud on the road and damage to grass verges, all in Polecat Lane, to Highways and will follow this up. The Clerk has requested new “Alconbury” signs for Globe Lane and has reported the boardwalks on footpath 4 to Highways as they have become very slippery due to surface wear.

The footbridge railings have been very green and dirty but before a working party is organised to clean them, Cllr. McCormack suggested a spray which could be used to remove the algae. Cllr. McCormack to email the details to the Clerk.

d) General – The Clerk has been advised by a resident that there is another tree down in the brook at the end of Polecat Lane and has reported it to the Environment Agency.

Councillors were very pleased to hear that Neighbourhood Watch would like to pay for another noticeboard to serve residents on the south-west side of the brook. Neighbourhood Watch would like to locate the noticeboard on the corner of Mill Road and Great North Road but councillors were concerned that the corner was already quite cluttered with signage and street furniture. Councillors felt that it might be more centrally located by the post box on Great North Road, opposite Red Lion Close. Clerk to contact Mrs Hose to ask whether NHW would consider this location instead.

19. Planning.

a) New 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. Circulated and returned with no comments either in favour or against.

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

b) Update on applications previously discussed.

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. In progress.

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) 1183m<sup>3</sup> of A1, A3 & D1 floorspace, 5059m<sup>3</sup> 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. In progress.

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

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. In progress.

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. Awaiting outcome of the appeal.

## 20. Financial report:

### a) Payment of outstanding debts.

Cllr. Adams proposed retrospective approval of payment (1) and approval of payments (2) to (4). Seconded by Cllr. Bodley and unanimously agreed.

(1) Cq. No. 957 Mr. S. Tarabella, reimbursement for wire netting and canes for the orchard. £160.89

(2) Cq. No. 958 Mrs. D. Benham, wages & expenses of Parish Clerk for March £762.21

(3) Cq. No. 959 HMRC, PAYE/NI for March. £1.00

(4) Cq. No. 960 SR Howell & Co., payroll provision 1/10/16 – 31/3/17 £60.00

### b) Current position.

A copy of the receipts and payments and bank reconciliation was handed to each councillor.

The bank statements were available for inspection and Cllr. Bodley confirmed that the balance in the bank accounts was correct as shown on the bank reconciliation. Councillors agreed that Cllr. Bush needed to be removed as a signatory on the bank account and that Cllr. Welsh and Cllr. Isles should be added.

### c) Internal audit arrangements.

Cllr. Aylott proposed that Brian Cox & Co. should carry out the internal audit for year ending 31<sup>st</sup> March 2017. Seconded by Cllr. Tarabella and unanimously agreed.

### d) Request for a donation from East Anglia's Childrens Hospices.

Councillors agreed that a donation could not be made.

21. Correspondence:

- a) Email from Neighbourhood Watch regarding lorries in the village. The Clerk read the NHW email and her response.
- b) Notice of County Council & Mayoral Election on 4<sup>th</sup> May – poster to the noticeboard.
- c) Email received from HDC advising that they will be adopting the orphan sites and therefore will continue to maintain them. The Clerk had met with Mr. Abbs and added the three new areas that are registered to the Parish Council, to the grass cutting contract.
- d) Annual Return pack received.
- e) Planning Forum 18<sup>th</sup> May at Pathfinder House – Cllr. Bodley and Cllr. McCormack to attend.
- f) Email from a parisioner regarding the damage caused by lorries in the village.

22. New agenda items for the next meeting: No items requested.

23. Date of the next meeting: 25<sup>th</sup> April 2017 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

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