

**Minutes of the meeting of Alconbury Parish Council
held on Tuesday 27th March 2018 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. E. Adams, Mrs. J. Aylott, Mr. C. Bodley (Chairman), Ms. S. Brawn, Mr. M. Gunney, Mr. R. Johnson, Mr. R. Sale, Mr. S. Tarabella & Mr. A. Welsh.
Also present: Mrs. D. Benham (Clerk) & County Cllr. I. Gardener.

1. Apologies for absence: Cllr. T. Gilbert (personal).

3. Declaration of Interests: Cllr. Welsh & Cllr. Tarabella both declared an interest in item 14, being trustees of the Memorial Hall. Cllr. Adams declared an interest in item 12, being a trustee of the Alconbury Recreation Field Charity.

3. Co-option to fill councillor vacancies: Cllr. Adams proposed that Sarah Brawn be co-opted on to the Parish Council. Seconded by Cllr. Johnson and unanimously agreed. Cllr. Welsh proposed that Michael Gunney be co-opted on to the Parish Council. Seconded by Cllr. Tarabella and unanimously agreed. Cllr. Brawn and Cllr. Gunney to sign Declarations of Acceptance of Office and to complete Register of Councillor's Interests forms.

4. To approve the minutes of the previous meeting held on 27th February 2018: Approval of the minutes of 27th February 2018 proposed by Cllr. Tarabella, seconded by Cllr. Bodley and unanimously agreed.

5. Reports from County Councillor: County Cllr. Gardener advised that the Parish Council's bid to the Local Highways Improvement Scheme for funding to improve the weight limit signage, had been successful. The £1 parking charge for park and ride into Cambridge will be removed from 1st April. CCC's Catering and Cleaning Service is to be withdrawn and Alconbury School will have to find an alternative provider after 31/12/18. Vulnerable adult social care charges will not increase. CCC are looking to sell County Hall and move out of Cambridge. The Fire Authority will now be under the remit of the Police and Crime Commissioner, Jason Ablewhite. Mr. Ablewhite will be holding a surgery on May 9th, 9am – 11am - ring 0300 3333456 for an appointment. CCC's and Peterborough City Council's new shared Service Director for Education is Jonathan Lewis.

6. To discuss a letter received from the Alconbury Allotments and Gardens Association (AAGA). AAGA had responded to the Parish Council's letter of 3rd November saying that they wished to leave the Parish Council to deal with the renegotiation/extension of the lease. Cllr. Aylott proposed that the Clerk contact Mr. & Mrs. Ayres to see if they would be willing to extend the lease to 2035, with a termination clause of no earlier than 2030. Seconded by Cllr. Tarabella and unanimously agreed.

7. Data Protection General Regulations: Cllr. Welsh and the Clerk attended a workshop run by CAPALC on 16th March. The new Data Protection Regulations come into effect on 25th May 2018. Parish Council's will have to appoint an independent Data Protection Officer. CAPALC may be able to provide a shared service and the Clerk has registered an interest in this. In the meantime, a 63 page toolkit gives advice on what must be done in order to comply and CAPALC estimate that this will take the Clerk 40 hours of work. Further information and an electronic copy of the toolkit will be available from CAPALC and will be forwarded to all councillors once received.

8. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan: Cllr. Gilbert had advised that the items for the Flood Kit should arrive on Tuesday 3rd April. Cllr. Gilbert will arrange a further meeting of the volunteers and finalise the flood plan.

9. Parish Plan: Carried forward to the next meeting.

10. Update on Alconbury Weald: Cllr. Aylott and the Clerk to attend the next liaison meeting on 10th April.

11. Alconbury Sports & Social Club: Cllr. Bodley advised that the club had been quiet post-Christmas with bad weather affecting takings. It is now picking up and April events include Northern Soul on 7th April, Elvis and Afternoon Tea on 10th April and Almost Abba on 14th April. This year's Firework Display will be on 2nd November 2018. The alarm system is being upgraded and work has been done on the phone and broadband services.

12. Alconbury Recreation Field Charity: Cllr. Adams advised that the AGM was held on 20th March and a new committee elected. The accounts had been approved and copies were handed to the Clerk.

13. Community Orchard/Trees: Cllr. Tarabella had looked at the boundary hedge of the new field at the ASSC and felt that it would improve quite quickly if the brambles were removed, the grass kept down and some formal crossing points established. Cllr. Bodley to arrange for Cllr. Tarabella to meet and discuss this with Mr Rickard.

14. Memorial Hall: A committee meeting was held on 20th March. Cllr. Welsh advised that the finances were in very good order. The new alcohol licence is being dealt with. The boiler had been serviced and will hopefully be upgraded. Bin collection is being changed to a new provider. A quote is being obtained for new external doors and shutters. Plans for a defibrillator have been shelved. The WI Memorial Plaque has been put up. Cllr. Welsh has asked for permission to store the Flood Kit at the Memorial Hall. An electronic copy of the GDPR Toolkit is to be passed to the Chairman. AGM to be held on 26th April 2018.

15. Bramble End playground: Cllr. Aylott had inspected the play area and had no issues to report. The new roundabout had been installed with just the safety surface awaiting completion. Clerk to contact HAGS as the Outdoor Gym cycle is still stiff and difficult to use.

16. Youth Group: Cllr. Adams advised that the last meeting had been cancelled due to bad weather and the next meeting will be held on 6th April.

17. Police crime report: The January crime report showed 3 reported crimes.

18. Infrastructure report:

a) Churchyard – A Churchyard Tidy was held on 10th March. Amey had supplied a skip free of charge.

b) Village Green – Cllr. Bodley proposed that Neighbourhood Watch should be given permission to use the Village Green for the fete on 14th July. Seconded by Cllr. Adams and unanimously agreed. Despite several reminders, Mr. Bannister has not carried out the work he quoted for in June 2017, to remove the circular bench and base. A new quote for £280 from Day Today Maintenance had been received and accepted by the Clerk and the work will be carried out mid April. Cllr. Aylott proposed approval of the action taken by the Clerk. Seconded by Cllr. Tarabella and unanimously agreed. Further damage has been done to the village green by a lorry driver who ignored the weight limit signage on Mill Road in the early hours of 13th March and then had to turn the vehicle around, causing damage to two areas of grass. This was witnessed by two residents. The police were called and arrived in time to issue a fixed penalty notice. Unfortunately, the registration number was not

noted down and the police have thus far refused to give the details to the Clerk, so that the culprit can be traced and asked to pay for the repairs. The Clerk had obtained two quotations for repairs – T & S Gardens £110 and Mr. R. Hose £250. Cllr. Bodley proposed that the quote from T & S Gardens be accepted. Seconded by Cllr. Johnson and unanimously agreed. Councillors agreed that Cllr. Johnson should look into the possibility of installing a CCTV camera to cover the area of the village green near to the village sign, which appears to be damaged most often.

The Clerk had also received reports that a quantity of mud had been left along High Street and the edge of the village green also damaged. It had been suggested that this was caused by a tanker from the sewerage farm that had driven off the concrete road in the field behind Lordsway Park.

Unfortunately, there were no witnesses but the Clerk has passed this information to the Highways Supervisor. Heavy rain had since washed the mud away and the damage to the edge of the green was minimal.

c) Roads and footpaths – As reported by County Cllr. Gardener, the Parish Council's bid for funding to the Local Highways Improvement Scheme has been successful. Cllr. Tarabella proposed that the Clerk should confirm acceptance of the Parish Council's contribution of £300 towards the scheme cost of £2206. Seconded by Cllr. Aylott and unanimously agreed. Cllr. Sale to retrieve the old salt bin from the bank at the bottom of Sharps Lane and to place it in the Village Hall car park for the time being. Repair works to the medieval bridge are complete. The Clerk has requested a litter pick to be carried out on the footway from Rusts Lane to Chapel Street.

The Clerk had been contacted by a resident of Rusts Lane who is having dog excrement left in her hedge and top end of her garden and would like a dog waste bin installed. As HDC will not empty any new dog excrement bins, this would have to be a dual purpose bin. Councillors considered the costs involved, the past difficulties in obtaining residents agreement for additional bins and the fact that there are already 10 bins located in the village. Councillors agreed that installing another bin would not necessarily solve the problem as irresponsible owners were unlikely to use it and unfortunately, the footway on Rusts Lane is not wide enough to accommodate a bin and still allow access for wheelchairs and pushchairs. Clerk to respond to the resident. Cllr. Bodley to mention this issue once again in the next Parish Pump article.

19. Planning.

a) New applications.

18/00271/FUL Replacement of all windows. 1 Blackbird Way, Alconbury. Circulated to all councillors and returned recommending approval.

18/00266/HHFUL Erection of conservatory/porch. 8 School Lane, Alconbury. Cllr. Bodley proposed that Alconbury Parish Council recommend approval. Seconded by Cllr. Tarabella and unanimously agreed.

18/00418/S73 Variation of condition 3 of 17/00982/HHFUL Set proposed terracotta clay pan tiles all around. 46 School Lane, Alconbury. Cllr. Welsh proposed that Alconbury Parish Council recommend refusal. Seconded by Cllr. Johnson and unanimously agreed. Reason given – The red colour tiles will not match the adjoining semi-detached property and is not in keeping with other properties in School Lane.

b) Update of previous applications.

18/00103/HHFUL Two storey side extension with a single storey rear extension. The Forge, 15 High Street, Alconbury. Permission granted.

18/00084/HHFUL Proposed rear extension. 4 Great North Road, Alconbury. In progress.

17/02343/FUL Proposed new dwelling. Land adj. to 9 Rusts Lane. Amendments had been received and circulated and a response sent. In progress.

17/02367/S73 Variation of condition 2i (omit wording), 2iii (reword), 2iv (remove) and condition 5 (substitute drawings) of application 16/02493/FUL. 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 and awaiting further information from the agent.

20. Financial report:

a) Payment of outstanding debts - Cllr. Tarabella proposed approval of payment of items (1) to (3). Seconded by Cllr. Adams and unanimously agreed.

(1) Cq. No. 1019 CCC, contribution to Local Highways Improvement Scheme 2016/17. £749.60

(2) Cq. No. 1020 Mrs. D. Benham, wages and expenses of Parish Clerk for March. £797.42.

(3) Cq. No. 1021 CAPALC, GDPR workshop places x 2. £70.00

The Clerk advised that she had banked a cheque for £17.50 from Old Hurst Parish Council, towards the cost of the Clerk's attendance at the GDPR workshop.

b) Current position - A copy of the receipts and payments and bank reconciliation was handed to each councillor. Cllr. Bodley confirmed that the balance in the bank account was correct as shown on the reconciliation. The Clerk advised that she had completed VAT refund requests for 2016/17 and 2017/18. A letter had been received from Lloyds confirming that the changes to the signing arrangements had been made.

c) Internal audit arrangements – Cllr. Aylott proposed that the internal audit should be carried out by Brian Cox & Co. Seconded by Cllr. Adams and unanimously agreed.

21. Correspondence.

Forwarded to councillors:

a) A14 C2H newsletter.

b) Alconbury bridge refurbishment dates.

c) Roadworks and Events Bulletin.

d) Highways Events Diary.

e) HDC Planning – new Scheme of Delegation.

f) HDC Planning – Review of Development Management Committee Operational Processes.

g) A14 planned closures.

h) A14 Open Doors event.

i) Rural Funding event.

j) A14 Improvement Scheme update.

k) Notice of Elections for District and Parish Councils – to the noticeboard.

l) Letter from HMRC advising of changes to the VAT refund process.

m) A14 C2H news release.

n) A14 C2H update.

o) CAMBS ACRE Village Hall and Community Buildings Conference – forwarded to Cllr. Welsh and Cllr. Tarabella.

22. New agenda items for the next meeting: Cllr. Johnson to report on his attendance at the Flood Conference.

23. Date of the next meeting: 24th April 2018 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....

