

Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Charlotte Copley
37 Station Road. Ramsey, Cambs PE26 1JB
parishclerk@alconburyparishcouncil.gov.uk

Parish Council meeting;

Date: Tuesday 30th March **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

- 0321-221 **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
5 members of the public present (Mr Roger Read plus 4 others)
Mr Mo Kadri, Head of Income Recovery, Chorus Homes and Mr Jon Collen, Housing Needs & Resources Manager, Huntingdonshire District Council.
- 0321-222 **ELECTION OF VICE CHAIRMAN**
Due to the resignation of Cllr Tarabella nomination for Vice Chairman went ahead. Cllr. MacLennan nominated Cllr Johnson seconded by Cllr. Gunney. There being no other nominations, Cllr. Johnson was duly elected Vice-Chairman.
Resolved Cllr Johnson be elected Vice Chairman. Due to this meeting being held remotely the Clerk will arrange for a Declaration of Acceptance of Office to be signed outside of this meeting. Cllrs MacLennan and Gunney will take up the roles of tree wardens.
- 0321-223 **VACANCIES**
The Chairman thanked Mr Tarabella for all of his efforts whilst serving on the Parish Council and will forward the Councils thanks accordingly.
Due to the resignation of Cllr Tarabella the Parish Council now has a total number of Councillor vacancies of 4. The Chair asked members to actively seek to recruit to these positions, all possible candidates to be signposted to the Clerk who will issue the necessary application forms.
Resolved That members will actively seek to encourage the recruitment of members to the Council. The Chair will forward the Councils thanks to Mr Tarabella for his efforts during his time on the Council.
- 0321-224 **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. Cllr. Gunney declared an interest in the Alconbury Recreation Field Charity and Cllr Brawn declared an interest in the Memorial Hall.
- 0321-225 **APPROVAL OF MINUTES**
Approval of minutes of meeting 23rd February 2021
Resolved To confirm the minutes of the meeting 26th January 2021 as a correct record of proceedings and will be signed by the Chairman outside of the meeting, due to Covid-19 restrictions.

The Chair closed the meeting for the Public Participation session.
- 0321-226 **PUBLIC PARTICIPATION**
A Lordsway Homes resident raised the issue of HGVs using the B1043 and requested a 7.5t weight limit on Rusts Lane be installed and that the B1041 propose vehicles take the A1307 and A141. The lorry drivers know the short cut and are using it, enforcing a weight limit will resolve this. The same resident stated that in 2019 a barrier was installed alongside the A1 it was also in the plans to install a similar barrier on the B1043. Signage to prevent lorries coming in to the village is being ignored. Only way to do it is to enforce the use of the B1043 rule. When this didn't happen, it was queried with Highways England whose response was the road would not take the weight and needs strengthening, yet these huge lorries continue using this road. The request was made that the Parish Council take steps ensure that as intended Covance traffic utilises the newly installed road from Brampton Hut to site of ingress and egress of traffic It is the belief that this is not happening and too many vehicles are coming through the village.

Roger Read – fully supports the previous comments and a 7.5tonne limit would prevent all HGVs coming down that road, signage won't stop them. Mr Read then referred to 0321-225 and February meeting reference 0221-205 minutes regarding Chorus Homes papers he believed were not available to the public via the Councils website.

The Chair re-opened the meeting

0321-227

ACTIONS ARISING FROM PREVIOUS MEETING

The following actions from previous meeting have been actioned by the Clerk:

0221-

- 204 Meeting dates updated on Council website
- 205 Email sent to the new Chorus Homes team with view to monthly meeting/update
- 212 LHI Planning link sent Cllrs Gilbert, M Moate and D Moate for LHI planning/applications
- 215 DMMO sent evidence forms again to Cllrs Brawn and M Moate
- 216 Response regarding planning application CCC/20/092/FUL sent to the County Council
- 217.3 Bramble End weed spray instructed to go ahead, to be completed as soon as the weather allows
The following items have been actioned for repairs to the Bramble End play park'
 - Wicksteed repairs
 - Wicksteed signage
 - Creative Play repairs

The following action from previous meeting has been actioned by Cllr Gilbert;

- 211 Grouping TG to provide answers to the Elections Manager of Hunts DCs questions regarding the Community Governance Review.

0321-228

COUNCILLOR REPORTS

- Memorial Hall – Cllr Brawn reported the Hall is still being used for post covid vaccination sit downs
- Tree Warden – Cllr MacLennan and Gunney will report back next month.
- Alconbury Recreation Field Charity – Cllr Gunney reported everything is progressing well, the grants have helped, the refurbishment of the Lounge/Families Lounge is in full flow. As of this week taking bookings for the recognised sports we are allowed to continue with (under the football PFA and cricket guidelines as well as Govt guidelines)
- Alconbury Sports and Social Club – Cllr Gunney reported opening as of the 12th April outdoor service, table service and bubbles of the rule of 6. Meeting on Friday 2nd April will be held at 7pm to discuss memberships, the operating procedures and what days the club will be opening etc. Working towards a community event, under current government guidelines. The tree work along Polecat Lane has been completed.
- Bramble End Play Area – Cllr MacLennan reported some repairs have been carried out, the barrell turn wood and split wood on some equipment.
- Woolley Hill Wind Farm – Cllr MacLennan – meeting scheduled for the end of April.
- Planning Matters – Cllrs Gunney, Brawn, Johnson and M Moate – nothing to report.
- Alconbury Weald – Cllr Gunney and Clerk – nothing to report.
- Flood Group – Cllr Johnson, Gilbert, Brawn and MacLennan – see item 0321-232 below.

Resolved The Clerk to ask Day Today to inspect the equipment with wooden slats and provide a quotation for repairs and replacements where necessary.

The Clerk and Cllr Johnson to provide Cllr MacLennan and Gunney with a map of the village trees under the care of the Parish Council.

0321-229

DISTRICT AND COUNTY COUNCILLOR REPORTS

Covid – latest. In Huntingdonshire between the 21st and 28th March 2021 – 63.5 cases per 100k population, this represents an increase of 13% and sadly 3 more deaths.

The Huntingdonshire District Council Task and Finish Group who are looking in to flooding, continues in its work and recommendations are hoped for May. Anglian Water and the Environment Agency meetings are being held, Anglian Water told us over Dec/Jan of this year they dealt with 4billion more litres of water through their system than the previous year.

The District Council has agreed to progress illegal parking enforcement, currently the responsibility of the police. Hunts District Council are working with the County Council to submit an application to support parking enforcement. If approved all parking enforcement will be dealt with by the County Council.

Cllr Gardener is looking at the High Street under the A1m viaduct and damage to the river bank, streetlighting and will report back.

Cllr Gardener suggested the Parish Council submit a LHI bid to put in a weight limit on the B1043, this will also go to Highways England.

Cycleway adjacent to the A1 roundabout – Sharps Lane as part of the network in the next wave of funding. A meeting between Cllr Gardener, the Alconburys Flood Group and Urban and Civic regarding flooding in School lane is scheduled tomorrow and Cllrs Gardener and Johnson will report back with his findings at the next meeting.

The Combined Authority are holding meetings regarding a demand response plan, should the Parish Council want to be involved in the discussions with this regard, meetings are being held on the 14th 15th and 16th April at 6pm – Cllr Gardener will forward further details to Parish Councils wanting to be involved.

Cllr Gardener suggested a County Council highways officer to meet with members for a walk of the route regarding the B1043 noise levels and the Parish Council consider a LHI bid around HGV weight restrictions and what can be done. This meeting cannot be arranged until after the elections due to members being purdah.

A member of public asked who on the District Council is the contact with regards to planning issues and holding ponds. Laura Pearson is the Hunts District Council contact with this regard.

Cllr Gardener has requested a noise and pollution monitor be situated at the Lordsway Park Homes, and report back with further news when received.

Huntingdon Life Sciences (Covance) traffic is increasing and Cllr Gardener requested the matter be tabled for discussion at the next meeting with a view to putting a request in to HLS asking staff to use Globe Lane rather come through the village.

Resolved That the above reports be received and noted.

Cllr Gardener to send over further details of the Combined Authority Demand Response Plan meetings to the Clerk and Cllr Gilbert.

A meeting and walk through be arranged between members and a County Council highways officer with a view to the Parish Council submitting an application for an LHI (Local Highways Initiative) bid around weight restrictions to the B1043 and the item will be added to future agendas.

That the Council agenda the item for next months meeting regarding the Covance traffic through the village.

0321-230

CRIME REPORTS

8 reports of crime within the village during the month of February 2021.

0321-231

CROWN GARDENS UPDATE

Mr Mo Kadri of Chorus Homes and Jon Collen of Hunts District Council were in attendance. Mr Kadri provided an update on the current situation regarding people moving in to Crown Gardens. So far, the completion date has been delayed due to the building hand over being delayed. Occupancy will start from week commencing the 5th April 2021. A phased hand over will take place with referrals from Hunts DC in small phases. The rate of people moving in is estimated to be 4-5 flats per week, depending on needs, with 4-5 weeks for full occupancy, if the need is there.

Cllr Brawn did attend an open meeting on site on the 26th February, she stated the building looked clean, warm and fresh. Concern was raised around parking spaces, and the lack of them, and what is proposed to overcome this issue and prevent parking on what is already a congested High Street. Jon Collen responded to say parking is often raised as an issue. The similar scheme at Kings Ripton Road in Huntingdon does not see the parking full, not all customers will have their own transport. The site manager has had conversations with residents of neighbouring properties around existing parking and what can be done. Mr Collen confirmed the parking will be reviewed should any issues arise.

Discussion took place around how to contact Chorus Homes in the case of an emergency such as flooding, issues with the building or service. The email info@chorushomesgroup.co.uk, goes to Mo and his team, or Steve Woodford, Temporary Accommodation Officer steve.woodford@chorushomesgroup.co.uk. The service number, that has been provided to neighbouring properties, can also be called. To contact Chorus Homes;

Chorus Homes,

Brook House,

Ouse Walk,

Huntingdon

PE29 3QW

Online: [contact form](#)

Phone: [0345 266 9760](tel:03452669760)

Email: info@chorushomesgroup.co.uk

Cllr Brawn raised the issue of flooding, and asked if a risk assessment has been conducted should there be another flood and if Chorus Homes are aware of the flooding and how can residents get out, their cars will be under flood water if on the High Street. Jon Collen replied he has experience of flooding and is fully aware of the risk should the brook come up. We would have to deal with it as and when it happens, our business-as-usual response should flooding arise is to look at alternative accommodation/respice accommodation.

With regards to the security and staffing arrangements over Christmas and public holidays it was noted Crown Gardens will not be staffed at these times. Two temporary accommodation officers will be based on site during normal weekday business hours. Security personnel will be present between 9pm-6am, there is no provision for bank holidays or holiday periods but this agreement with the service provider is being reviewed. Specific contacts for emergencies are available, such as flooding, during a holiday period Chorus Homes will make sure emergency contact numbers are available, staff will monitor enquiries as they come in and Chorus Homes will respond. Mr Kadri confirmed he will review the need for contact outside normal staffing hours.

It is hoped the community room will be available for use, once out of Covid when and the Government guidelines allow the community room can be used for activities and events for the residents and outside groups will be invited to use the room also.

Mr Kadri stated Chorus Homes do want to make sure conversation is fluid, they hope this will improve when staff return to their office space. Mr Kadri has offered his personal email address to Mr Read, this will also be available to the Parish Council. Future communications is being looked at and Mr Kadri assured members that all key email addresses are covered and shared with the Parish Council. Cllr Johnson agreed a set of contact points would also be helpful to use within the community flood plan.

Resolved Mr Kadri of Chorus Homes to forward a list of contact details to the Clerk which will be displayed on the councils website.
When received the set of contact points will be inserted in to the Alconbury Community Flood Plan by Cllr Johnson.

0321-232

FLOODING

Cllr Johnson provided an update on the flooding situation in the village. Several meetings with the Environment Agency have been held, and meeting on the 1st April with Urban and Civic regarding Alconbury Weald to talk about the surface flooding of water down School Lane. The group have come up the strapline, "Prepare, Prevent and Protect".

Prepare – all investigation and preparation work done

Prevent – aiming to eliminate excess flooding that poses a risk to property and businesses. In practice this is unlikely to be wholly achievable in the short to medium terms.

Protect – improving our understanding and the physical activities to protect our properties.

The group have been operating informally and therefore Cllr Johnson asked the Council to consider agreeing to formalise the Working Group to investigate and look at solutions to ease the flood risk to the village. It has been paralled by Alconbury Weston and the group is looking to include Hamerton shortly also. Cllr Johnson is drafting a terms of reference for the group which he hopes to be ready for adoption by the Parish Council at the next meeting. Cllr Johnson also expressed thanks to Cllr Gardener for his help on many aspects of the flooding investigation work.

A member of the group Mr David Fares has conducted extensive work so far on the project and spoke adding to what has been done so far in addition to the "3 Ps" we looked at sub-dividing the areas in to six parts, the three named are the most significant.

1. Looking at Maintenance of brook
2. Downstream re-profiling
3. Upstream temporary storage

And then looking at the flooding which on the 23rd December 2020 saw twice the amount of flooding coming down from Alconbury Weald. A meeting has been arranged for tomorrow with Urban and Civic to try and find out why so much water came down the culvert from Alconbury Weald.

A huge amount of research has been done by the group including Mr Dallywater, Mr Baker and Mr Fares, much important work by many others with Debbie Hose's support through her local knowledge Mr Fares commended the group to the Parish Council to formalise it as a real working group.

The group has nominated Dave Fares as the spokesman of the Alconburys Flood Group..

Resolved Mr Fares to forward works done so far to Cllrs Gilbert and Gardener.

0321-232.1

Adoption of Alconbury Flood Plan has been circulated to members ahead of this meeting.

Resolved To formally adopt the Alconburys Community Flood Plan.

0321-232.2

Cllr Johnson proposed the formalisation of The Alconburys Flood Group (TAFG), twinning with Alconbury Weston and hopefully Hamerton. The Group will consist of Parish Councillors and villagers. Cllr Johnson is in the process of drafting the Terms of Reference for the flood working group and the spokesman of the group.

Resolved The group continue to work on a provisional basis whilst Cllr Johnson draft Terms of Reference for both the Alconburys Flood Group and Mr Fares as spokesman for the group, with a view to approving the Terms of Reference at the next Parish Council meeting.

0321-233

PARISH COUNCIL GROUPING

The Community Governance Review Board met last week with a view to commencing the review. This has been agreed and Terms of Reference (ToR) issued. The ToR will be available on both Alconbury and Alconbury Weston websites, although no provision is made for placing notices on village noticeboards at the moment due to Covid-19 steps will be taken to make sure this document is placed on the board adjacent to the village shop. The timeline for completion of the Review is as follows:

30 March 2021	Terms of Reference (TOR) are published -
30 March 2021	Introductory stage – submissions are invited.
30 May 2021	Last day for comments on Terms of Reference to be received.
June 2021	Consideration of submissions received – recommendations are prepared
14 July 2021	Initial recommendations are published concluding the review
14 September 2021	Final recommendations are published – concluding the review
22 September 2021	Council resolves to make a Reorganisation Order
Order made	Thereafter

Resolved Clerk to place the Terms of Reference on the Parish Council noticeboard, next to the village shop, sanitising before and after installation of the notices.

0321-234

LHI APPLICATIONS (LOCAL HIGHWAYS IMPROVEMENT FUNDING)

To receive updates from Councillors assigned to the three proposals decided at meeting 23rd February 2021, item reference 0221-212;

1). Speed indicator and monitoring device – Cllr Gilbert has researched the possibility of purchasing a mobile speed device. The cost of a unit is in the region of £4000. Cllr Gardener provided an indication of costs from the Kimbolton application of 2 x units, 6 x poles at a cost of £8k, the Kimbolton Parish Councils contribution was £2000. The LHI section of the County Councils website also provides case studies and their costs [LHI case studies \(cambridgeshire.gov.uk\)](http://LHI.case.studies(cambridgeshire.gov.uk) Suggested positions for the unit would be Great North Road and Rusts Lane. It is felt 20mph limits are more suitable for these roads and placement of the unit is the first steps towards working towards a 20mph speed limit application.

2). Brooklands bridleway – Cllrs Brawn and M Moate working towards this.

3). School Lane turning circle – M Moate has had conversations with a CC officer regarding land ownership and its transfer.

The maximum LHI grant that can be applied for is £30,000.

Resolved Cllr Gilbert to complete an application form regarding the purchase of a speed indicator device in preparation for when an officer is able to meet.

To add the weight limit of 7.5tonne on the B1043 (Lordsway Park homes section) to the list of proposals.

0321-235 NEIGHBOURHOOD PLANNING

To explore the possibility of a Neighbourhood Plan.

Resolved The Clerk to re-send the NALC Neighbourhood Plan booklet to Cllr MacLennan.

Cllr Gilbert to place an article in the Parish Pump magazine with a view to establishing a local feel for commencing a Plan, as Neighbourhood Plans are community lead.

0321-236 INFRASTRUCTURE

0321-236.1 Churchyard

0321-236.2 Village Green – **Save the Date * Village Fete and Party in the evening. 10th July 2021**, organised by the Neighbourhood Watch team (if Government restrictions allow).

0321-236.3 Roads and Footpaths –

Confirmation from the Council Council that the ownership of the large conifer trees on the bend of Mill Road sits with the adjacent property owner and not the County Council.

Road Traffic Order - The A1(M) Motorway (Junction 14 to Junction 17) and the A14(M) Motorway (Alconbury, Cambridgeshire) (Temporary Prohibition of Traffic) Order 202 to allow junction improvement works, carriageway resurfacing, renewal of road markings, bridge painting and inspections and any routine maintenance works to be carried out in safety.

The junction improvement and surfacing works are expected to last for 5 days, weekdays only (8pm–6am) starting on or after Monday 22 March 2021. The bridge painting and inspection works are expected to take place over approximately 5 months (8pm-6am) from Tuesday 6 April 2021

0321-236.4 General – Footpath No1 (gateway at water treatment works bridleway/footpath) surface treatment works confirmation from Highways, job No 00362328:

“Our budget for this financial year is fully committed but with April nearly upon us, we have sent this issue out to our contractors to quote for placing infill plantings. We will order the works as soon as the new budget allows”.

Resolved To receive and note the above reports.

To table discussions at the May meeting regarding having a Parish Council stall at the Village Fete to advertise the Neighbourhood Plan and Council vacancies. The Flood Mobile has also been invited along to the Fete.

0321-237 PLANNING APPLICATIONS

21/00248/FUL Application for new electrical substation, high voltage cables and all associated works land at and adjacent to Alconbury Weald Ermine Street.

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

0321-237.1 PREVIOUS PLANNING APPLICATION UPDATES

Resolved To receive and note the current planning applications, appended to these minutes.

0321-238 FINANCIAL REPORTS

Payment of outstanding debts and monies received for March 2021:

Ref	Payee	Description	Amount £
1	Clerk – C Copley	Salary and expenses	764.68
2	Nest	Superannuation employer and employee contributions	17.40
3	HMRC PAYE	Clerks PAYE	66.44
4	Glasdon	Replacement bin and salt bin	511.15
5	Day Today	Bin and grit bin installation – Village green	144.00
6	S R Howell	Payroll and P60 provision	60.00
7	SR Howell	Pension set up fee	120.00

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

- 0321-238.1 To receive and note bank reconciliation for March 2021.
- 0321-238.2 To receive confirmation of precept of £32,000 for the financial year ending 2022.
- 0321-238.3 To receive the CAPALC affiliation fee for 2021-2022.
- 0321.238.4 With the resignation of Cllr Tarabella the Council will need to appoint a fourth bank signatory.
- Resolved** 238.1 be confirmed as correct and agreed by the Chairman and Cllr. Gunney.
238.2 noted and confirmed with the first payment due to be received in April 2021.
238.3 agreed to take up the CAPALC affiliation renewal fee to include the Data Protection Officer cover at a cost of £510.62 for the year 2021-22. The Clerk will facilitate the payment following next months meeting.
238.4 following the removal of Cllr Tarabella as bank signatory it was resolved Cllr Johnson be set up as signatory bringing the total to four.

0321-239 **CORRESPONDENCE RECEIVED**

1. Hunts District Council inviting members to a series of events that they are planning for the next month which seek to provide Councils with an opportunity to frankly feedback on the achievements and areas for improvement of the ongoing response to the impacts of Covid.
 2. Grafham Parish Council, inviting members to view and comment on their Neighbourhood Plan.
 3. Hunts District Council the launch of click it local and social media workshops for businesses.
 4. Tour of Cambridgeshire 2021 - Due to the situation we face this year (again), it has not been possible to plan for the Tour of Cambridgeshire to be held in June this year and although there are uncertainties associated with the rest of the year, they are planning on hosting the event on the weekend of 24th to 26th September 2021.
 5. Cambs County Council - Transfer of public transport function to Cambridgeshire and Peterborough Combined Authority.
 6. Email from Addenbrookes regarding the Cambridge Childrens Hospital, progress report.
 7. Hunts District Council – Press Release – New park named “Berman Park”.
 8. Hunts District Council – Announcement of the passing of Councillor John Davies.
- Resolved** As correspondence received and noted, the Clerk responded where necessary.

- 0321-240 **MATTERS FOR FUTURE CONSIDERATION (Resolutions cannot be made under this item)**
Financial year end and audit for the year ending 31st March 2021
Face to face meetings
Annual meetings

- 0321-241 **NEXT MEETING**
Tuesday 27th April 2021, 7.30pm via Zoom.