

**Minutes of the Annual meeting of Alconbury Parish Council
held on Tuesday 30th May 2017 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. E. Adams, Mrs. J. Aylott, Mr. C. Bodley, Mrs. T. Gilbert, Ms. L. Isles (Chairman), Mrs. R. McCormack, Mr. R. Sale, Mr. S. Tarabella & Mr. A. Welsh. Also present: District Cllr. K. Baker, Mrs. D. Benham (Clerk) & Mrs. B. Halford (Tree Officer HDC).

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

1. Apologies for absence: County Cllr. I. Gardener (personal).
2. Election of Chairman and Vice-Chairman: Cllr. Aylott proposed Cllr. Isles for Chairman. Seconded by Cllr. Welsh and unanimously agreed. There being no other nominations, Cllr. Isles was duly elected Chairman and signed a Declaration of Acceptance of Office, witnessed by the Clerk. Cllr. Isles proposed Cllr. Bodley for Vice-Chairman. Seconded by Cllr. Adams and unanimously agreed. There being no other nominations, Cllr. Bodley was duly elected Vice-Chairman.
3. Declaration of Interests: Cllr. Isles & Cllr. Welsh declared an interest in item 16, being trustees of the Memorial Hall. Cllr. Adams declared an interest in item 14, being a trustee of Alconbury Recreation Field Charity.
4. To review Standing Orders: Councillors agreed that no amendments were necessary.
5. To review Financial Regulations: Councillors agreed that no amendments were necessary.
6. To review Parish Council insurance: The Clerk advised that the pump and surround had not previously been insured by the Parish Council, but that it had now been added to the policy schedule. There is no supplement to pay until the renewal on 1st August. The Clerk had applied to the DVLA for ownership details of the truck that is alleged to have collided with the posts and flower pots. However, the application had been returned asking for further details, photographs of the damage and for the Parish Council's Data Protection Registration number. Parish Councils are now required to register as Data Controllers and the annual fee is £35. The Clerk has completed the registration form and once this is confirmed, will respond to the DVLA.
7. To approve the minutes of the previous meeting held on 25th April 2017: Approval of the minutes of 25th April 2017 proposed by Cllr. Welsh, seconded by Cllr. Tarabella and unanimously agreed.
8. Councillor vacancies: There are two councillor vacancies available to be filled by co-option. Councillors agreed to advertise the vacancies at the Parish Plan stall at the Village Fete.
9. Reports from District & County Councillors: No report available from District Cllr. Baker. The Clerk advised that County Cllr. Gardener had been appointed to serve on Highways, Communities, and Planning Committees and the Fire Authority.
10. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan: Cllr. Gilbert and the Clerk attended the Alconbury Emergency Response and Planning sub-group on 11th May. Minutes have been circulated to all councillors. They also attended the Natural Flood Management Group meeting on 16th May – minutes to follow. The full Partnership Meeting due to be held on 25th May was cancelled and will be rescheduled. The Environment Agency are still seeking

permission from CCC/Balfour Beatty to mount a 3G camera on the lamp post next to the bus shelter which will provide pictures of the water level against the bridge arches that will be available to view on-line.

11. Parish Plan: Cllr. Isles had forwarded the final draft of the questionnaire to the Clerk. St. Ives Quick Print had quoted £68 for 200 copies. Cllr. Adam proposed that the Clerk should order 300 copies. Seconded by Cllr. Bodley and unanimously agreed. The Clerk will confirm the cost. Councillors agreed that the Parish Plan should be advertised in the Parish Council newsletter, which Cllr. Aylott will prepare, and that this should be delivered 24th/25th June, to coincide with the questionnaire going onto Survey Monkey.

12. Update on Alconbury Weald: A new meeting date has yet to be confirmed and the Clerk is still awaiting handover of the new entrance features.

13. Alconbury Sports & Social Club: Cllr. Bodley advised that the club will arrange for their roadside hedges to be cut. Bookings for the function room were up and the bar was doing well.

14. Alconbury Recreation Field Charity: Cllr. Adams reported that bookings were good and recent events had gone well with the Tilting at Windmills cycle event attracting some 150 riders and many more events planned for the coming months. The committee were happy for the Apple Day to go ahead provided it does not clash with another event. Cllr. Adams passed a copy of the accounts for year ending 31st December 2016 to the Clerk.

15. Community Orchard/Trees: Cllr. Tarabella advised that he will repair the support to one of the new trees on the green. Cllr. Tarabella will provide a map and proposal for additional tree planting to extend the orchard to ARFC for consideration at their next committee meeting. Councillors would like to organise an Apple Day on Sunday 1st October. Cllr. Adams will confirm with ARFC/ASSC that this date is convenient. Bridgit Halford (Tree Officer HDC) has arranged to borrow an apple press from Hinchingsbrooke Country Park and is willing to help to arrange a variety of activities. Cllr. Tarabella to head this up and will organise a meeting for those councillors willing to lend a hand.

16. Memorial Hall: Cllr. Welsh and Cllr. Isles attended the AGM on 27th April. Committee members were elected, with David Senior as Chairman and Pete Oldfield as Treasurer. Lynne Hathaway will replace Adrian Bush in the role of Licensee. The committee will discuss the possibility of installing wi-fi at the next meeting.

17. Bramble End playground: Cllr. Aylott had carried out an inspection of the play area with no issues found. Cllr. Welsh agreed to apply some more weedkiller to the safety surface after half term. Quote received from Wicksteed Leisure for Whizzy roundabout on EcoTumble safety surface - £4243.50, reduced to £3999.80. Whizzy roundabout on safety grass mats - £3365.60. Cllr. Sale proposed that Alconbury Parish Council use the £1071 received in CIL money and make an application to Woolley Hill Wind Farm Trust for the balance of £2928.80 to install the Whizzy roundabout on EcoTumble. Seconded by Cllr. Tarabella and unanimously agreed. A quote of £10887.19 had been received from Wicksteed Leisure for 4 items of adult fitness equipment as discussed at the last meeting. Drawings were circulated to councillors. Cllr. Aylott agreed to carry out a consultation with the residents living near to the proposed site and to investigate funding opportunities.

18. Youth Group: Cllr. Adams advised that they had updated their policies and had their electrical items tested. Numbers attending are consistent and there is a good variety of activities. The club was

very pleased to receive a grant from the Woolley Hill Wind Farm Trust and will use it to buy new equipment.

19. Police crime report: The March police crime report showed 9 reported crimes in Alconbury.

20. Infrastructure report:

a) Churchyard – Nothing to report.

b) Village Green – The Clerk had received a letter from NFU asking for two quotes for repairs to the village green near to 38 Brookside. Alternatively, NFU could send out a loss adjuster. Now that the surface has settled and the grass has grown back, there is little to see. Councillors agreed that the Clerk should send photos of the original damage to NFU and discuss the best way forward.

The Clerk is awaiting an update from Highways regarding their review of the weight limit signage.

In the meantime, a resident has reported to the police that a truck driver realising that he couldn't drive over the bridge, turned down Brookside and then had to ask get residents to move their cars because he couldn't get past. The Clerk has forwarded details of the incident to Highways.

Councillors agreed that the Clerk should ask Highways to suggest ways to prevent truck drivers from reversing over and damaging the triangle of grass containing the village sign.

Councillors agreed that the circular bench underneath the oak tree on the High Street side of the village green is in such poor condition that it needs to be removed rather than relocated. Clerk to obtain a quotation.

c) Roads and footpaths – The Clerk has emailed Highways once again about the state of the road surface in Polecat Lane. The cleaning spray suggested by Cllr. McCormack for the footbridge, is unsuitable due to its toxicity to aquatic life. The Clerk contacted the Scouts and Guides to see if they would be prepared to help clean the bridge as part of a community service project and the Guides have responded saying that they are happy to do this on 5th July 7pm – 8.30pm. The Parish Council will reimburse them for any materials required and Cllr. Aylott and Cllr. Isles have agreed to supply water. The Clerk has asked Speedwatch to carry out some sessions on Manor Lane at school start and end times. The Clerk was also asked to check whether Alconbury has all of the permitted school signage. Highways have confirmed that school warning signs are only provided either side of the school where the children are entering/exiting. An additional sign could be erected in Spinney Lane but Highways do not have a budget for this. The Clerk has asked Highways to repaint the white lining at the new alignment of Rusts Lane and the High Street. The Clerk asked CCC to inspect the medieval bridge after report of a loose brick. No urgent repair was identified but it may be added to a list for mortar repairs.

d) General- Repairs to the posts around the pump are complete and the Clerk will continue to try to identify the owner of the truck which allegedly caused the damage. Councillors agreed that they would like to replace the flower containers and Cllr. Welsh agreed to consult with Mr. & Mrs. Adams, who have kindly taken over the planting and maintenance.

Clerk to report poor standard of grass cutting by HDC in Manor Lane and to report the overgrown footpath - Bell Lane to Rusts Lane.

21. Planning.

a) New applications.

17/00802/REM Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 31 flats (of which 8 affordable), 6 townhouses and all associated engineering and earth works, including ground remodelling, hard and soft landscaping and ancillary works. Alconbury Weald. Circulated and returned with no observations either in favour or against.

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), 1183sqm of a1, A3, & D1 floorspace, 5059 sqm 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. Amendments to layout, appearance and landscaping. Alconbury Weald. No further comments returned.

17/00982/HHFUL Ground floor extension of garage and porch to the front of the building. First floor bedroom extension over ground floor extension. Also replacement of gutters all round from concrete to UPVC. 46 School Lane, Alconbury. Cllr. Welsh proposed that Alconbury Parish Council recommend approval. Seconded by Cllr. Isles and unanimously agreed.

17/00305/FUL To extend and convert the double garage to a new dwelling. Land adj. 9 Rusts lane, Alconbury. Cllr. Welsh proposed that Alconbury Parish Council recommend refusal. Seconded by Cllr. Gilbert and unanimously agreed.

b) Update on previous 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. In progress.

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

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. Pending decision.

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) 1183m³ of A1, A3 & D1 floorspace, 5059m³ 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. Approved.

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. Approved.

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.

22. Financial report:

a) Payment of outstanding debts.

Cllr. Isles proposed approval of payments (1) to (6). Seconded by Cllr. Bodley and unanimously agreed.

(1) Cq. No. 969 T. Bannister, repairs to pump surround. £298.60

(2) Cq. No. 970 A. Abbs, village grass cut 2nd instalment. £1250.00 *

(3) Cq. No. 971 A. Abbs, verge cutting 2nd instalment. £500.00

(4) Cq. No. 972 Mrs. D. benham, wages and expenses for May. £677.30

(5) Cq. No. 973 Information Commissioner's Office, Data Controller registration. £35.00

(6) Cq. No. 974 DVLA, application for vehicle information. £2.50

* Monthly instalment has increased from £1160 to £1220 to include 3 additional areas. Underpaid by £30 in April, therefore £30 added to this months payment.

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.

c) Change to signatories.

The Clerk had printed three sets of forms - to remove Mr. A. Bush and to add Cllr. Isles and Cllr. Welsh as signatories. These were signed by existing and new signatories and will be forwarded to Lloyds Bank by post.

23. Correspondence:

a) Village of the year competition information.

b) Consultation on proposed changes to the future provision of Specialist Fertility Treatment in the Cambridgeshire & Peterborough Clinical Commissioning Group area – public meetings postponed.

c) Godmanchester submission Neighbourhood Plan.

d) Street naming and property numbering – new property on corner of Globe Lane and North Road to be called Cherry Blossom Corner.

e) A14 Parish Council Bulletin.

f) CCC Corporate Energy Strategy.

h) Invitation to attend the celebration of new porch and facilities at St. Peters Church on Wednesday 5th July – passed to Cllr. Aylott.

24. Agenda items for the next meeting: None.

25. Date of the next meeting: 27th June 2017 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....