

**Minutes of the Annual meeting of Alconbury Parish Council
held on Tuesday 21st May 2019 at Alconbury Memorial Hall 7.30pm.**

Parish Councillors present: Mrs. T. Gilbert, (Vice Chair), Mr. M. Gunney, Mr S Tarabella, Mr R Johnson

Also present: The Clerk Ms C Copley and 1 parishioner.

Public Open Forum: As the Chairman, Cllr Bodley was not present at the meeting due to a prior engagement, Vice Chair Cllr Gilbert agreed to Chair the meeting in his absence. A member of public addressed the Council wishing to discuss the matter of graffiti on the walls to the High Street flyover along with the rucksacks of possessions that have been found discarded around the area of the flyover also. The member of public requested the Parish Councils co-operation in establishing which Council is responsible for the removal of the graffiti as neither the District or County Council would accept responsibility. The Chairman agreed to look in to this matter and the Clerk would report back in due course. The Chairman also encouraged the reporting of any more dumped rucksacks or possessions to the Police.

1. Election of Chairman and Vice Chairman; Cllr Bodley was unable to attend the meeting due to a prior engagement, in his absence Cllr. Johnson proposed Cllr. Bodley be re-elected for Chairman. Seconded by Cllr. Gunney. There being no other nominations, Cllr. Bodley was duly elected Chairman and will sign the Declaration of Acceptance of Office at the next Parish Council meeting
Cllr. Johnson proposed Cllr. Gilbert for Vice-Chairman. Seconded by Cllr. Tarabella. There being no other nominations, Cllr. Gilbert was duly elected Vice-Chairman.
Cllr Gilbert signed a Declaration of Acceptance of Office witnessed by the Clerk.
2. Apologies for absence: Chair Mr C Bodley (prior engagement), Mrs S Brawn (sickness), Mr T MacLennan (did not attend), County Cllr. I. Gardener (attending another meeting).
3. Declaration of Interests: Councillor Gunney declared an interest in the Alconbury Recreation Field Charity, and Councillor Tarabella expressing an interest in the Memorial Hall.
4. To agree councillor's individual responsibilities:

Councillors current responsibilities	
Memorial Hall	Cllr. Tarabella and Cllr. Brawn
Alconbury Recreation Field Charity	Cllr. Gunney
Alconbury Sports and Social Club	Cllr. Bodley
Tree Warden	Cllr. Tarabella.
Bramble End Play Area	Cllr. MacLennan
Flood Co-ordinator	Cllr. Gilbert, Deputy – Cllr. Johnson
Alconbury Weald Liaison meetings	Cllr. Gunney & Clerk
Woolley Hill Wind Farm Trust	Cllr. MacLennan
Amey Cespa working group	Decision to be made when meeting dates are received
Planning group	Cllr. Bodley, Cllr. Gunney & Cllr. Brawn.
5. To adopt the following policies; Model Standing Orders (July 2018), Financial Regulations and review insurance arrangements. A copy of the draft document had been circulated to all councillors on 14/5/19. Cllr. Tarabella proposed that Alconbury Parish Council adopt the Standing Orders as circulated. Seconded by Cllr. Gunney and unanimously agreed.
Financial Regulations: A copy of the regulations had been sent to all councillors on 14/5/19. Councillors agreed that no amendments were required.
Insurance Arrangements: The Clerk advised that the flood equipment and store had been included in the insurance cover. Cllr Gilbert requested the Asset Register be updated to show an itemised list and location of the assets within the village to enable easier identification of items, the proposal was seconded by Cllr Johnson, agreed by all and therefore **resolved** to do so. The Clerk will update the register with the assistance of Cllr Johnson regarding the mapping of items.

6. To approve and sign the minutes of the last meeting held on 30th April 2019: Cllr. Tarabella proposed the minutes be approved and signed by the Chairman as correct with no changes, seconded by Cllr Gunney, unanimously agreed and therefore **resolved** to do so.
7. Reports from District & County Councillors: Due to absence reports from C. Cllr. I. Gardener or D. Cllr. J. White have not been received but their annual update reports can be found within the minutes of the Annual Parish Meeting, 21st May 2019.
8. To receive verbal reports from Councillors on their portfolio of responsibilities: Memorial Hall – Cllr. Tarabella confirmed he will be attending the Memorial Hall AGM which is being held on the 4th June 2019 from 7.30pm.
Field Charity – Cllr. Gunney reported no further changes since the previous meeting
Sports and Social Club – Cllr. Gunney reported a very successful Gin Festival was held, with 129 people attending.
Village Trees – Cllr. Tarabella reported the fallen limb from the tree on the green next to the brook (High Street side) has been cleared, and now the remaining tree looks to be tilted. The Clerk confirmed that the tree surgeon instructed to remove the limb has recommended complete felling of the tree due to disease within the trunk. Therefore, it was proposed by Cllr. Tarabella that the necessary steps are taken, to obtain the agreement to remove a tree from a conservation area, from the District Council as soon as possible, Cllr. Johnson seconded the proposal and with all in favour it was **resolved** to do so.
Bramble End Play Area – The Clerk has received a quotation to carry out either a repair to the broken treadmill or complete renewal. Cllr. Johnson proposed the Clerk contact Wicksteed Leisure and establish if repair by a party other than themselves can be carried out without jeopardising the current inspection and maintenance contract held. The proposal was seconded by Cllr. Gunney, with all in favour and therefore **resolved** to do so. No further reports on the remaining equipment has been received in Cllr MacLennan's absence.
Flood Co-Ordinator – Cllr. Gilbert is progressing with the Flood Plan, the next Brook Flood Management Partnership meeting is being held in June 2019, Cllr. Johnson will attend.
Alconbury Weald Liaison meetings – Cllr. Gunney attend the liaison meeting today at Urban and Civic and reported the following; Crest Nicholson have now started the builds on site with the first houses to be expected to be ready by 2020. Hopkins are at the planning stage with their builds. Sales are slow but are still ongoing and hope to pick up soon. The construction of Incubator 3 is being looked at. Magpas have not moved in yet, questions have been raised regarding noise issues and these are being looked in to, the comments can be viewed on the Huntingdonshire District Council planning portal. The secondary school is progressing, looking at a requirement of 120 pupils before construction can start, with an expected completion of 2022. The Public Consultations were well supported with mixed views received regarding the additional homes (1500 increase from 5000 homes to 6500 throughout). A road safety survey was carried out in the Stukeleys recently and awaiting results. The historic Rights of Way across the site are being looked at. The Watch Tower is soon to be open and used for charity work and as a library. The Cricket field will be holding its first match on the 22nd June. A Thai night is organised for the 22nd June also. The next meeting is scheduled for 3rd September.
Woolley Hill Wind Farm – nothing to report due to Cllr MacLennan's absence
Other reports; The Huntingdonshire District Councils Local Plan 2036 has passed the inspectors and is now published. You can view the Plan online here; <http://www.huntingdonshire.gov.uk/planning/new-local-plan-to-2036/>
9. To receive updates regarding the A14 Legacy Fund funding application; The Council have been looking at possible schemes that the village would benefit from, such as;
1) A new CCTV camera focussed on the brook/bridge area of the village, to capture large vehicles coming over the bridge that shouldn't be. Cllr. Johnson has been in conversation with HDC and the Environment Agency with regards to costs and installation of the cameras. HDC are yet to respond and a quotation from the Environment Agency has been received totalling circa £2000 with ongoing operating costs of £250 per annum. Cllr. Gilbert proposed Cllr. Johnson seek a third quotation and chase HDC's quotation, the proposal was seconded by Cllr. Gunney with all in favour and **resolved** to do so.

2) Rusts Lane and High Street traffic calming; The Clerk has forwarded to all councillors examples of Local Highways Initiative projects to give an idea of costs and what could be achieved. Cllr. Gilbert proposed the Clerk invite the County Councils Highways Officer to the next meeting to discuss working with us on a possible project, seconded by Cllr. Johnson with all in favour and therefore **resolved** to do so. LHI projects are funded by applying for partial grant funding from CCC with the remainder funded by the Parish Council.

3) The purchase and installation of further village signage, such as “Pedestrians Crossing”.

Cllr. Gilbert proposed the Clerk contact the A14 Legacy Fund to request an extension of the deadline to apply for funding, to allow the quotations for the CCTV and establish costs for signage, seconded by Cllr. Gunney with all in favour and **resolved** to do so.

10. To receive an update on the Electric Vehicle Survey and decide on attendance for the next EV workshop (19th June 2pm – 4pm); The Clerk reported that 7 surveys have been completed so far. The Parish Pump article informing villagers of the survey along with the survey link has been distributed this week. It is a requirement in the application process to provide to CCC evidence that an electric vehicle charge point is a necessity to the Village. Cllr. Gilbert proposed the consultation continues until the end of May as agreed and will be re-assessed at the next meeting, seconded by Cllr Johnson and with all in favour **resolved** to do so. Cllr. Johnson requested the item Social Media be included in the next meeting agenda.
11. To receive an update on the Highways England event, 13th May 2019 regarding A1 (M) Major Maintenance 2019 – Cllr. Brawn; Unable to report on this item due to Cllr. Brawns absence.
12. Police Crime Report: A total of 3 crimes were reported within Alconbury in the month of March 2019
13. Infrastructure Report:
 - (a) Churchyard.
 - (b) Village Green. The Clerk has received and banked the payment for the repairs to the village pump surround and therefore instructed the works to be carried out at the first available opportunity. The Clerk also reported receiving notification from the Highways department confirming an urgent repair to the damaged curb stones around the village sign will be carried out as soon as a crew is available.
 - (c) Roads and Footpaths. Hunts DC have confirmed their agreement to the placement of a new litter bin at the end of Polecat Lane, the annual costs of regular emptying of the bin will be £252.64. Cllr Gilbert proposed the purchase of the plastic Guppy bin at a cost of £378, seconded by Cllr. Johnson with all in favour and therefore **resolved** to do so. Cllr. Johnson will first approach the homeowner nearest to where the bin is to be sited, and then liaise with the installation company to ensure the bin is installed in the correct position. The Clerk will pass on the contact details of the installation company to Cllr Johnson.
 - (d) General. No reports received.
14. Planning Applications: None received
 - b) Update on previous applications; 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**
18/02223/REM – Application for approval of appearance, layout, landscaping and scale in respect of the construction of 189 homes, pocket park, associated highways, landscaping and ancillary works, parcel 5 Alconbury Weald – **PENDING DECISION**
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 - The erection of a building to accommodate the HQ and Air Ambulance Station for Magpas, including hangar and garaging space for a helicopter and emergency vehicles. With associated landscaping, car parking and boundary treatment with access from Ermine Street – **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**
18/00707/FUL - Alconbury Services Rusts Lane Alconbury Huntingdon PE28 4WD

Demolition of motel, services and petrol filling station and change of use from lorry park, motel, services and petrol filling station, to lorry park, incorporating container transshipment storage (within the existing lorry park) and erection of office building with associated car parking and replacement lighting – IN PROGRESS

17/02343/FUL - Land Adjacent 9 Rusts Lane Alconbury

AMENDED PROPOSAL/PLANS Retention of access/driveway to 9 Rusts Lane and erection of a 2-bed bungalow – IN PROGRESS

15. Financial Report:

a) Payment of outstanding debts: Cllr Gilbert proposed the payments numbered 1-5 be approved, seconded by Cllr. Gunney with all in favour and **resolved** to do so;

1. Ms C Copley	Clerks wages and expenses for May	£ 642.32
2. A Abbs	Grass Cutting, HDC areas, 2of 6	£ 200.00
3. A Abbs	Grass Cutting, Verge areas, 2 of 6	£ 500.00
4. A Abbs	Grass Cutting, Village areas, 2of 6	£1220.00
5. Global Tree Solutions	Removal of fallen limb to tree High St/brook	£ 144.00

As a second signatory was not available to countersign the payments the Clerk will arrange for Cllr Bodley to sign the cheques outside of the meeting.

b) Current position; A copy of the receipts and payments and bank reconciliation was handed to each councillor. Cllr. Gilbert confirmed that the balance in the bank account was correct as shown on the reconciliation.

c) Receipt of £15965.00 as first instalment of Precept

d) Signature of bank variation mandate form; Cllr Gilbert proposed the forms be approved and signed removing Cllr Adams as signatory and replacing with Cllr. Gunney, seconded by Cllr. Tarabella and therefore **resolved** to do so. As Cllr Bodley also needs to sign the form the Clerk will contact Cllr Bodley out side of the meeting to arrange this.

16. Correspondence; Multiple updates and reports from CAPALC, NALC, Highways England (A14) and IHMC have been forwarded to Councillors throughout the month.

01.05.19	Email received regarding use of photographs on website.
02.05.19	Notification of Memorial Hall AGM - AGM 4th June 7.30
07.05.19	CAPALC - VE Day 75 Celebrations - 8th May 2020
07.05.19	A1(M) Major Maintenance 2019 Mobile visitor centre, Alconbury Weald, Monday 13th May
07.05.19	Invitation to the installation of Rev Mandy Flaherty as Rector of our Benefice on Sunday 26th May at 4pm in Alconbury Church. All welcome.
10.05.19	Highways England – Tour of Cambridge - https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/
13.05.19	CAPALC – CAPALC Annual Conference - 28th June 2019 – Hemingford Abbots
17.05.19	St Ives Town Council - Armed Forces Day on the 29th June. It is being held at Slepe Hall Field in St Ives

17. New agenda items for the next meeting; Social Media use, asset register mapping, Parish Online.

Date of the next meeting – Tuesday 25th June 2019, Memorial Hall, from 7.30pm

Meeting closed at 9.30pm

Signed.....

Date.....