

Alconbury Parish Council

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Parish Clerk: Charlotte Copley
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Notice of Parish Council meeting:

Date: Tuesday 26th May 2020

Time: 7.30pm

Venue: video link

All members of the council attended for the purposes of considering and resolving the business to be transacted at the meeting as set out below via Zoom.

The Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 04 April enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021. This meeting took place via "Zoom"

For practical reasons some items will be deferred. Others where decisions are not required are listed for information only to enable information to be shared via the minutes.

MINUTES

05-20.36 PRESENT AND APOLOGIES

Apologies received from County and District Councillor Gardener

05-20.37 DECLARATION OF INTERESTS

Councillors to declare any "Discloseable 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 Cllrs. Brawn and Tarabella declared an interest in the Village Hall.

05-20.38 PUBLIC PARTICIPATION – No members of the public present

05-20.39 APPROVAL OF MINUTES Cllr. Johnson proposed the minutes of meeting 28th April 2020 be agreed for signature by the Chair, seconded by Cllr. Gunney with all in favour and resolved to do so.

05-20.40 CASUAL VACANCIES

To consider the 2 casual vacancies arising from the resignation of Cllr. Bodley and 1 other. **Deferred until further notice.**

05-20.41 PARISH MERGER UPDATES – **Deferred until further notice**

05-20.42 VILLAGE CCTV – **Deferred until further notice**

05-20.43 DECORATION/REFURBISHMENT OF VILLAGE BRIDGES – The Clerk was able to confirm that a local maintenance company had been asked to look at the 3 village bridges (Heritage Bridge, Polecat Lane and the Maltings) with a view to repair and redecorating them and will report back with their findings. Cllr Johnson proposed the Clerk approach Cambs County Council, Rights of Way officer with regards to the responsibility towards the assets and a thorough inspection for any other necessary structural repairs.

05-20.44 COUNCILLOR REPORTS

- Memorial Hall - Cllr. Tarabella and Cllr. Brawn – The hall remains closed
- Tree Warden - Cllr. Tarabella. – carrying out regular inspections
- Alconbury Recreation Field Charity - Cllr. Gunney confirmed the Charity have secured funds, risk assessments are being carried out with a view to how the Club will run once it is allowed to open.
- Alconbury Sports and Social Club - Cllr. D Moate, as above
- Bramble End Play Area & Woolley Hill Wind Farm - Cllr. MacLennan reported 3 applications for funding have been received and awaiting decision.
- Flood Co-ordinator - Cllr. Gilbert, Deputy – Cllr. Johnson and Cllr. M Moate reported the brook tidy works have not been completed as of yet. The Clerk reported an email was received confirming the works have not been completed due to the lockdown but as soon as a team can be permitted the works will be carried out. The Clerk will follow up with the EA again.
- Planning - Cllr. Brawn, Cllr Gunney, Cllr. Johnson and Cllr. M Moate – nothing to report
- Alconbury Weald – Urban and Civic Joint Parishes meeting – Cllr. Gunney and Clerk – nothing to report

05-20.45 DISTRICT AND COUNTY COUNCILLOR REPORTS – nothing to report due to Cllr Gardeners absence

- 05-20.46 HGV SIGNAGE – Cllr Johnson reported a lorry stuck in the brook again this week. Residents and Cllrs are reminded to report incidents to Police 101, via the online reporting tool or if the registration number and company livery can be noted the incident should also be reported directly to the haulage company owners of the vehicle.
- 05-20.47 CRIME REPORT – *Deferred until further notice*
- 05-20.48 LHI BID APPLICATION - *Deferred until further notice*
- 05-20.49 USE OF SOCIAL MEDIA – following discussion Cllr Gilbert proposed the Council look at updating the Parish Council website instead of setting up a social media account. Therefore Cllr MacLennan, Gunney and Gilbert be set up as a working group for the project and report back with actions at future Council meetings, with all in favour and **resolved** to do so. The Clerk will forward the new NALC Website Accessibility Regulations 2018 to the working group for consideration when looking at the new website.
- 05-20.50 TO DISCUSS POSSIBLE WORKS TO ALLOTMENT BOUNDARY FENCE AND HEDGE – The boundary fence to the allotments has fallen in-to disrepair and sections -now need replacing and the hedge cutting back away from the fence. It was proposed the Clerk liaise with the Allotment Association regarding responsibility to carry out the works under the terms of the tenancy agreement and will also contact the County Council Rights of Way officer with regards to the clearance and maintenance of the footpath to the northern boundary of the site. With all in favour and therefore **resolved** to do so.
- 05-20.51 TO DISCUSS A POSSIBLE DEFINITIVE MAP MODIFICATION ORDER REGARDING THE OLD FORD – Cllr Gilbert proposed the Clerk and Cllr Johnson look at making the Modification Order on behalf of the Parish Council, seconded by Cllr Johnson with all in favour and **resolved** to do so.
- 05-20.52 PLANNING APPLICATIONS
None received
- 05-20.52.1 To receive an update on previous planning applications
20/00070/HHFUL New garage and storage building 6 School Lane Alconbury. APPROVED.
19/02343/REM Alconbury Airfield Ermine Street, Little Stukeley – IN PROGRESS
19/80094/COND – Conditional information for 12/01158/OUT Condition 9 and 10, Alconbury Airfield, Ermine Street, Little Stukeley – PENDING DECISION
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
18/02275/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 – invitation from Development Services, Hunts DC, to attend the MAGPAS operating base at RAF Wyton to observe the Air Ambulance helicopter being operated at the base. – 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 – WITHDRAWN
19/01320/S73 – Variation of conditions 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 20, 24, 26 and 28 for application 1201158OUT - Amended wording (see covering letter, appendix 1) and Key Phase Submission - KP2 - The Country Park (Hybrid Element) Alconbury Weald – IN PROGRESS
19/01341/OUT - Outline planning permission (all matters reserved) for a mixed-use phased development to include - residential development of up to 1,500 dwellings (C2 and C3), local centre including retail and community facilities (A1-A5 and D1), primary school, open space, play areas, recreation facilities, landscaping, associated demolition, ground works and infrastructure. – IN PROGRESS
- 05-20.53 FINANCIAL REPORTS
Payment of outstanding debts: After checking the invoices Cllr. Gilbert proposed the following payments for May be approved for signature, seconded by Cllr. Gunney with all in favour and resolved to do so. As the meeting was conducted via video link the Clerk will travel to Alconbury for Cllrs. Tarabella and Gunney to sign the cheques.

Cheque No	Payee	Description	Amount
1168	C Copley	Clerk wages and expenses	£653.85
1169	HMRC	PAYE	£39.20
1170	ICO	Data Protection renewal fee	£40.00
S/O	A Abbs	Grass cutting 2 of 6	£1920.00

Receipts confirmed received to the bank:

Date	Payee	Description	Amount
21.04.20	Hunts District Council	Precept	30,000.00
28.04.20	Hunts District Council	Grass cutting grant	960.00

- 05-20.53.1 To receive and note bank reconciliation from April 2020, Cllr Gilbert confirmed the bank reconciliation as correct.
- 05-20.53.2 An update from the Clerk on the audit process during lockdown was received and noted by Councillors.
- 05-20.53.3 To consider to support the Clerks membership to the SLCC (Society of Local Clerks) and cover 50% of the membership fee, at a cost to the Parish Council of £21.50. Cllr. Gilbert proposed the Council continue to support the Clerk with the registration fee, seconded by Cllr. MacLennan with all in favour and therefore **resolved** to do so.
- 05-20.53.4 To receive an update from the Clerk regarding the change of Parish bank account to Unity Trust Bank. The Clerk reported that discussions with Unity Trust Bank ("the Bank") had been agreed at the Council meeting of the 28th April and that it was intended to open two accounts with the Bank as follows:

Business current account, to include cheque and paying in book
Savings Account for earmarked reserves.

Internet banking and telephone banking will be available to all users and the Clerk will act as Administrator of the accounts with 4 signatories on the account, signatories will be signatories on the account and will be responsible for authorising the payments:

To note that Unity Trust make a charge of £6 per month for the account, paid quarterly.

Unity Trust require an online application process, in order to set up the account the Clerk will require details from the signatories. Unity Trust require copies of the Parish Councils standing orders and agreement signed by full power signatories of Lloyds Bank to authorise the closure of the account once the switching process is complete (Cllr Gunney and Gilbert)

It was therefore agreed and **resolved**;

1. The Clerk be authorised on the Councils behalf to open the accounts as referred to above, on the Bank's standard terms and conditions in force from time to time.
2. Cllrs MacLennan, Gilbert, Gunney and Tarabella are hereby appointed signatories and any two (2) signatories be required to authorise the online payments of any amount from the accounts shortly following agreement during full Council meeting.
3. The Clerk is hereby appointed as administrator but not be authorised to approve any payment, nor sign any cheque or make any electronic funds transfer save transfers between the Accounts (vire with Chairman). The Clerk shall not have any paying authorities whether by cheque, telephone or electronically or otherwise.
4. The Clerk be authorised to manage the operation of the accounts, including but not limited to establishing or amending mandates or changing correspondence details.
5. The Chairman, the Clerk and 3 other signatories be authorised to sign the relevant paperwork required to set up the account and 2 full power signatories to release the funds and agree the switching process from Lloyds Bank
6. To agree that Unity Trust shall arrange the switching process within 7 days of application and close the Lloyds Bank account upon completion of the switch, to transfer the balances standing in the Lloyds Bank current and deposit accounts to the Accounts in accordance with the terms of the Lloyds Bank mandate, without further reference to or approval from the Council.

The Clerk explained that relevant paperwork will be sent to each of the proposed account signatories for signing and certification where necessary, with their subsequent return to her for forwarding to Unity Trust Bank.

- 05-20.54 CORRESPONDENCE RECEIVED.
A14C2H Road closure weekly updates
CAPALC and NALC news letters
Policing Cambs – Advice for people looking after others during Covid-19 lockdown
Cambs CC – Support for children affected by domestic abuse
Cambs CC/Hunts DC – Newsletters, support and information available during lockdown (posted regularly on to the Parish Council website News area
Email from Chorus Homes - Please be advised that Field Close is on the planned decoration programme for 2023-2024; the garages are included on this same programme.
Highways England - The £1.5 billion improvement scheme, Britain's biggest roadbuilding project, is opening for traffic today (Tuesday 5 May) - some eight months ahead of schedule
- 05-20.55 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)
Installation of the 2 new waste bins following the relaxing of lockdown
Tree planting following the donation of trees from Admiral Windows
Conifer trees to sharp bend off Mill Road
- 05-20.56 NEXT MEETING – 30th June 2020 **ANNUAL MEETINGS STARTING FROM 7PM**