

Alconbury Parish Council

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Parish Clerk: Charlotte Copley
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The Annual Parish Council meeting took place on Tuesday 25th May 2021, from 7.30pm at Alconbury Sports and Social Club

MINUTES

- Present Councillors T Gilbert (Chair), B.Johnson (Vice Chair), M Gunney, T MacLennan, S Brawn, D Moate, M Moate
County and District Councillor Gardener
Clerk C Copley
No members of the public present
- 0521.262 ELECTION OF CHAIRMAN
It was proposed and seconded that Cllr Gilbert be re-elected as Chairman for the forthcoming year. With no further nominations it was therefore **resolved** T Gilbert be elected as Chairman of Alconbury Parish Council for the 2021-2022 year. The Clerk will arrange for the Acceptance of Office to be signed outside of the meeting.
- 0521.263 ELECTION OF VICE CHAIRMAN
It was proposed and seconded that Cllr Johnson be re-elected as Vice-Chairman for the forthcoming year. With no further nominations it was therefore **resolved** B Johnson be elected as Vice-Chairman of Alconbury Parish Council for the 2021-2022 year. The Clerk will arrange for the Acceptance of Office to be signed outside of the meeting.
- 0521.264 APOLOGIES FOR ABSENCE
None received.
- 0521.265 DECLARATIONS OF INTEREST
Councillors to declare any Disclosable Pecuniary Interests as detailed in S.30 Localism Act 2011, along with any other interests relating to items on the agenda.
Cllr S Brawn declared an interest in the Memorial Hall and Cllr Gunney declared an interest in the Sports and Social Club.
- 0521.266 MINUTES FOR APPROVAL
To approve minutes of the meeting 27th April 2021.
Resolved The minutes of the 27th April 2021 be approved with no adjustments and signed by the Chairman outside of this meeting due to current Covid-19 government guidelines.
- 0521.267 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
0521.267.1 To note the following policies are up to date;
Standing Orders
Financial Regulations
- 0521-267.2 To confirm continued membership of CAPALC and to confirm support of the Clerk's membership of the SLCC at a cost of £45 pro rata.
- 0521-267.3 To confirm appointment of Parish Council Representatives to the following groups and organisations for the municipal year:-
- | | |
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| Memorial Hall | Cllr Brawn |
| Tree Warden | Cllrs MacLennan and Gunney |
| Alconbury Recreation Field Charity | Cllr Gunney |
| Alconbury Sports and Social Club | Cllr D Moate |
| Bramble End Play Area/Wolley Hill Wind Farm | Cllr MacLennan |
| Flood Working Group | Cllr Johnson, Gilbert, Brawn and MacLennan |
| Planning Working Group | Cllrs Gunney, Brawn, Johnson and M Moate |
| Alconbury Weald – Joint Parishes Meetings | Cllr Gunney and Clerk |
- Resolved** 0521.267.1 to agree the Standing Orders and Financial Regulations as up to date and to undertake updates when received from CAPALC.
0521.267.2 to agree to continue the membership with CAPALC and to support the Clerks membership to the SLCC at a cost of £45 shared between Alconbury PC and Bury PC.

0521.267.3 to confirm appointments of Parish Council representatives to the groups as detailed above with a change being made to Cllr. Gunney representing on both the Recreation Field Charity and Sports and Social Club allowing Cllr. D. Moate to represent the Memorial Hall alongside Cllr Brawn.

0521.268 PUBLIC PARTICIPATION
No members of the public present.

0521.269 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr. Gardener presented his annual report which is appended to these minutes along with the following; Highways England have confirmed the Bramton Hut traffic lights are experiencing problems with the new and old interface and as a consequence failed its safety audit. A specialist contractor has been hired to repair the lights. A road safety audit will be carried out before the crossing is able to be used. The Alconbury and Molesworth RAF Committee are offering assistance with cleaning war memorials in the area.

0521.270 ACTIONS FROM PREVIOUS MEETING AND COUNCILLORS UPDATES
180.3 The memorial plaque for the Polecat Lane bridge has been received and the Clerk will arrange for it to be placed on the bridge.
246 Global Tree Solutions have been instructed to carry out the tree works to Bramble End play park and Manor Lane.
The insurers have confirmed agreement to pay the £1256 (less £100 excess) to replace the treadmill unit. Once the monies are received in to the account the Clerk will instruct Creative Play to install the new unit.
The Clerk will arrange for the swing to be ordered.
250 200 flood plans have been produced.
255.4 The letter to Covance has been sent.

To receive verbal reports from the Parish Councillors on their portfolio responsibilities and previous meetings actions;

- Memorial Hall - Cllr Brawn reported a meeting has been held recently with the AGM also being held tonight. The hall has experienced a revenue reduction this year due to Covid-19.
- Tree Warden - Cllrs MacLennan and Gunney to look to establish the village green boundary and what trees sit within the Parish Councils remit.
- Alconbury Recreation Field Charity and Sports and Social Club- Cllr Gunney reported the Covid-19 risk assessments have all been updated following the latest guidelines. The Club is currently opening on Fridays, Saturdays and Sundays with cricket at the weekends. More tables have been supplied to enable social distancing and is working well. The Club was very well supported recently by over 300 visitors supporting the under 10s cricket match. The Lounge refurbishment continues. Once restrictions are lifted further after the 21st June the Club plan to hold an open event on the 27th June to welcome everyone back.
- Bramble End Play Area – Cllr MacLennan conducted the monthly risk assessment with no actions required. The burnt baby swing has been taken down for safety reasons.
- Wolley Hill Wind Farm- Cllr MacLennan reported the limit for applications has been increased from £5,000 per application to £8,000. Alconbury Sports and Social Club along with the School have been successful this year in securing grant funding for three projects. The next meeting is due to be held on the 13th October 2021. The deadline for applications is 1st August 2021.
- Flood Working Group - Cllr Johnson, Gilbert, Brawn and MacLennan see update under item 273.
- Planning Working Group - Cllrs Gunney, Brawn, Johnson and M Moate – nothing to report
- Alconbury Weald – Joint Parishes Meetings - Cllr Gunney and Clerk report no meetings held.

0521.271 CRIME REPORTS
From information taken from PoliceUK twelve reports of crime within the village had been reported during the month of March 2021.

0521.272 CROWN GARDENS UPDATE
No report received this month.

0521.273 FLOOD GROUP UPDATES
Cllr. Johnson reported TAFG continues with enthusiasm with a staggering amount of effort being put in. A Flood Partnership meeting between the Environment Agency, Hunts District Council, Cambs County Council, the Drainage Board and parishes is scheduled for tomorrow the 26th May, where TAFG will be presenting outline proposals to alleviate the flood risk. A 3D model of the main catchment is being constructed. The Flood Mobile will be visiting the village this Thursday the 27th from 9am to 4pm. For people who are unable to

attend during the time the model can be viewed online via a video of the 'virtual launch' available here: [Ox-Cam Pathfinder Project: Floodmobile Virtual Launch - YouTube](#) . The video features Mary Dhonau who is a specialist independent flood resilience consultant.

Agreement has been reached to replace all of the pumps below the flyover including a new silt prevention measure to avoid the silt being washed down from above blocking the pumps.

0521.274 PARISH COUNCIL MERGER (deferred to June 2021 as deadline for commnets is 31st May 2021)

0521.275 VILLAGE FETE (deferred to June 2021 as no resolution is required at this meeting)

0521.276 GRASS CUTTING

With the grass cutting season upon us the contractor continues to provide the service under the fixed fee. Next year this fee will be reviewed. The charges claimed back from the District and County Councils for cutting their grass areas in Alconbury are as follows;

Hunts District Council - £960 (100% paid back)

Cambs County Council - £2,613.50. This figure represents an increase of £215.80 on last years claim, but, still leaves a shortfall of £626.50. This shortfall is covered by the Parish Council.

Due to an oversight the grass cutting contractor has requested 2 payments be made this month at a cost of £3,840.00, by standing order, the monthly cost thereafter will be £1,920.00 payable at the end of each month up to and including September.

Resolved to continue to agree to the contractors costs with a review early 2022.
to facilitate the payment of £3840.00 by way of standing order for this month, reducing the standing order down to £1920.00 thereafter, monthly up to and including September 2021.
Furthermore, the Council agree to enable the payment by standing order yearly thereafter.

0521.277 INFRASTRUCTURE

LHI Bids

1. Weight restriction on the B1043

2. Speed indicator device

3. Brooklands Bridleway

0521-277.1 Churchyard

0521-277.2 Village Green

0521-277.3 Roads and Footpaths

0521-277.4 General

Resolved 277. Cllr. Gardener will arrange a meeting between Councillors and the Project Engineer for Highway Projects & Road Safety Team, over the next two weeks, to discuss feasible LHI projects for the village with the weight restriction on the B1043 as the main focus.

277.3 Cllr. Gardener and Highways Engineer visit the section of the Maltings footpath to assess the damage recently made by a HGV that entered the footpath.

0521.278 PLANNING APPLICATIONS

19/01341/OUT – Alconbury Weald

Outline planning permission for a mixed use phased development to include – residential development of up to 1500 dwellings, local centre including retail and community facilities (A1-A5 and D1), primary school, open space play areas, recreating facilities landscaping etc.

Amended plans and documents received 1st April 2021.

Resolved As the application is outside this parish and sent out of courtesy the Parish Council voted in favour to neither support or oppose the application.

0521.278.1 To receive an update on previous planning applications

Resolved to receive and note the update which is appended to these minutes.

0521.279 FINANCIAL REPORTS

Payment of outstanding debts

1.	C Copley – Clerk wages and expenses	£ 755.67
2.	HMRC PAYE	£ 129.62
3.	Superannuation (paid by Direct Debit)	£ 23.59
4.	Four Seasons – S/O grass cutting, payment 1 and 2 of 6	£3840.00
5.	Mr M Badcock – weed spray and tidy – Bramble End	£ 240.00
6.	Information Commissioners Office – Affiliation Fee	£ 40.00
7.	Wicksteed – Bramble End Play Park Sign	£ 350.28

- 0521.279.1 Income received and bank reconciliation
First precept payment of £16,000 received in to the bank on the 11th May 2021.
- 0521.279.2 To receive and consider the quotation from askIT regarding the Parish Council website, for the sum of £285.00.
- 0521.279.3 To agree to the Clerk assisting Alconbury Weston Parish Council to cover sick leave, and to further agree to facilitate the Clerks salary for these additional hours via the Councils payroll. SR Howell have calculated the costs for work carried out this month so far is £103.18, this fee will be recovered from Alconbury Weston Parish Council by way of invoice.
- Resolved** 279 that the payments be agreed and approved online by the Chairman and Cllr. Gunney.
279.1 to acknowledge the receipt of £16,000 precept is received in to the bank and the bank reconciliation approved as correct.
279.2 to take up the quotation of £285.00 from askIT for the upgrading of the Councils website.
279.3 agreed to the Clerk assisting Alconbury Weston Parish Council and facilitate the Clerks pay via Alconbury PC payroll provider SR Howell and Co. All charges to Alconbury Weston PC are provided by Howells and claimed back by Alconbury PC via invoice monthly in arrears.
- 0521.280 **CORRESPONDENCE RECEIVED**
1. HDC Press Release – Cambs Wi-Fi
2. HDC Press Release – OneLeisure Concessionary Membership
3. HDC Press Release – Restart and ARG Grants
4. HDC Press Release – Community Chest Grants – One Year On
5. HDC Press Release – Electric Vehicle Charge Points roll out
6. Stagecoach – East Newsletter
7. Stagecoach - the decision has been made to temporarily suspend the Milton Park & Ride service from Monday 10th May 2021, in order to move the resources onto routes that are seeing a greater demand for services
- Resolved** As correspondence received and noted, the Clerk responded where necessary.
- 0521.281 **MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item)**
Production and Distribution of the Parish Council Newsletter for 2021.
Defibrillator – application to Woolley Hill Wind Farm
Village Fete- stall organising
- 0521.282 **NEXT MEETING – 29th June 2021 – Alconbury Sports and Social Club.**

With no further business to conduct the Chair declared the meeting closed at 20:49