

**Minutes of the meeting of Alconbury Parish Council  
held on Tuesday 31<sup>st</sup> October 2017 at Alconbury Memorial Hall.**

Parish Councillors present: Mrs. E. Adams, Mrs. J. Aylott, Mrs. T. Gilbert, Mr. R. Johnson, Ms. L. Isles (Chairman) Mr. R. Sale, & Mr. S. Tarabella.

Also present: District Cllr. K. Baker, Mrs. D. Benham (Clerk) & 2 parishioners.

Public Open Forum: A parishioner asked if reed cutting was being carried out this year. The Clerk confirmed that the Environment Agency has said that it would be carrying out a reed cut and would also be applying weedkiller. The parishioner also had concerns regarding the A14 building work and the effect that this might have on the brook. The Chairman assured the parishioner that Highways England had attended a Parish Council meeting during the planning stage and were fully aware of the existing flood risk and the need for mitigation. The two parishioners left the meeting.

1. Apologies for absence: Cllr. C. Bodley (work commitment), Cllr. A. Welsh (personal) & County Cllr. I. Gardener (attending another meeting).

2. Declaration of Interests: Cllr. Isles declared an interest in item 13, being a trustee of the Memorial Hall. Cllr. Adams declared an interest in item 11, being a trustee of the Alconbury Recreation Field Charity.

3a. Co-option to fill councillor vacancy: Cllr. Tarabella proposed that Robert Johnson be co-opted on to the Parish Council. Seconded by Cllr. Adams and unanimously agreed. Mr. Johnson signed a Declaration of Acceptance of Office which was witnessed by the Clerk. The Clerk handed Cllr. Johnson a Register of Members Interests form to complete and will arrange for Cllr. Johnson to attend a councillor training course.

b. Councillor vacancies: Cllr. R. McCormack resigned on 18<sup>th</sup> October due to work commitments. The Clerk has informed HDC and a Notice of Vacancy has been placed on the noticeboard. There remain two councillor vacancies to fill.

4. To approve the minutes of the previous meeting held on 26<sup>th</sup> September 2017: Approval of the minutes of 26<sup>th</sup> September 2017 proposed by Cllr. Aylott, seconded by Cllr. Sale and unanimously agreed.

5. Reports from District Councillor: District Cllr. Baker advised that there were now 6680 houses planned for Alconbury Weald. District Cllr. Baker advised that it had cost £1.2 million to set up the combined authority.

6. To discuss a letter received from the Chairman of the Alconbury Allotments and Gardens Association (AAGA): The current land lease runs until 31.12.25 and can be terminated by either side with 12 months notice. A Deed of Variation prevents the landowner from terminating earlier than 31.01.20.

AAGA would like to guarantee long term security of the site, either by the Parish Council purchasing the land, or by negotiation of a longer lease. After discussion, Cllr. Isles proposed that the Parish Council should not purchase the land. Seconded by Cllr. Gilbert and unanimously agreed.

Councillors agreed that the Parish Council would not normally look at extending the lease until at least 2019. As AAGA wish to extend the lease earlier, the Parish Council would be happy for the AAGA committee to negotiate an extension and a revised break clause, directly with the landowner. A new lease would have to be drawn up by a solicitor and councillors felt that it was reasonable to ask AAGA to contribute towards the costs. Clerk to respond to Mr. Adams.

7. Alconbury Brook Flood Management Partnership Group and Community Emergency Plan: Cllr. Gilbert continues to work on the Community Emergency Plan. The next Partnership Group meeting is on 11<sup>th</sup> January 2018.

8. Parish Plan: Cllr. Isles advised that Cllr. Bodley will be assisting in the analysis of the completed questionnaires and hoped to have a draft document for councillors to view before the January meeting.

9. Update on Alconbury Weald: The next liaison meeting is scheduled for 21<sup>st</sup> November.

10. Alconbury Sports & Social Club: No meeting had taken place.

11. Alconbury Recreation Field Charity: The fireworks display will be going ahead on 3<sup>rd</sup> November now that a cheaper supplier had been found and with additional donations from Urban & Civic, Marsden Brewery and a parishioner, having been received. Forthcoming events include Almost ABBA on 11<sup>th</sup> November and the Childrens Christmas Party on 16<sup>th</sup> December.

12. Community Orchard/Trees: Apple Day was a great success and Cllr. Tarabella suggested that it would be easier to make this into an annual event if the Parish Council purchased it's own pressing equipment. Cllr. Aylott agreed to look into applying for funding from the Woolley Hill Wind Farm Community Fund. Clerk to thank Bridget Halford for all her help with Apple Day. The Clerk has arranged for a branch that has broken off a willow tree next to the brook, to be removed by the Environment Agency.

13. Memorial Hall: Cllr. Welsh had sent a report saying that the Memorial Hall committee had met with the Pre-school committee on 14<sup>th</sup> October to discuss the planned extension to the garden area, which is now about half the size originally requested. The Memorial Hall committee require a plan of work, drawings and a statement on how they would return the land to it's original condition should Pre-school close, before another meeting takes place in November.

14. Bramble End playground: Creative Play have now replaced all the timbers on the roofs of the multi-play unit and HAGS/SMP have finally completed the repair to the motorbike springer. Mr. Holme has sprayed the weeds this afternoon and will be submitting an invoice. An offer letter has been received from Woolley Hill Wind Farm Community Fund for £3500 towards a new roundabout. Cllr. Aylott has completed the Grant Acceptance form, including the Progress Monitoring table. An order will be placed with Creative Play once the funds have been received. The Lottery application for £7955 for the Outdoor Gym equipment was successful and the money has been received into the Parish Council's bank account. Councillors agreed that the Clerk should place an order with HAGS/SMP as per their quotation dated 21/06/2017. Cllr. Sale agreed to re-fix the "No dogs" sign.

15. Youth Group: Cllr. Adams advised that another successful club night had taken place and the storage area had been tidied up. Leaflets had been handed out asking for more volunteers. The next club night is on 10<sup>th</sup> November and an entertainer is being booked for the December club night.

16. Police crime report: The August crime report showed 6 reported crimes .

17. Infrastructure report:

a) Churchyard – Nothing to report.

- b) Village Green – The badly fitting small manhole cover near to 38 Brookside was identified as a hydrant cover and repaired by the fire service. It has been set too high and is now a trip hazard so the Clerk has requested that it is looked at again. CCC have finally issued a revised grass verge cutting plan which includes a number of very small areas which were omitted from the original plan. CCC will increase the grant by £35 next season and the Clerk has sent the plan to Mr. Abbs asking whether there will be any increase to his price to include the extra areas. Mr. Abbs has finished all the planned grass cuts for this season but is willing to do additional cuts if required. The grit bin that was washed away in the last flood event has been recovered from upstream. Councillors agreed that it should be placed next to the bus stop. Cllr. Sale agreed to collect and reposition it. The Clerk will ask for it to be filled once this has been done.
- c) Roads and footpaths – The Parish Council would like to thank Cllr. Welsh and Mr. Adams for cleaning the milestone on Great North Road. The Clerk has completed an application to the Minor Highways Improvement Scheme for funding to improve the weight limit signage. Clerk to report overgrown hedges etc. obstructing the footpath from Rusts Lane to Spinney Lane.
- d) General – The Clerk confirmed that the cheque had now been received from RSA for the repairs to the post and purchase of new pots around the village pump.

#### 18. Planning – Update on previous applications.

17/01619/HHFUL Demolition of existing conservatory. Single storey rear extension. 8 Beech End, Alconbury. Permission granted.

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.

There has been no further news on the proposed opening of a pharmacy at 1 Bell Lane. The Clerk had been contacted by the Secretary of the ALBRAM's patient group asking whether the Parish Council had been consulted and if they had put in an objection to the proposal. The Clerk had provided a full response to the letter.

No further news had been received regarding the surgery's application to open a pharmacy.

#### 19. Financial report:

a) Request for a donation to The Royal British Legion towards a poppy wreath – Cllr. Aylott proposed that the Parish Council should donate £30 as per the budget. Seconded by Cllr. Adams and unanimously agreed.

b) Payment of outstanding debts - Cllr. Aylott proposed retrospective approval of item (1) and approval of payments (2) to (4). Seconded by Cllr. Tarabella and unanimously agreed.

(1) Cq. No. 1003 Creative Play, playground repairs. £500.40

(2) Cq. No. 1004 Mrs. D. Benham, wages & expenses of Parish Clerk for October. £754.49

(3) Cq. No. 1005 SR Howell & Co., payroll provision 1/4/17 – 30/9/17. £60.00

(4) Cq. No. 1006 Royal British Legion, donation for poppy wreath. £30.00

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

#### 20. Correspondence:

a) Roadworks and events bulletin 1-15<sup>th</sup> October.

b) ACRE Town and Parish Council development plan.

c) Consultation: Housing and economic land availability assessment.

d) A14 Cambridge to Huntingdon planned closures.

e) CAPALC AGM 7<sup>th</sup> December.

- f) Presentations from Clerks and Councillors catch-up day.
- g) Roadworks and events bulletin 16-31<sup>st</sup> October.
- h) A14 Cambridge to Huntingdon monthly Parish Council bulletin.
- i) Tour of Cambridgeshire presentation.
- j) Invitation to attend a remembrance service for road traffic accident victims on 19<sup>th</sup> November.
- k) A14 update to planned closures.
- l) Cambridgeshire Matters newsletter.
- m) Roadworks and events bulletin 1-15<sup>th</sup> November.
- n) A14 planned closures.
- o) Ribbon of poppies event – email from the Scouts. Councillors agreed that the verges along North Road would be the best location for poppy seeds to be scattered.

21. Clerk's annual appraisal: Completed on 26<sup>th</sup> October by Cllr. Isles and Cllr. Bodley. Clerk and Chairman signed the appraisal as a true record.

22. New agenda items for the next meeting: Budget and precept for 2018/19.

23. Date of the next meeting: 28<sup>th</sup> November 2017 starting at 7.30pm at Alconbury Memorial Hall.

Signed.....

Date.....