

**Minutes of the Meeting of Alconbury Parish Council
held on Tuesday 30th September 2014 at Alconbury Memorial Hall.**

Councillors present: Mrs. E. Adams, Mrs. J. Aylott (Chairman), Mr. C. Bodley, Mrs. L. Isles, Mr. R. Sale, Mrs. K. Tarabella, Mr. S. Tarabella & Mr. A. Welsh. Also present: District Councillor K. Baker, County Cllr. P. Ashcroft & Mrs. D. Benham (Clerk).

1. Apologies for absence: Cllr. A. Bush (personal), Cllr. E. Elphick (personal) & County Cllr. P. Brown (personal).

2. Declaration of Interests: Cllr. Adams declared an interest in item 7, being a trustee of Alconbury Recreation Field Charity and in item 14, being the spouse of an allotment holder. Cllr. Welsh declared an interest in item 16a, being a close friend of the applicant.

The Clerk advised that she had booked a place for Cllr. Bodley to attend a three part CAPALC councillor training course being held at Hemingford Abbots in November at a cost of £105. Cllr. Aylott proposed retrospective approval of the action taken by the Clerk. Seconded by Cllr. Isles and unanimously agreed.

3. To approve the minutes of the previous meeting held on 26th August 2014: Approval of the minutes of 26th August 2014 proposed by Cllr. Welsh, seconded by Cllr. Tarabella and unanimously agreed.

4. Report from District and County Councillors: County Cllr. Ashcroft spoke about the importance of new signage on the approaches and exits to the A1 in discouraging lorry drivers from entering Alconbury village. Cllr. Aylott advised that Urban & Civic already had new signage in hand.

5. Village entrance features: Rebecca Brittain from Urban & Civic presented a draft design consisting of a planted wooden trough with arched trellis behind, with “Welcome to Alconbury Village” and “Alconbury” on the trough. The design drew a mixed response. Councillors agreed that they did not want the feature to be made from wood because of the ongoing maintenance. Most agreed that a planter would also require maintenance and watering and that this could be a time consuming commitment. Half of the councillors present liked the shape and style but agreed that it needed to be very low or nil maintenance. It was suggested that the trough could be replaced with a picture of a village scene. Rebecca Brittain agreed to rethink the design and will attend a future Parish Council meeting with new drawings.

6. Update on Alconbury Weald: The liaison meeting planned for 18th September was cancelled. New date to be arranged.

7. ASSC: Cllr. Bodley advised that the Family Fun Day had been very successful. Future events include a Fashion Show and a Race Night. Cllr. Bodley advised that he had passed the play area annual safety inspection to the committee for their attention. Cllr. Aylott advised that she had been in communication with Mr. Berrington and Mr. Rickard to establish ownership of the various assets and had prepared a summary document which Mr Berrington had verified as correct. The land originally known as Ducks Nest Field comprising 9.746 acres was purchased by Alconbury Parish Council

on 15th July 1976. The land is currently leased to the Alconbury Recreational Field Charity until 31st December 2034. Pitches and an artificial wicket were put down, a clubhouse and equipment store was constructed by local volunteers and a play area and car park added, which are all regarded as Charity property.

In 2003, the Trustees purchased 6 acres of adjacent land using grants from the Charity, Alconbury Parish Council, HDC, the Football Foundation and private donors. A floodlit MUGA and new pitches were constructed and the facilities opened in 2011.

8. Community Orchard/Trees: Global Tree Solutions have carried out all of the work on their quotation except for the pollarding of one willow tree which will be done later in the autumn. Cllr. Tarabella is waiting to hear from Bridgit Halford (Tree Officer HDC) regarding new trees for the village green.

9. Memorial Hall: Cllr. Isles advised that at the committee meeting on 29th September it had been agreed that there will be a small increase in charges from January 2015. A number of costly repairs are planned for the coming year, including replacing the ceiling fans, professional floor treatment and the 5 year electrical test. The next committee meeting will be held on 12th January 2015. Clerk to establish whether Highways are responsible for the maintenance of the bushes outside the front of the hall, adjacent to the road.

10. Neighbourhood Watch: The police crime report for July shows 2 recorded crimes, both anti social behaviour. Cllr. Bush had advised that at the last Neighbourhood Watch meeting it was reported that a branch on one of the willow trees required attention. This tree is due to be pollarded. It was also reported that there was some peeling paint on one of the bridges. Cllr. Aylott had inspected the bridge and felt that there was insufficient cause to make a complaint to CCC.

11. Playgrounds: Having established that the play area at the Alconbury Sports & Social Club is owned by The Recreation Field Charity, councillors agreed that responsibility for arranging an annual safety inspection and organising repairs highlighted in the ensuing report, should in future, lie with the Charity. The Clerk will confirm this to the Charity by email. The Clerk advised that the safety inspection and /or the repairs, did not need to be carried out by Wicksteed Leisure necessarily but once repairs had been highlighted, they needed to be either actioned or planned for in order to comply with the insurance. The Clerk advised that the Recreation Field Charity would also need to make regular inspections of the play equipment and keep a record.

The Clerk confirmed that she had received a quote of £497.02 from Wicksteed Leisure for equipment repairs to the Bramble End play area and had instructed them to go ahead with the work. Cllr. Welsh proposed retrospective approval of the action taken by the Clerk. Seconded by Cllr. Bodley and unanimously agreed. The Clerk had asked Day Today Maintenance for a quote to repaint some of the equipment as highlighted on the safety inspection. Clerk to ask for the litter bin to be emptied and for a litter pick to be carried out.

12. Youth Group: A club night held at the beginning of September was attended by 23 juniors and 26 seniors. The next club night is on 3rd October when they will be making Christmas Tree decorations for the Christmas Tree Festival at the Church.

An introduction pack is being prepared for volunteers and the next committee meeting is on 17th November.

13. Website: The Clerk advised that website had been changed back to alconburyparishcouncil.gov.uk with a redirection operating on the old domain. The Chairman had made some amendments to the narrative on several pages and AskiT had uploaded these free of charge. Mr. Smith (AskiT) had suggested an annual maintenance fee of £36 which would cover all future changes. Cllr. Aylott proposed that the annual fee of £36 be accepted. Seconded by Cllr. Tarabella and unanimously agreed. Clerk to ask Mr. Smith about adding parish boundary and conservation area maps and whether the gallery could be used yet.

14. Allotments: Cllr. Aylott had been unable to attend the AGM but reported that the Allotment Association had decided not to offer vacant plots to Alconbury Weston residents. Two full plots are currently available to rent by Alconbury residents. The borehole will be abandoned as it requires further digging out to make it work. Instead, 1000 litre water containers will be offered to allotment holders at a discounted price.

15. Infrastructure report:

a) Churchyard – The Clerk had received a complaint via Rev. Jepp that one of the gravestones in the churchyard had been damaged, allegedly by the Parish Council's grasscutting contractor. However, the contractor has stated that he does not cut close to this gravestone and the matter is currently being dealt with by Rev. Jepp.

b) Village Green – The new bench purchased by Ms. Grey is now in place on a new concrete base and the memorial plaque has been fitted. The Clerk had asked for approval from councillors to accept the quotation of £150 from Day Today Maintenance, to carry out the work. Cllr. K. Tarabella proposed retrospective approval of the action taken by the Clerk in accepting the quotation. Seconded by Cllr. Isles and unanimously approved.

All the tree work previously agreed has been completed by Global Tree Solutions, apart from the willow tree, which is to be pollarded.

Repairs to the triangle of grass containing the village sign have been completed by Highways following damage caused by two lorries attempting to turn around.

The Clerk had received a quote of £220 to replace the village sign's post. Cllr. Aylott proposed that the quote be accepted. Seconded by Cllr. Isles and unanimously agreed.

c) Roads and footpaths – The Clerk met with the Highways Supervisor on 3rd September to discuss various issues:

Footpath between the two villages down The Maltings – no access issues were identified.

Brambles across the path outside 50 Manor Lane and on the footpath next to the bridge in Mill Road have been cleared by Highways.

Painted footpath outside The Manor Hotel – Highways will find out whether there is a patch kit that can be used to repair it and if not, it will be redone when they have another project requiring the same anti-skid surface.

Conifers on Mill Road – The Clerk and Highways have both written to the land owner asking for these to be cut back. It has now been passed to the enforcement officer as they need to be cut before planned work in October to micro-asphalt the road surface can proceed.

d) General –

New street lighting along North Road to ASSC – The Clerk has accepted Balfour Beatty's quote of £552.09 to design a street lighting scheme, as agreed at the last meeting.

The Clerk advised that Cllr. Welsh's name had been put forward as the Parish Council's representative on the Woolley Hill Wind Farm Trust panel. A notice has been placed on the noticeboard advertising the two available spaces on the panel for residents of surrounding villages. Cllr. Welsh attended the regular RES liaison meeting on 23rd September and advised that the turbines would be delivered on 6th October. The first panel meeting will be held on 24th November, when members will be briefed on the criteria for applications. The trust will receive £20,000 p.a. to be distributed to successful applicants from the qualifying surrounding villages. Funding will not be restricted by the size of the village applying.

16. Planning.

a) New applications.

1401435FUL – Single storey rear extension, internal alterations, conversion of garage to family room, window enlarged within family room and replacement external windows/doors throughout extension and existing dwelling. New garage doors and colour to match replacement external doors. 7, Rusts Lane, Alconbury. Cllr. Sale proposed that Alconbury Parish Council recommend approval. Seconded by Cllr. K. Tarabella and unanimously agreed.

Having declared an interest, Cllr. Welsh took no part in the discussions and vote.

1401424FUL – Single storey ground floor extension and infill brickwork below existing bay window. 10, Maple End, Alconbury, PE28 4HF. Cllr. Isles recommended that Alconbury Parish Council recommend approval. Seconded by Cllr. Bodley and unanimously agreed.

b) Update on applications previously discussed.

1401196FUL – New extension comprising new consulting and treatment rooms. Enlargement of windows. The Surgery, School Lane, Alconbury, PE28 4EQ. Approved by HDC.

1401107TREE – Felling and removal of one Holm Oak and replant. Public House Manor Hotel, 20 Chapel Street, Alconbury. In progress.

1400692CLED- Certificate of Lawfulness (existing) for the use of outbuildings for preparation and restoration of classic and race cars as shown on submitted plan. Weybridge Lodge, Woolley Road, Alconbury, PE28 4HN. In progress.

17. Financial report:

a) Payment of outstanding debts.

Cllr. Adams proposed approval of payment of items (1) to (6). Seconded by Cllr. Aylott and unanimously agreed.

- (1) Cq. No. 798 Global Tree Solutions, tree work – part of agreed quote. £528.00
- (2) Cq. No. 799 Day Today Maintenance Ltd, installation of new bench. £150.00
- (3) Cq. No. 800 Wicksteed Leisure, 2 x play area safety inspections. £108.00
- (4) Cq. No. 801 SR Howell & Co., payroll 6 months to 30th September 2014. £60.00
- (5) Cq. No. 802 PKF Littlejohn LLP, External Audit fee. £360.00
- (6) Cq. No. 803 Mrs. D. Benham, wages & expenses for September. £640.50

b) Current position.

A copy of the receipts and payments and bank reconciliation was handed to each councillor. A copy will be attached to the minutes. The bank statements were

available for inspection and Cllr. Sale confirmed that the balance in the bank accounts were correct as shown on the bank reconciliation.

c) Result of the external audit.

The external audit for year ending 31st March 2014 was completed by PKF Littlejohn LLP on 10th September. There were no issues raised, no action points and the accounts were unqualified. The standard audit fee had been charged. A notice of completion and a copy of the Annual Return had been placed on the notice board on 19th September.

d) Request for a donation from HACT towards their Ring & Ride service.

Cllr. K. Tarabella proposed that no donation should be made to the Ring and Ride service, however, the Parish Council will consider making a donation towards the running costs of the 46a route, should HACT continue to run that service beyond January 2015. Seconded by Cllr. Welsh and unanimously agreed.

18. Correspondence:

a) Parish Partner Networking meeting at Brampton Memorial Hall on 29th October. Clerk to ask Cllr. Elphick if she is able to attend.

b) Huntingdonshire Flood Forum on 19th November. Clerk to send details to Cllr. Isles.

19. New agenda items for the next meeting: None requested.

20. Date of the next meeting: 28th October 2014, starting at 7.30pm at Alconbury Memorial Hall.

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Date.....