

# Alconbury Parish Council

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The meeting of Alconbury Parish Council was held on Tuesday 28<sup>th</sup> September 2021, from 7.30pm at Alconbury Sports and Social Club.

## MINUTES

- 0921.326 Present Councillors T. Gilbert (Chair), R. Johnson (Vice Chair), S. Brawn, D. Moate, M. Moate and M. Gunney  
Also present C. Copley (Clerk)  
County and District Councillor I. Gardener  
Members of public Mr Roger Read, Mr C Dalleywater and 3 others.  
Apologies Mr T. MacLennan (prior engagement)
- 0921.327 DECLARATIONS OF INTEREST  
Cllr S Brawn declared an interest in the Memorial Hall and Cllr. Gunney declared an interest in the Sports and Social Club.
- 0921.328 MINUTES FOR APPROVAL  
**Resolved** The minutes of meeting 27<sup>th</sup> July 2021 be approved with no adjustments and duly signed by the Chairman.
- 0921.329 PUBLIC PARTICIPATION  
Members of the public present expressed their frustrations over the disturbance from the Rusts Lane viaduct, County and District Councillor I Gardener addressed their concerns and advised what actions the authorities are taking.  
Mr Read sought clarification around item reference 0921.342.1 and the payment received from Alconbury Weston Parish Council in relation to Clerk cover. The agreement to this was resolved at the May 2021 meeting, reference 0521.279.3.
- 0921.330 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR  
**Resolved** To receive and note the contents of Cllr Gardeners report, appended to these minutes.
- 0921.331 NEIGHBOURHOOD PLANNING  
Cllr Gilbert continues to seek members of the public wishing to convene a discovery session and will gather interest and report back.
- 0921.332 ACTIONS FROM PREVIOUS MEETING AND COUNCILLOR UPDATES  
All relevant actions from Julys meeting for the Clerk to undertake have been carried out, as per minute references; 0721.308, 312, 314, 315, 317, 318, 321, 324.
- **Memorial Hall** – Cllr Brawn reported a meeting had been held recently and the hall is gradually opening up to regular and new users with new events being planned. Councillors were in favour of continuing meetings at the Sports and Social Club.
  - **Tree Warden** – Cllr Gunney reported the tree review is imminent.
  - **Recreation Field Charity and Sports and Social Club** – Cllr Gunney reported the success of recent events with a vast interest and members coming back post-Covid. The bar restoration and cellar upgrade is going well. A full calendar of events can be found on the Sports and Social Club website [Calendar - Alconbury Sports and Social Club \(assc.org.uk\)](http://Calendar-Alconbury Sports and Social Club (assc.org.uk))
  - **Bramble End Play Area** – The clerk reported risk assessment forms must be completed and returned to the Clerk for action and retention. Insurance monies have been received and the repairs to the treadmill along with installation of the seesaw and minor repairs to equipment has been scheduled for week commencing 11<sup>th</sup> October. The drum that is being stored will need to be transported to the site on the day of fitting.
  - **Flood Working Group** – See item 0921.335 below.
  - **Woolley Hill Wind Farm** – No updates received in Cllr MacLennan's absence.
  - **Planning Working Group** – Nothing to report.
  - **Alconbury Weald** – the next Joint Parishes meeting is scheduled for the 7<sup>th</sup> October 2021.

**Resolved Sports and Social Club** - The Clerk to confirm future meeting dates with Alconbury Sports and Social Club and receive costs relating to the room hire and file storage and report back.  
**Bramble End Play Area** - Cllr Johnson to draft a community review questionnaire in relation to the play equipment.  
**Flood Working Group** – To remove this item from Councillor updates as it sits in the main agenda.

0921.333 CROWN GARDENS

A written update was received and will be appended to these minutes. Representatives of Chorus Homes have agreed to attend the next Council meeting in person. Cllrs Gardener and Gilbert to attend a meeting with Chorus Homes representatives on the 14<sup>th</sup> October.

**Resolved** To receive and note the content of the Crown Gardens update which will be appended to these minutes.

0921.334 CRIME REPORTS

The Clerk reported 5 incidents of crime have been reported during July 2021.

0921.335 FLOOD GROUP UPDATES

Cllr Johnson provided an update on TABFG activities over the last month, report appended to these minutes. The Group has evolved and soon to obtain charity status. Cllr Gilbert asked if the Flood Plan should continue to be Parish Council owned along with the flood store and its contents.

**Resolved** That TABFG updates should remain on the Councils agenda but Parish Councils do not need to be as involved now that the Group are to become a registered charity. Reports and updates will be provided to the Council at each meeting. Terms of Reference will be reviewed and presented to the Parish Council for ratification.  
The Clerk will seek to establish the Councils involvement with TABFG, members who are councillors and who should take responsibility for the Community Flood Plan along with the flood store and contents.

0921.336 PARISH GROUPING

Cllr. Gilbert updated members on the working groups progress and presented members with a draft flyer proposed to send out to villagers in both parishes informing them of the proposed grouping and giving them a chance to send feedback to the Councils. Working Group members recently met with a grouped parish council, Histon and Impington to hear of their experience of the process.

**Resolved** The working group to finalise the flyer in time for the October full Council meeting, which will then go to print in time for distribution to councillors at the November meeting. Councillors will be responsible for distributing the flyers for comments from the community back to the Clerk in time for the meeting with the Elections Manager at Hunts District Council, in order to reconvene the Community Governance Review in December/January.  
The Clerk to arrange the next Working Group meeting.  
Cllr. Gilbert to seek approval from the village shop to install a ballot box for return slips.

0921.337 DEFIBRILLATOR

The Clerk confirmed the grant application for the purchase and installation of one unit has been submitted.

**Resolved** Cllr Brawn to approach the Memorial Hall to seek agreement to locating the unit there.

0921.338 VILLAGE PUMP POSTS

**Resolved** The Clerk to continue to contact further companies to obtain quotations for the repairs to the white posts.

0921.339 INFRASTRUCTURE

The deadline for LHI applications has been extended to the 14<sup>th</sup> October.

**Resolved** Cllr Gilbert to submit a bid for a weight limit on the B1043 down to 30mph, one SID (Speed Indicator Device) and 4 licenses to lighting columns.  
The Parish Council agree to the contribution of 10% of total costs.

0921.339.1 Churchyard.

Nothing to report.

0921.339.2 Village Green.

Cllrs reported a sapling tree had been pulled up on the village green.

0921.339.3 Roads and Footpaths.

Full road closure and weight restrictions.

Alconbury Hill (Wheatsheaf flyover) and Great North Road (C105)

Area 29 bridge repairs – remove/replace expansion joints.

Closure dates and times:

24/7 from Saturday 9<sup>th</sup> October 2021 19:00 hours – Monday 11<sup>th</sup> October 2021 06:00 hrs

Friday 15<sup>th</sup> October 2021 19:00 hrs – 06:00 hrs Saturday 16<sup>th</sup> October 2021

24/7 from Friday 22<sup>nd</sup> October 2021 19:00 hrs – Monday 25<sup>th</sup> October 2021 06:00 hrs.

Diversion in place.

0921.339.4 General.

Nothing to report.

0921.340 CCTV

Cllr. Johnson reported the Environment Agency are changing the view on the camera located at the heritage bridge.

0921.341 PLANNING APPLICATIONS

None received.

0921.341.1 To receive an update on previous planning applications.

None received.

0921.342 FINANCIAL REPORTS

Payment of outstanding debts.

August payments:

|   |          |
|---|----------|
| 1. Wages and expenses                                   | £ 826.16 |
| 2. HMRC PAYE  | £ 164.63 |
| 3. Superannuation (direct debit)                        | £ 28.96  |
| 4. Officeworld – printer ink                            | £ 81.07  |
| 5. Creative Play – treadmill install                    | £1356.00 |
| 6. Parishonline subscription                            | £ 120.00 |
| 7. St Ives Quikprint – Newsletter                       | £ 210.00 |
| 8. Four Seasons – grass cutting 5 of 6 (standing order) | £1920.00 |

September payments:

|   |          |
|---|----------|
| 1. Wages and expenses                                   | £ 878.75 |
| 2. HMRC PAYE  | £ 217.75 |
| 3. Superannuation (direct debit)                        | £ 37.03  |
| 4. Four Seasons – grass cutting 6 of 6 (standing order) | £1920.00 |
| 5. PKF Littlejohn – external audit                      | £ 288.00 |
| 6. S R Howell and Co – payroll provision – 6 months     | £ 60.00  |

**Resolved** That the payments be agreed and approved online by Cllrs Gilbert and Gunney.

0921.342.1 Monies received and bank reconciliation.

|   |            |
|---|------------|
| 1. HMRC VAT return  | £ 1247.16  |
| 2. Alconbury Weston Parish Council clerk cover July       | £ 453.48   |
| 3. Alconbury Weston Parish Council clerk cover for August | £ 192.82   |
| 4. Royal Sun Alliance, insurance claim for see saw        | £ 2696.00  |
| 5. Hunts District Council precept payment                 | £16,000.00 |

**Resolved** To confirm the above receipts and bank reconciliation as correct, confirmed by the Chair.

0921.342.2 Conclusion of external audit for the financial year ending 31<sup>st</sup> March 2021.

**Resolved** To receive and confirm the external audit report from PKF Littlejohn has been completed with no matters of concern arising.

0921.343 CORRESPONDENCE RECEIVED

Email received from a resident who wishes to seek to purchase a section of Parish Council owned land. The Clerk is seeking advice and costs involved.

Letter from MP Jonathon Djanogly seeking nominations for Covid support community champions who have gone over and beyond to support members of our community.

Notification received from resident who received a scam call from someone claiming to be the Parish Clerk. The resident was encouraged to report the scam to the Police.

**Resolved** The Clerk seek advice and costs involved in relation to the sale of Parish Council owned land.

0921.344 MATTERS FOR FUTURE CONSIDERATION

Budget and precept request 2022.

Sale of Parish Council owned land.

0921.345 NEXT MEETING – Tuesday 26<sup>th</sup> October 2021, Alconbury Sports and Social Club from 7.30pm.

With no further business to consider the meeting was therefore declared closed at 21.57.

DRAFT