

# Alconbury Parish Council

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Parish Clerk: Charlotte Copley  
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## Notice of meeting:

The meeting of Alconbury Parish Council was held on Tuesday 30<sup>th</sup> November 2021 from 7.30pm at Alconbury Sports and Social Club

## MINUTES

- 1121.367 Present Councillors T. Gilbert (Chair), R. Johnson (Vice Chair), S. Brawn, D. Moate, M. Moate  
T. MacLennan  
Also present C. Copley (Clerk).  
County and District Councillor I. Gardener.
- Members of public Mr C Dalleywater (representing TABFG)
- Apologies Cllr M. Gunney due to illness.
- 1121.368 DECLARATIONS OF INTEREST  
Cllr S Brawn declared an interest in the Memorial Hall.
- 1121.369 MINUTES FOR APPROVAL  
**Resolved** The minutes of meeting 26<sup>th</sup> October 2021 be approved with no adjustments and duly signed by the Chairman.
- 1121.370 PUBLIC PARTICIPATION  
Mr Dalleywater provided an update on TABFG activities from the last month.
- 1121.371 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR  
**Resolved** To receive and note the contents of Cllr Gardeners report, appended to these minutes.
- 1121.372 CROWN GARDENS  
Cllr Gardener reported attending a meeting at Crown Gardens recently, details are within Cllr Gardeners report, attached to these minutes.
- 1121.373 ACTIONS FROM PREVIOUS MEETING AND COUNCILLORS UPDATES  
To receive verbal reports from the Parish Councillors on their portfolio responsibilities and previous meetings actions;  
Matters arising from previous meeting:  
**1021.358.4** Parking on the village green - The Clerk has drafted a letter to residents regarding parking issues along Brookside, the letter will be circulated to Council members before issuing.  
**1021.360** Bramble End repairs - A response from Creative Play concerning play equipment repairs and guarantees is yet to be received. The Clerk will chase this up.  
**1021.362.2** Precept/ Budget - The Clerk confirmed the precept application has been forwarded to Hunts District Council on the 12<sup>th</sup> November, who confirmed receipt.
- **Memorial Hall** - Cllr Brawn reported the recent shopping event was a success. The Chair of the Memorial Committee confirmed agreement, in principle, to the installation of a defibrillator on the exterior of the building.
  - **Tree Warden** - Cllr MacLennan confirmed an inspection of Parish Council owned trees will be carried out by an arboriculturalist and the findings reported back for action.
  - **Alconbury Recreation Field Charity** – Report not received due to Cllr Gunneys absence.
  - **Alconbury Sports and Social Club** – Report not received due to Cllr Gunneys absence.
  - **Bramble End Play Area** – Cllr MacLennan presented the monthly risk assessment form and advised the grass would benefit from an additional cut, along with the hedges needing a winter cut.
  - **Wolley Hill Wind Farm** - Cllr MacLennan reported funding has been awarded to Alconbury School, the Recreation Field Charity and the Parish Council (defibrillator).
  - **Planning Working Group** – Nothing to report.
  - **Alconbury Weald** – Joint Parishes Meetings – No meeting held this month.
- Resolved** - Bramble End Play Area – That the Clerk seek quotations for hedge trimming and instruct the grass cutting contractor to carry out an additional cut.

- 1121.374 **CRIME REPORTS**  
Seven incidents of crime in the village reported during the month of September 2021, as detailed on the Police UK crime map.
- 1121.375 **THE ALCONBURY BROOK FLOOD GROUP (TABFG)**  
In addition to the attached flood group update Mr Dalleywater confirmed a newsletter is now in circulation to all villagers and the Rusts Lane pumps have been repaired.  
**Resolved** That the verbal and written report be received and contents noted. The report is appended to these minutes.
- 1121.376 **PARISH COUNCIL GROUPING**  
The public consultation is ongoing, the Clerk reported several email votes have been received so far. The closing date for public votes is the 20<sup>th</sup> December. The Clerk will collect the ballot boxes on Tuesday 21<sup>st</sup> December and hopes to report the results at the Parish Council meeting later that evening.
- 1121.377 **DEFIBRILLATOR**  
The Clerk confirmed the grant application to fund the defibrillator installation has been approved and the Council can start the process. Cllr Brawn will confirm formal agreement with regards to the location being the Memorial Hall.  
**Resolved** Cllr Brawn to forward to the Clerk written agreement to the defibrillator installation at the Memorial Hall.
- 1121.378 **VILLAGE PUMP POSTS**  
The Clerk confirmed quotations have not been received so far and will continue to obtain them in the new year.
- 1121.379 **INFRASTRUCTURE**  
Cllrs Gilbert and Gardener met recently met with the Assistant Highways Director, David Allatt, Sonia Hansen and Mary Joyce and Eddie from Lordsway Park on 23<sup>rd</sup> November. Residents explained the persistent noise problem to the officers, with regard to HGV's using the B1043. It was noted that the acoustic fence and planting work is planned to commence on 25<sup>th</sup> January 2022. It was suggested that the Parish Council amends its LHI Bid to look at measures to deter HGV's using this route. A meeting to be arranged with a Highway's Engineer to discuss.  
**Resolved** Cllr Gardener to take up conversation with the Highways Engineers around methods to deter HGVs from using the route such as permitting movements between set times of the day.
- 1121-379.1 **Churchyard**  
A request was received for the Parish Council to fund the cost of an 8-yard skip for the Churchyard tidy in March 2022 at a cost of circa £228.00. Members requested seeking further quotations to establish if the fee quoted is a reasonable one.  
**Resolved** Cllr Brawn to take up discussion with the Church in this regard and report back to the Council.
- 1121-379.2 **Village Green**  
**Resolved** To adopt the amended Memorial Bench policy to now include memorial trees, the Clerk to forward the policy and application form to the resident seeking to install a memorial tree.
- 1121-379.3 **Roads and Footpaths**  
New bus service and car parking issues. Email received from Dews Coaches concerning the new bus service and parking issues, seeking official parking restrictions in the immediate area outside the Post Office, through the narrow section of the High Street, be brought in so the bus can get through and provide a reliable service to the people of Alconbury.  
**Resolved** That the Clerk responds stating that measures have been considered in the past and, as informed by the County Council Highways Engineer, that parking restrictions in this area are not optimal.
- 1121-379.4 **General**  
No reports received.
- 1121.380 **CCTV**  
**Resolved** That the item be referred to the Alconbury Brook Flood Group to explore the idea of additional flood CCTV cameras, similar to the one currently in place adjacent to the brook.
- 1121.381 **PLANNING APPLICATIONS**  
**21/02339/LBC** Change the colour of the external windows to French Grey, also to refurbish and rot repair. 34 Brookside Alconbury Huntingdon PE28 4EP.  
**21/02444/S73** Variation of condition C2 (Plans) to 18/01217/FUL for Approval of new site layout and minor building design tweaks - Building 252 RAF Alconbury Ermine Street.  
**Resolved** 21/02339/LBC – to support the application.  
21/02444/S73 – to record a vote of no observations either in favour or against the application.

1121.381.1 No further updates on current planning applications have been received.

1121-382 FINANCIAL REPORTS

Payment of outstanding debts

November payments

1.	Payroll and expenses/PAYE/Superannuation	£ 855.93
2.	Savills – Memorial Hall ground rent	£ 91.20
3.	Alconbury Sports and Social Club, donation	£1000.00
4.	Terrys Electrical – connection box to pump	£ 59.60
5.	Parrot Print – leaflet printing – grouping	£ 68.69
6.	Office World – stationery	£ 59.33

**Resolved** That the payments be agreed and approved via online banking by Cllrs Gilbert and MacLennan.

1121.382.1 Monies received and bank reconciliation.

**Resolved** That the Chair confirmed the receipts and bank reconciliation as correct.

1121.383 CORRESPONDENCE RECEIVED

None received.

1121.384 MATTERS FOR FUTURE CONSIDERATION (decisions cannot be made under this item).

A risk assessment of Parish Council owned trees

It was proposed and resolved to hold the next item in a closed meeting session.

The meeting closed at 20:49

1121.385 CLOSED MEETING SESSION

The following items are to be held as a closed meeting due to sensitive personal and commercial data.  
*Public Bodies (Admission to Meetings) Act 1960 S1(2)*

To discuss the offer to purchase of a section of Parish Council owned land.

**Resolved** That further information is to be sought and therefore the Council are unable to make a decision at this time.

Meeting re-opened at 21:11

1121.386 NEXT MEETING – Tuesday 21<sup>st</sup> December 2021, Alconbury Sports and Social Club from 7.30pm.

With no further business to conduct the Chair declared the meeting closed at 21:11.