



Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Alison Brown

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Minutes of the Alconbury Parish Council meeting held in the Alconbury Sports and Social Club, Great North Road, Alconbury, Huntingdon PE28 4EX on Tuesday 29th March 2022 at 7.30 pm

Present: Councillors T. Gilbert (Chair), M. Gunney, R. Johnson, T. Maclennan and Mrs Brown (Clerk).

Members of the public: 2 HDC/CCC: Cllr I. Gardner TABFG representative: Mr. C. Dalleywater

- 0322.449 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr S Brawn (personal). Cllrs D. Moate and M. Moate were absent from the meeting.
- 0322.450 DECLARATIONS OF INTEREST
Cllr Gunney – agenda item 0322.457.3.
- 0322.451 PARISH CLERK RECRUITMENT
RESOLVED: The appointment of Mrs Alison Brown as the Parish Clerk was confirmed.
- 0322.452 PUBLIC PARTICIPATION
1. A local resident stated her concerns regarding speeding and parking issues on Brookside and the danger which it is posing to residents living there. She asked the Parish Council to consider ways as to how this can be alleviated. See agenda item 0322.453.

2. A local resident asked why the B1043 was still not protected from HGV'S in the same way as The Stukeley's are. HDC/CCC Cllr Gardener stated that Highways had thoroughly investigated the issue and had concluded that the road layout was not suitable and would cause visibility issues for drivers if the same measures were put in place. Cllr Gardener stated that he is still working on trying to get weight limits put in place and asked for signage to be put up to direct HGV's off the A14 via the B1307 and the A1 exit of the A14 at Brampton Hut.
- 0322.453 PARKING AT BROOKSIDE
Councillors discussed the issue raised by the member of the public in agenda item 0322.452.1. It was agreed that Cllr Gilbert and HDC/CCC Cllr Gardener, in conjunction with Highways will look at available feasible solutions to alleviate the parking and speed issues on Brookside. The available options will then be presented to residents.
- 0322.454 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 22nd February 2022 were agreed as a correct record of the meeting and signed by the Chair.
- 0322.455 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

In addition he stated that he will try and add Alconbury to the 20mph scheme which Huntingdon District Council (HDC) has set up.

Highways have also informed Cllr Gardener that they are willing to give the flood group a key which will allow them to control the ford gate. The group needs to provide Cllr Gardener/Highways with the name of an emergency contact. Mr Dalleywater stated that he will discuss this with the flood group at their next meeting in May 2022 as it will need to be ensured that there is 24 hour cover and that the Parish Council will need to agree to this. After the local elections have taken place, Cllr Gardener will ask Sharon Middleton (CCC Highways) to discuss the matter with Mr Dalleywater and Cllr Gilbert.

Cllr Gilbert commended Cllr Gardener for his work on obtaining the 'Alconbury' signage on the B1307.
- 0322.456 CROWN GARDENS
Cllr Johnson attended the recent Crown Gardens (CG) meeting and gave the following report:

"Tammy said that the accommodation was full with a mix of families and single occupancies and that the general tenancy period was 6 months. She will be off work for some months and that she would let us know who would act on her behalf meanwhile.

I raised the issue of police presence at CG and Tammy promised to forward the date of the incident where a vehicle was involved (as previously minuted) so that this could be validated against what may be a separate incident (and for which I do have the date). Otherwise NIL police incidents relating to CG were reported.

Tammy reported that CG residents would be starting a number of "nature" based activities, including a mini-wildlife area and nature walks, to which residents would be invited. CG would be grateful for any appropriate contributions that would help this activity gain traction".

0322.457

COUNCILLORS UPDATES FROM PEVIOUS MEETING

Received verbal reports from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting;

1. Memorial Hall
No update.
2. Tree Warden
The memorial tree for the Queen's platinum jubilee on the village green has been planted. Cllr Maclennan stated that he will prune the orchard trees during the Easter holidays. Cllr Gunney reported that he has received all the tree documents and maps from the previous tree warden. He will scan the map and give a copy to the Clerk. It was agreed that the Clerk will obtain further quotes for the required tree works.
3. Alconbury Recreation Field Charity
A few succesful events have taken place. Cllr Gunney is now the Chair of the charity.
4. Alconbury Sports and Social Club
Joint events have been run with the Alconbury Recreation Field Charity.
5. Bramble End Play Area/Woolley Hill Wind Farm
Cllr Gunney reported that a glass bottle had been smashed on the play area surface during the last weekend. Parents had helped clear the glass. However, as there was a health and saftey concern that small slivers of glass still remained within the matting, a contractor had been found by the Clerk to Hoover the area.

Cllr Maclennan reported that all the play equipment seemed in good working order however the grass was long and could do with mowing.

Woolley Hill Wind Farm: Cllr Maclennan will attend the next meeting on 6th April 2022.

6. Planning Working Group
Cllr Johnson stated that he is not able to attend the CAPALC planning sessions in July
7. Alconbury Weald – Joint Parishes Meetings
Nothing to report.
8. HR Committee
Nothing to report.

0322.458

VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map: January 2022 – 5 reports of crime within the village.

0322.459

THE ALCONBURY BROOK FLOOD GROUP (TABFG)

In addition to the attached written report, Mr Dalleywater will provide a further report on the Defra pilot scheme called Landscape Recovery meeting which took place yesterday evening.

0322.460

DEFIBRILLATOR

The Clerk reported that a quotation for a defibrillator had been obtained via David O'Brian and that he was also willing to be the 'person responsible' for the unit. David would look after the unit and provide the Clerk with bi-monthly reports. The meeting was also informed that Dawn Pupins, a member of the WI

had also made an application to Tesco blue tokens for a defibrillator at the Memorial Hall. It was noted that both grant applications for the unit were specifically for a defibrillator at the Memorial Hall. However the Parish Council had already received the grant money and required installation permission. It was agreed that in the first instance Cllr Gilbert will contact Dawn Pupins and ask her to find out if Tesco will allow the application to be amended with a different location for the defibrillator before going ahead with the purchase.

- 0322.461 PARISH COUNCIL ELECTIONS 5th May 2022
Cllr Maclennan to take all councillor nomination forms to HDC.
- 0322.462 CAPALC AFFILIATION 2022/23
RESOLVED: To renew the CAPALC affiliation and Data Protection Officer membership for 2022/23.
- 0322.463 REFURBISHMENT OF VILLAGE SIGN
Cllr Johnson reported that the village sign is looking weathered and scruffy. The Clerk will obtain restoration quotes.
- 0322.464 INFRASTRUCTURE
Received updates and agreed actions
1. Churchyard
Dan Maynard has taken away the rubbish therefore no skip is required this year.
 2. Village Green
An application to plant a memorial tree on the village green was received from Helen Richardson.
RESOLVED: To permit Helen Richardson to plant a memorial tree on the village green. Cllr Gilbert will liaise with her and confirm the exact location of the tree.
 3. Roads and Footpaths
Cambridgeshire Highways are supporting the campaign by Plantlife 'No Mow May' and will not be cutting any highway verges during the month of May. They are also encouraging Parish Councils to lend their support to it. Supporting the campaign should not compromise any safety concerns residents may have, and Cambridgeshire Highways will cut junctions should there be a safety requirement to do so. For further information: <https://www.plantlife.org.uk/uk/discover-wild-plants-nature/no-mow-may> **RESOLVED:** The Parish Council will support 'No Mow May' and will ask its contractor not to cut any highway verges during the month of May. The Clerk will inform the contractor and as the grass cutting schedule has already been agreed for this year, will ask him to add the missed-out cuts onto the end of the year.
 4. General
A quotation of £175.00 to cut back the hedge and weed spray the play area at Bramble End has been received. A quote previously obtained was £900.00.
RESOLVED: To accept the quotation for £175.00 to cut back the hedge and weed spray the play area at Bramble End.
- 0322.465 VILLAGE PUMP POSTS
No update on the replacement/refurbishment of the pump posts/surround.
- 0322.466 CCTV
No update.
- 0322.467 PLANNING APPLICATIONS
1. It was **RESOLVED** to submit comments where appropriate on applications:
 - 22/00560/TREE: Tree works: T1 to T5 - Elder 3m in height, complete removal. T6 Cypress Leylandii 8m in height, complete removal. T7 Cypress Leylandii 6m in height, complete removal. T8 Cypress Leylandii 5m in height complete removal at 1 Great North Road, Alconbury, Huntingdon PE28 4ES
RESOLVED: No material considerations.
 - 21/01846/HHFUL: Revised plans - Demolition of conservatory. Reduction in size of garage. Erection of two storey rear extension and amendments to fenestration of existing dwelling at 18A Brookside, Alconbury, Huntingdon PE28 4EP
RESOLVED: Comment to be submitted – There is a concern that there will be an impact on street parking for this residence which will may be worse due to the reduction of the size of the garage.

2. To receive an update on previous planning applications
 - 22/00330/HHFUL – 18 Rusts Lane - Status: Permitted
 - CCC/21/0262/FUL – Alconbury Weald Education Campus – Status: Pending decision

0322.468

FINANCIAL REPORTS

1. **RESOLVED:** Payment of outstanding debts:

C.Copley previous Clerk	Salary back pay award from April 2021	£189.31
A Brown – Clerk	Salary and Expenses	£312.27
HMRC	Employer contributions	£40.40
Cllr T MacLennan	Reimbursement for purchase of Jubilee oak tree	£42.99
Glasdon	Grit bit	£196.67
CAPALC	Affiliation renewal 2022-23 with DPO Membership	£518.21
Human Capital Department	HR Pack of Policies and Procedures	£120.00
CAPALC	Locum Clerk service February & March 2022	£1019.25
R Harding & Son Landscaping	Remove/hover glass play are surface	£50.00
SR Howell & Son	Payroll service September 2022 – March 2023	£60.00

2. Monies received and resolve bank reconciliation.

RESOLVED: That the Chair confirmed the receipts and bank reconciliation as correct.

3. Ratify update of banking details - remove Ms C Copley as administator and replace with new Clerk details

RESOLVED: Ratified banking details update - remove Ms C Copley as administator and replace with new Clerk details.

4. To resolve internal audit arrangements

RESOLVED: Internal audit to be carried out by Evovle Tax & Accountancy, Chatteris.

5. The Clerk confirmed that the precept 2022-23 payment will be £39,000.00

0322.469

CHANGE OF MAY 2022 MEETING DATE

RESOLVED: Annual Parish meeting and Annual meeting of the Parish Council changed to 10th May 2022 due to Clerk's prior commitments. Meetings start at 7.00 pm in the Memorial Hall.

0322.470

CORRESPONDENCE RECEIVED

None.

0322.471

MATTERS FOR FUTURE CONSIDERATION

Neighbourhood Plan on next agenda.

0322.472

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED that in accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960 and by reason of the confidential nature of the business, the Press and the Public be excluded from the meeting

0322.473

OFFER OF THE PURCHASE OF A SECTION OF PARISH COUNCIL OWNED LAND

RESOLVED: Conclusion of the Parish Council investigation into the piece of land in question has found that the Parish is unable to sell the land, however it will consider licensing the land on the basis that the it remains preserved as a wildlife garden.

0322.474

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMISSION OF THE PRESS AND THE PUBLIC

RESOLVED that in accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960 and by reason of the confidential nature of the business having been concluded, the Press and the Public be re-admitted to the meeting

0322.475

NEXT MEETING – Tuesday 26TH April 2022, Alconbury Sports and Social Club at 7.30pm.

Meeting closed at 9.10 pm.