



Alconbury Parish Council

www.alconburyparishcouncil.gov.uk

Parish Clerk: Alison Brown

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Minutes of the Annual Meeting of Alconbury Parish Council held in the Memorial Hall, School Lane, Alconbury PE28 4EQ on Tuesday 10th May 2022 at 7.30 pm

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

Members of the public: 0 **HDC/CCC:** Cllr I. Gardener

- 0522.001 ELECTION OF CHAIRMAN
Nominations were called. Cllr Gilbert was proposed. There were no further nominations.
RESOLVED: To elect Cllr Gilbert as Chairman.
- 0522.002 ELECTION OF VICE CHAIRMAN
Nominations were called. Cllr Johnson was proposed. There were no further nominations.
RESOLVED: To elect Cllr Johnson as Vice Chairman.
- 0522.003 CONFIRM PARISH COUNCILLORS AND SIGN DECLARATIONS OF ACCEPTANCE
Following the uncontested election, members signed their Acceptance of Office in the presence of the Clerk.
- 0522.004 APOLOGIES FOR ABSENCE
None.
- 0522.005 DECLARATIONS OF INTEREST
Cllr Brawn – agenda item 0522.13.1
Cllr Gunney – agenda item 0522.13.3
- 0522.006 CO-OPTION OF PARISH COUNCILLORS
No applications were received.
- 0522.007 PUBLIC PARTICIPATION
None.
- 0522.008 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 26th April 2022 were agreed as a correct record of the meeting and signed by the Chair.
- 0522.009 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
RESOLVED: To review all policies and procedures of the council and update as necessary.
- 0522.010 **RESOLVED:** Appointment of Parish Council Representatives to the following groups and organisations for the municipal year:-
Memorial Hall – Cllr Brawn
Tree Warden – Cllr MacLennan, Cllr Gunney to assist when necessary
Alconbury Recreation Field Charity – Cllr Gunney
Alconbury Sports and Social Club – Cllr Gunney
Bramble End Play Area – Cllr Gunney
Woolley Hill Wind Farm – Cllr MacLennan
Flood Working Group – Cllrs Johnson and MacLennan
Planning Working Group – Cllrs Brawn, Johnson and MacLennan
Alconbury Weald – Joint Parishes Meetings – Cllr Gunney and Clerk
Flood Emergency – Cllrs Brawn and Johnson
HR Committee – Cllrs Gilbert, Johnson and MacLennan
- 0522.011 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

- 0522.012 CROWN GARDENS
Cllr Gardener is attending a meeting with Crown Gardens (CG) on 31st May 2022. The Parish Council asked Cllr Gardener to press (CG) to resolve the issue of drug taking which is occurring on the village green as this had been brought to the attention of the Parish Council. Cllr MacLennan will also attend the meeting.
- 0522.013 COUNCILLORS UPDATES FROM PREVIOUS MEETING
Verbal reports received from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting;
1. Memorial Hall
Cllr Brawn reported that the Committee are not able to hold meetings due to lack of members.
 2. Tree Warden
Cllr Gunney reported that he had met with another tree surgeon who will be providing a quotation for the next meeting.

Cllr MacLennan map all Parish Council trees over the summer period. The Clerk will send him a copy of the grass cutting maps to help him do this.
 3. Alconbury Recreation Field Charity
See agenda item 0522.014.
 4. Alconbury Sports and Social Club – Tickets are now on sale for the Queen Tribute and Elvis Tea party. Fun Day is on 4th July. Posters are being put up to try and involve the community.
 5. Bramble End Play Area
Next inspection is due at the end of May.
 6. Woolley Hill Wind Farm
No update.
 7. Planning Working Group
No update.
 8. Alconbury Weald – Joint Parishes Meetings
Minutes from the last meeting have not yet been circulated.
- 0522.014 ALCONBURY RECREATION FIELD CHARITY GRANT REQUEST
RESOLVED: To grant the request for £50.00 grant towards the Jubilee Fun Day
- 0522.015 VILLAGE CRIME
The Clerk provided the following crime figures taken from www.Police.uk crime map: March 2022 – 5 reports of crime within the parish.
- 0522.016 THE ALCONBURY BROOK FLOOD GROUP
No update.
- 0522.017 DEFIBRILLATOR
Cllr Johnson reported that Tesco had awarded Dawn Pupins a grant of £1,000.00 for a defibrillator in the parish and that he was helping her complete the paperwork. This means that there are sufficient funds for two parish defibrillators – at the memorial hall and shop.
RESOLVED: That Cllrs Brawn, Gilbert, Johnson and MacLennan will form a working group to take this forward and find out any other associated defibrillator installation costs and ongoing maintenance. Dawn Pupins will also be asked to join as an outside representative. The Clerk will ask David O’Brian, Alconbury/Buckworth CFR Group Coordinator to attend a meeting with the working party and to provide a cost for two defibrillators.
- 0522.018 NEIGHBOURHOOD PLAN
To discuss and agree action – Deferred to next meeting.
- 0522.019 INFRASTRUCTURE
To receive updates and agree any actions
1. Churchyard
No update.

2. Village Green

RESOLVED: To accept the quotation from London House Signs in Brampton to restore the village sign. Cost £450.00 + VAT.

Highways has confirmed that they will undertake the repair of the hole on the village green.

3. Roads and Footpaths

Cllr MacLennan asked if the Parish Council could consider opening up an old ford and creating a footpath for pedestrian to access Parish Council land on Mill Road. The old ford is no longer marked on maps and would need be resurrected via a formal system which is longwinded. It was stated that the resurrection process was instigated for the Polecat Lane ford case and the Clerk was requested to ask the previous Clerk how far the Parish Council had got with it.

Cllr Johnson queried whether the grass beside the Parish Council land on Mill Road had ever been cut (the part adjacent to the gully that often gets blocked)".

4. General

Cllr MacLennan reported that there is a line of bubbles and up welling's in the brook causing some form of algae growth. This will be reported to the flood group.

The bench opposite Crown Gardens is in need to repair. One slat is missing and several others are rotted. Quotations will need to be obtained for its repair however it is sometimes difficult to find anyone to do this. It was suggested that the Parish Council should have an approved contractor to carry out small maintenance jobs.

RESOLVED: Cllr Gilbert will ask contractors on the Alconbury Facebook page to register their interest with the Clerk in carrying out work for the parish Council on an ad hoc basis.

Cllr MacLennan requested an update on the issue where youths have been riding over the roundabout and along the brindle path which runs parallel to the A1 up to Brampton Hut.

0522.020

VILLAGE PUMP POSTS

No update on the replacement/refurbishment of the pump posts/surround.

0522.021

CCTV

No update.

0522.022

IMPROVE OFFER TO TEENAGERS

The improvement of sport and play facilities for teenagers at the Sports and Social Club was discussed.

RESOLVED: Cllrs Gunney and MacLennan will form a working party and liaise with the Sports and Social Club to see if any improvements/provision of sport and play facilities are feasible and workable. A Facebook poll was suggested to ask residents what facilities they would like.

0522.023

MEMORIAL GARDEN

Cllr MacLennan would like the Parish Council create a memorial garden with space for benches, plaque and flower beds as space is running out on the village green. This will be discussed further at a later date.

0522.024

PLANNING APPLICATIONS

1. Resolved comments submitted on applications:

- 22/00922/HHFUL demolish UPVC rear porch. demolish rear UPVC conservatory and replace with brick and flat roof structure at 12 Manor Lane Alconbury Huntingdon PE28 4EH
RESOLVED: No material considerations.

2. Received update on previous planning applications:

- CCC/21/0262/FUL – Alconbury Weald Education Campus – Status: Pending decision.
- 22/00560/TREE - 1 Great North Road, Alconbury, Huntingdon PE28 4ES – Pending decision.

3. Office of the Traffic Commissioner application:

OF0218329 SN: MARITIME TRANSPORT LIMITED - Increase at existing operating centre: Maritime Transport Limited, Home Farm Drive, Alconbury, Huntingdon, PE28 4WD New authorisation at this operating centre will be: 150 vehicle(s), 150 trailer(s)

RESOLVED: The Parish Council objects to this application based on adverse disadvantages to the village from traffic routing through it unless a covenant is put in place which diverts traffic to egress with a right turn from the site onto Rusts Lane and towards the A1307.

0522.025

FINANCIAL REPORTS

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

Antony Abbs	Grass cutting 2 nd Instalment S/O	£2046.00
A Brown – Clerk	Salary and Expenses May 2022	£732.82
HMRC	Clerk's Tax & NI May 2022	£208.33
NEST	Clerk's Pension May 2022 D/D	£26.15

2. Monies received:

HDC Precept	£19,500.00
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RESOLVED: The Chair confirmed the receipts and bank reconciliation as correct.

3. **RESOLVED:** To purchase a Scribe Accounting software package for use by the Clerk Councillors will be able to access Cloud bases reports. Cost: £485.00 (£197.00 first year set-up and support. £.228.00) £288.00 on-going annual cost - support and maintenance. Cloud based. All prices exclusive of VAT.

0522.026

CORRESPONDENCE RECEIVED

Stall at village fete 9th July 2022

RESOLVED: That the Parish Council will have a stall at the village fete to promote itself and recruit new councillors.

Affordable Housing query from potential developer

RESOLVED: That the Parish Council are not able to comment on this matter as the land falls within the jurisdiction of Alconbury Weston Parish Council.

0522.027

MATTERS FOR FUTURE CONSIDERATION

None.

0522.028

NEXT MEETING – Tuesday 28th June 2022, Alconbury Sports & Social Club at 7.30 pm.

Meeting closed at 9.02 pm.