



# Alconbury Parish Council

[www.alconburyparishcouncil.gov.uk](http://www.alconburyparishcouncil.gov.uk)

Parish Clerk: Alison Brown

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## Notice of Parish Council meeting:

**Date:** Tuesday 30<sup>th</sup> May 2023      **Time:** 7.30pm      **Venue:** Memorial Hall, School Lane, Alconbury

**All members of the council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.**

During the 15 minutes Public Participation, Members of the public and press are invited to address the Council regarding items that are on the agenda. [If you wish to discuss any other matter, please contact the Clerk outside of this meeting.](#)

*A Brown*

A Brown  
Parish Clerk  
24<sup>th</sup> May 2023

## AGENDA

### Public Question Time

#### Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LGA 1972 s 100

This section (at the Chair's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

- 0523.001      ELECTION OF CHAIRMAN  
To elect a Chairman followed by signing of the Acceptance of Office
- 0523.002      ELECTION OF VICE CHAIRMAN  
To elect a Vice Chairman followed by signing of the Acceptance of Office
- 0523.003      APOLOGIES FOR ABSENCE
- 0523.004      DECLARATIONS OF INTEREST  
Councillors to declare any Disclosable Pecuniary Interests as detailed in S.30 Localism Act 2011, along with any other interests relating to items on the agenda.
- 0523.005      CO-OPTION OF PARISH COUNCILLORS  
To receive and consider any application for co-option
- 0523.006      THE ALCONBURY BROOK FLOOD GROUP  
1. To receive latest report  
2. To resolve request to hold barbeque for volunteers  
3. To resolve request to install HydroPlanter Raingarden projects in the Memorial Hall and Alconbury Sports and Social Club car parks.
- 0523.007      REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
- 0523.008      CROWN GARDENS  
To receive any matters of concern and resolve action
- 0523.009      MINUTES FOR APPROVAL  
To approve minutes of the meeting 25<sup>th</sup> April 2023
- 0523.010      ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS  
To agree to review all policies and procedures of the council

- 0523.011 To confirm appointment of Parish Council Representatives to the following groups and organisations for the municipal year:-  
 Memorial Hall  
 Tree Warden  
 Alconbury Recreation Field Charity  
 Alconbury Sports and Social Club  
 Bramble End Play Area/Wolley Hill Wind Farm  
 Flood Working Group  
 Planning Working Group  
 Alconbury Weald – Joint Parishes Meetings
- 0523.012 **PLANNING APPLICATIONS**  
 1. To resolve to submit comments where appropriate on applications
- Huntingdonshire District Council: Installation of disabled persons parking bay for a resident in Manor Lane, Alconbury
2. To receive an update on previous planning applications
- 16/01476/S73 - Georgian House, Great North Road, Alconbury Huntingdon PE28 4ER
  - 2/80374/COND Discharge of condition 10 (Key Phase 3 Framework) for 1201158OUT at Alconbury Airfield Ermine Street Little Stukeley PE28 4WX
  - 22/80383/COND Discharge of condition 9 (Key Phase 2 Definition) for 1201158OUT Alconbury Airfield Ermine Street Little Stukeley PE28 4WX
  - 22/02551/HHFUL 14 Chapel Street Alconbury Huntingdon PE28 4DY
- 0523.013 **COUNCILLORS UPDATES FROM PREVIOUS MEETING**  
 To receive verbal reports from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting and resolve any action;
- |  |                                     |
|--|-------------------------------------|
| 1. Memorial Hall   | Cllrs Brawn, MacLennan              |
| 2. Tree Warden   | Cllrs MacLennan, assist Cllr Gunney |
| 3. Alconbury Recreation Field Charity & Alconbury Sports and Social Club | Cllr Gunney                         |
| 4. Bramble End Play Area   | Cllr Gunney                         |
| 5. Woolley Hill Wind Farm  | Cllr MacLennan                      |
| 6. Planning Working Group  | Cllrs Brawn, Johnson and MacLennan  |
| 7. Alconbury Weald – Joint Parishes Meetings                             | Cllr Gunney and Clerk               |
- 0523.014 **VILLAGE CRIME**  
 To receive crime figures from Clerk
- 0523.015 **NEIGHBOURHOOD PLAN**  
 To receive update and resolve polices for inclusion in the Neighbourhood Plan
- 0523.016 **INFRASTRUCTURE**  
 To receive updates and resolve any actions
1. Churchyard
  2. Village Green
  3. Roads and Footpaths
    1. Opening of gates to Sharps Lane ford
    2. Hedge encroaching on footpath causing obstructions for pedestrian
  4. General
    1. LHI bid strategy
      - a. Brookside parking issues and HGV access
      - b. 20mph limit within village
      - c. Weight limit on B1043
    2. To receive update on CCC LHI application bid January 2023
    3. To resolve purchase of Speed Indicator Device (SID)
- 0523.017 **DEFIBRILATOR REPORTS**  
 To receive and note
- 0523.018 **MARTIME TRANSPORT OPERATING LICENCE RENEWAL (DUE JUNE 2023)**  
 To consider, resolve and submit comments
- 0523.019 **ALLOTMENTS**  
 To receive update and resolve request to amend Lease Agreement to allow tenants from Alconbury Weston

0523.020 REQUEST TO MOVE BUS STOP ON SPINNEY LANE  
To receive update and resolve action

0523.021 MAGPAS AIR AUMBLANCE GRANT APPLICATION  
To receive and consider grant application of £500.00 for the purchase of a strong painkillers and specialist equipment not routinely carried by land ambulance crews

0523.022 FINANCE

1. To resolve payment of outstanding debts:

Antony Abbs	Grass cutting 2nd instalment (SO)	£2076.00
Evolve Tax & Accountancy LLP	Internal audit for year end 31 March 2023	£102.00
Information Commissioner's Office	Data Protection renewal (DD)	£35.00
A Brown - Clerk	Salary & expenses May 2023	£788.96
HMRC	Clerk's Tax & NI May 2023	£214.40
NEST	Clerk's Pension May 2023	£29.65

2. Monies received and resolve bank reconciliation

3. Annual Governance and Accountability Return for year ending 31 March 2023

(a) Carry out a review of the effectiveness of the system of internal control and consider any findings

(b) Approve by resolution the Annual Governance Statement

(c) Consider the Accounting Statements

(d) Approve by resolution the Accounting Statements for signing by the Chair and Responsible Financial Officer (Clerk)

4. To confirm Internal Auditor for 2023/24

0523.023 CORRESPONDENCE RECEIVED

0523.024 MATTERS FOR FUTURE CONSIDERATION  
To receive any matters - decisions cannot be made under this item

0523.025 NEXT MEETING – 27<sup>th</sup> June 2023, Memorial Hall, School Lane, Alconbury at 7.30 pm