



Alconbury Parish Council

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Parish Clerk: Alison Brown

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Minutes of the Alconbury Annual Parish Council meeting held in the Memorial Hall, Alconbury on Tuesday 30th May 2023 at 7:30 pm

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

Members of the public: 0 HDC/CCC: Cllr Ian Gardener TABFG representative: 2

Public Question Time

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LGA 1972 s 100
None.

0523.001

ELECTION OF CHAIRMAN

Nominations were called. Cllr Gilbert was proposed. There were no further nominations.

RESOLVED: To elect Cllr Gilbert as Chairman.

0523.002

ELECTION OF VICE CHAIRMAN

Nominations were called. Cllr Johnson was proposed. There were no further nominations.

RESOLVED: To elect Cllr Johnson as Vice Chairman.

0523.003

APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Gunney (personal).

0523.004

DECLARATIONS OF INTEREST

Cllr Brawn - agenda item 0523.013.1

Cllr MacLennan – agenda item 0523.013.1 and 0523.013.5

0523.005

CO-OPTION OF PARISH COUNCILLORS

No applications for co-option were received. The urgent need to recruit more councillors was discussed. It was suggested that Parish Council presence at the village fete is needed and that leaflets could be handed out. A banner advertising the Neighbourhood Plan could also be displayed. It was further suggested that to encourage residents to complete the Neighbourhood Plan residents survey, every survey handed in at the fete, could be entered into a free prize draw.

RESOLVED: That the Clerk will contact Neighbourhood Watch and ask permission for the Parish Council to have a stall at the village fete on 8th July 2023. Cllr MacLennan will make a Neighbourhood Plan banner advertising its benefits for the parish.

0523.006

THE ALCONBURY BROOK FLOOD GROUP (TABFG)

1. Charles Dalleywater gave additional information on the report which he had submitted to the Parish Council prior to the meeting. He also stated that he had responded to a resident concerned about the state of the trees and the undergrowth bordering the brook where it passes by the footbridges on Polecat Lane. TABFG will snip back the minimum to keep things under control.

2. Lee Matthews explained to the Parish Council that TABFG wanted to hold a barbeque on the green as a thank you to all the volunteers which have helped over the past year.

RESOLVED: That TABFG are permitted to hold a barbeque on the village green on 3rd June 2023 for its volunteers. The green must be left in the same condition as before the event.

3. Charles Dalleywater explained the request to install HydroPlanter Raingarden's in the Memorial Hall and Alconbury Sports and Social Club car parks which are in effect plastic soakaways sunk into the ground and are designed for car parks and highway kerbsides. Once installed, they are maintenance free and should last 100 years. There will be no cost to the Parish Council. TABFG have yet to ask for permission from the Alconbury Sports and Social Club to install the HydroPlanters in their car park. TABFG will also be speaking to relevant stakeholders and seeking formal approval from Highways.

RESOLVED: That the Parish Council agreed in principle to the TABFG HydroPlanter Raingarden project however wanted to see the plans first of where they will be installed.

- 0523.007 **REPORTS FROM COUNTY AND DISTRICT COUNCILLOR**
Cllr Gardener read out his report which is appended to these minutes and gave his apologies for the June meeting.
- 0523.008 **CROWN GARDENS (CG)**
Cllr Gilbert reported that she had attended the recent management meeting at Crown Gardens with Cllr Gardener. Concerns regarding the illegal activities still occurring near the bench were raised, however those involved have now moved on. As reported at the last meeting, where CG visitors had thrown a large amount of branches into the brook, those involved had been identified and told not to do it again. TABFG have removed many of the branches from the brook. Any illegal activities in the village should be reported to the police. In the last 2 years, 64 incidents involving CG have been reported to the police. The next meeting is in mid-August.
- 0523.009 **MINUTES FOR APPROVAL**
RESOLVED: That the minutes of the Alconbury Parish Council meeting held on 25th April 2023 were agreed as a correct record of the meeting and signed by the Chair subject to the following amendment: 0423.230 CROWN GARDENS second sentence change 'stones' to 'branches'.
- 0523.010 **ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS**
It was noted that all policies and procedures of the council were up to date.
- 0523.011 **TO CONFIRM APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO THE FOLLOWING GROUPS AND ORGANISATIONS FOR THE MUNICIPAL YEAR:-**
RESOLVED:
Memorial Hall – Cllrs Brawn, Cllr MacLennan.
Tree Warden – Cllr MacLennan, assist Cllr Gunney.
Alconbury Recreation Field Charity – Cllr Gunney.
Alconbury Sports and Social Club – Cllr Gunney.
Bramble End Play Area – Cllr Gunney, assist Cllr MacLennan.
Woolley Hill Wind Farm - Cllr MacLennan.
Flood Working Group – Cllr Johnson, Cllr MacLennan.
Planning Working Group – Cllr Brawn, Cllr Johnson.
Alconbury Weald Joint Parishes Meetings: Cllr Gunney and Clerk.
- 0523.012 **PLANNING APPLICATIONS**
1. No planning applications were received.

Huntingdonshire District Council: Installation of disabled persons parking bay for a resident in Manor Lane, Alconbury
RESOLVED: No comments to submit on this application.

2. To receive an update on previous planning applications
 • 22/02178/S73 (16/01476/S73) - Georgian House, Great North Road, Alconbury Huntingdon PE28 4ER – Pending decision.
- 0523.013 **COUNCILLORS UPDATES FROM PREVIOUS MEETING**
Verbal reports received from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting and resolve any action;
1. Memorial Hall
 Cllr MacLennan reported that the AGM had taken place and that he was now Chair of the Memorial Hall Committee. The Friends of Alconbury Memorial Hall are putting together a volunteer group. A fire audit of the hall had been completed and the hall is compliant. The committee has 2 new members.

2. Tree Warden
 GTS has carried out the tree survey of the parish trees and the report will be ready for the next meeting. Cllr MacLennan reported that he had been to look at some of the trees and that the following needed attention:
 • Basal growth removal - Tree near the bin by the ford and trees on Manor Lane.
 • Deadwood removal – Tree on green near willow.
 • Trimming back – Tree overhanging footpath near ford.

RESOLVED: That Cllr MacLennan will contact Dan Maynard and instruct him to carry out the required works.

The Jubilee tree appears to be dead however Cllr MacLennan has watered and fed it just in case it picks up.

3. Alconbury Recreation Field Charity & Alconbury Sports and Social Club
No update.
4. Bramble End Play Area
No update.
5. Woolley Hill Wind Farm
Cllr MacLennan reported that the two funding applications received by the charity had been approved.
6. Planning Working Group
No update.
7. Alconbury Weald – Joint Parishes Meetings
Next meeting is on 31st May 2023.

0523.014

VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map: March 2023 – 9 reports of crime within the village.

0523.015

NEIGHBOURHOOD PLAN

Cllr MacLennan reported that the residents' survey is nearly ready for distribution and will send to councillors for their comments back to him by 16th June 2023, before going to print and distribution w/c 26th June 2023. The Clerk was asked to contact Parrot Print to establish the printing lead-time. Cllr MacLennan stated that Neighbourhood Plan funding for this year ran out in April 2023 however there may be more funding available later in the year. As agreed in agenda item 0523.005, there will be a free prize draw for residents that return a completed survey to the Parish Council stall at the fete on 8th July 2023.

RESOLVED: Councillors will provide raffle prizes free of charge for the Neighbourhood Plan survey completion free prize draw.

0523.016

INFRASTRUCTURE

Received updates and resolved actions

1. Churchyard
No update.
2. Village Green
A request from a resident had been received asking the Parish Council to confirm what bylaws the Green had as they had a document stating what they were and wanted to confirm whether they were correct. Councillors stated that they were not aware of any, and if there were, they would be displayed on signage near the Green. It was also noted that the Parish Council had not yet registered its ownership of the Green with Land Register and that this should be considered.
RSEOLVED: To ask the resident to confirm what document they were referring to that contained the bylaws. That the Clerk will investigate the process and costs for registering the Green with Land Registry.
3. Roads and Footpaths
 1. Opening of gates to Sharps Lane ford
It was noted that the gates are now open.
 2. Hedge encroaching on footpath causing obstructions for pedestrian
The Clerk will report the overgrown hedge on the High Street to Highways.
 3. Hedge encroaching on footpath at The Maltings and overgrown bushes on footpath no:19
The Clerk will report these to Highways.
 4. The repairs to the footbridge near the ford are still outstanding. Cllr Gardener agreed to take this matter forward with Cambridgeshire County Council.

5. The request for kissing gates near the vicarage has not yet been processed. Cllr Gardener stated that currently there is no Rights of Way Officer which deals with these matters however he will have more information on this as he has a meeting with Highways in July.

4. General

1. LHI bid strategy
 - a. Brookside parking issues and HGV access
Cllr Gilbert is still working on this issue.
 - b. 20mph limit within village
Agenda item no longer required – see agenda item 0523.016.4.1.3.
 - c. Weight limit on B1043
Cllr Gardener will bring up the Urban & Civic traffic survey at the next Alconbury Weald Joint Parishes meeting on 31st May 2023.
2. To receive update on CCC LHI application bid January 2023
A response on whether the application was successful is expected in mid-June.
3. To resolve purchase of Speed Indicator Device (SID)
The purchase of a SID was deferred to the next meeting.

0523.017 DEFIBRILLATOR REPORTS
The two defibrillators reports submitted by Alconbury/Buckworth CFR Group Coordinator David O'Brian were noted. No action required.

0523.018 MARITIME TRANSPORT OPERATING LICENCE RENEWAL (DUE JUNE 2023)
RESOLVED: That Cllr Gilbert will submit comments regarding the Maritime Transport operating licence renewal on behalf of the Parish Council.

0523.019 ALLOTMENTS
The Clerk reported that she had still not received a response from the Chair of the Allotment Association as to whether they wanted accept the Parish Council's proposal as resolved under agenda item 0323.208.

0523.020 REQUEST TO MOVE BUS STOP ON SPINNEY LANE
The Clerk reported that she had contacted Sawtry Academy and that they had agreed to speak to the students causing the anti-social behaviour at a property near the bus stop and also raise with parents as appropriate. The resident which reported the issue had been informed of this action and asked to keep a log of all incidents.

0523.021 MAGPAS AIR AUMBLANCE GRANT APPLICATION
A grant application of £500.00 for the purchase of a strong painkillers, to treat critically ill and injured patients experiencing severe pain, and specialist equipment not routinely carried by land ambulance crews was discussed. Magpas treat all incidents, available 24/7 for whoever needs their care.
RESOLVED: That Magpas Air Ambulance is awarded the full grant of £500.00 for the purchase of strong painkillers and specialist equipment.

0523.022 FINANCE

1. **RESOLVED:** Payments 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

HMRC VAT refund	£806.28
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RESOLVED: The Chair confirmed the receipts and bank reconciliation as correct.

3. Annual Governance and Accountability Return for year ending 31 March 2023
 - (a) The effectiveness of the system of internal control was reviewed and considered satisfactory.
 - (b) The Annual Governance Statement 2022/23 was approved and **RESOLVED**, for signing by the Chair and Clerk.
 - (c) The Accounting Statements were considered by all members.
 - (d) The Accounting Statements were approved and **RESOLVED** for signing by the Chair and Responsible Financial Officer (Clerk).
4. The Internal Auditor for 2023/24 was confirmed as Evolve Tax & Accountancy again.

0523.023 CORRESPONDENCE RECEIVED
None.

0523.024 MATTERS FOR FUTURE CONSIDERATION
Agenda item – Commemoration of the Kings Coronation.

0523.025 NEXT MEETING
No meeting in June 2023 due to lack of councillors to have a quorate meeting.

Next meeting 25th July 2023, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9.35 pm.