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, Alconbury on Tuesday 28th May 2024 at 7:30 pm

Present: Councillors: T. Gilbert (Chair), S. Brawn, S. Button, M. Gunney, S. Isaacs, B. Johnson, T. MacLennan, C. Pinn, L. Pinn and Mrs Brown (Clerk).

Members of the public: 5 HDC/CCC: Cllr Ian Gardener TABFG representative: Mr Charles Dalleywater

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

1. A resident asked if there was any update on the proposed one-way system at Brookside and were informed by the Parish Council stated that there was none.

2. Residents reported to the Parish Council that the playing of ball games had worsened on the Bird's estate since the last meeting and there appeared to be litter everywhere. Children of all ages are being anti-social and playing out in the middle of the roads.

   Cllr Gardener stated that he had contacted the local PCSO to arrange them attending the area however due to the pre-election period, he would be unable to meet with them until after the General Election had taken place in July. As an alternative, it was suggested that a Parish Councillor could meet with the PCSO sooner as the Parish Council is a non-political body. Cllr Gardener agreed to ask the PCSO to contact Cllr Gilbert to arrange a meeting at the Bird's estate. Residents at the meeting were reminded that they should report all incidents to the police.

   It was also suggested that the Parish Council could ask the local primary school to do an assembly on road safety and behaviour outside of school. Cllr L. Pinn will provide Cllr Gilbert with a contact at the primary school.

3. A resident stated that the drain at the front of Robins Terrace was blocked and needed clearing which is causing a rat issue. Charles Dalleywater stated that he had been to look at the issue and that it needed to be reported to Highways to deal with a culvert that flows through that area and reappears further down the road. Cllr Gilbert will report this to Highways.

4. A resident reported that 2 personal items had been removed from a family members grave in the churchyard. They had informed the Reverend and had spoken with the church warden about the matter. They also asked if the grass cutting contractor could be respectful of the graves and the items - if anything is damaged, could it be reported to the church warden. The Clerk will contact the grass cutting contractor and remind them of this.

0524.001 ELECTION OF CHAIR
Nominations were called. Cllr Gilbert was proposed. There were no further nominations.
RESOLVED: To elect Cllr Gilbert as Chair.

0524.002 ELECTION OF VICE CHAIR
Nominations were called. Cllr Johnson was proposed. There were no further nominations.
RESOLVED: To elect Cllr Johnson as Vice Chair.

0524.003 APOLOGIES FOR ABSENCE
None.

0524.004 DECLARATIONS OF INTEREST
Cllr MacLennan – agenda item 0524.015.1. and 0524.015.5.
Cllr C. Pinn – agenda item 0524.015.1.

0524.005 CO-OPTION OF PARISH COUNCILLORS
No applications received.

0524.006 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
It was noted that the Financial Regulations needed updating. All other policies and procedures of the council were up to date.

0524.007 TO CONFIRM APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO THE FOLLOWING GROUPS AND ORGANISATIONS FOR THE MUNICIPAL YEAR:-

- Memorial Hall – Cllr MacLennan, Cllr C. Pinn
- Tree Warden – Cllr MacLennan, assist Cllr Brawn, Cllr Gunney
- Alconbury Sports and Social Club – Cllr Isaacs, Cllr Johnson
- Bramble End Play Area – Cllr Gunney, assist Cllr L. Pinn
- Wolley Hill Wind Farm – Cllr MacLennan
- Flood Working Group – Cllr Johnson
- Neighbourhood Watch – Cllr Button

0524.008 THE ALCONBURY BROOK FLOOD GROUP
1. Charles Dalleywater gave his report which is appended to these minutes.
2. It was reported that the ford gates were eventually opened for the first time this year however they were shut again on the same day due to the rainfall. Charles Dalleywater stated that he would ask for the ford gates to be opened again.

0524.009 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

0524.010 NEIGHBOURHOOD PLAN
Rachel Hogger has sent an indicative project plan and Cambridgeshire ACRE support proposal for the way forward with the Neighbourhood Plan. The approximate costs are £11,000. Writing the plan is a big task which has many steps and that community engagement is important. It was suggested that the Neighbourhood Plan is mentioned at the forthcoming TABFG AGM to attract residents to help with the plan as it will be an important document to help maintain Alconbury as a rural community. Cllr Johnson stated that he would mention it at the AGM as he would be attending. It was further suggested that the Parish Council could use the village fete to promote the plan and get people on board to help. It was noted that Neighbourhood grant funding up to £10,000 is open again for new applications in the current financial year 2024/25.
RESOLVED: To accept and instruct Cambridgeshire ACRE to go ahead with the Neighbourhood Plan indicative project plan. To ear mark £10,000 reserves for the costs associated with producing a Neighbourhood Plan. Cllr Gilbert will apply for a £10,000 Neighbourhood Plan grant.

0524.011 BRAMPTON CROSS DEVELOPMENT
No update. Cllr Gilbert to chase up again.

0524.012 CROWN GARDENS
No update.

0524.013 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 30th April 2024 were agreed as a correct record of the meeting and signed by the Chair.

0524.014 PLANNING APPLICATIONS

1. Resolved comments submitted where appropriate on applications:
   24/00536/FUL: Retrospective application for external lighting Lorry Parking Area, Alconbury Services, Rusts Lane, Alconbury
   RESOLVED: No material observations.

2. Received update on previous planning applications:
   - 23/80349/COND: Discharge of condition 10 (Key Phase 2 Framework) for 201158OUT Alconbury Airfield, Ermine Street, Little Stukeley PE28 4WX – Pending decision.
   - 23/01226/FUL Retrospective application for erection of a new building at Research Centre Woolley Road, Alconbury – In progress.
   - 23/01547/FUL - Erection of Generators, Fuel Tank and Utility Building (Retrospective) at Research Centre, Woolley Road, Alconbury Huntingdon PE28 4HS – In progress.

0524.015 COUNCILLORS UPDATES FROM PREVIOUS MEETING

Received verbal reports 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 cinema screen had been installed. A lawnmower had been purchased to cut the grass as Antony Abbs is unable to get his machine through the gates and green bins obtained for the grass cuttings. Volunteers will cut the grass. Grant money has covered the cost of a new window and carpet for the upstairs room. A new safer water boiler has been purchased for the kitchen to replace the old urn.

2. Tree Warden
   Cllr MacLennan reported that he had met with the resident from Ducks Nest regarding concern for a tree hanging dangerously near their property. It was stated that the trees should fall under the responsibility of the Alconbury Recreation Field Charity. Cllr Johnson was aksed to raise this at the next Sports and Social Club committee meeting committee meeting to confirm who the tree owner is.

3. Alconbury Sports and Social Club
   Cllr Johnson attended the recent AGM. He will raise the tree concerns as stated in above agenda item 0524.015.2.

4. Bramble End Play Area
   Cllr Gunney reported that he had cleaned up pigeon mess from the area and said that weeds are coming through the matting. The Clerk was asked to contact Anthony Abbs and ask if he had already done the first weed spray of the year.

5. Woolley Hill Wind Farm
   No update.

6. Planning Working Group
   No update.

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0524.016 VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map:
March 2024 – 10 reports of crime within the village.

0524.017 INFRASTRUCTURE

Received updates and resolved actions

1. Churchyard
   The Clerk had received an email regarding the state of the churchyard after the grass had been cut - this was noted.

2. Village Green
   No update.

3. Roads and Footpaths

- No update on the submitted CCC funding application for a 20mph speed limit in village.

- Cllr Gilbert stated that she would try and contact Dan Wiggs, Rights of Way Officer, as now that No Mow May had finished, footpaths were very overgrown especially Footpath no: 2 (rear of Coulson Way). Cllr Gardener will ask the Dog Warden to come into the parish as dog mess is an issue in the parish. It was suggested that some Public Health posters to educate residents to clear up after their dog could be put up on the Parish Council's village fete stall. It was noted that there is a By-Law that dog owners must clear up after their dog in a public place.
  RESOLVED: The Clerk will try and source 'Clear up after your dog' posters..

4. General
   1. LHI bid strategy
      a. Brookside parking issues and HGV access – No further action taken since the last meeting.
      b. Weight limit on B1043 – Results from the second survey have been received. Cllr C. Pinn is in the process of drawing up graphs to interpret the data ready for the next meeting.

0524.018 DEFIBRILLATORS

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

0524.019 CONDITION OF GLOBE LANE

It was reported that following the road improvements, there are no signs on Globe Lane informing drivers where the passing bays are. Also, the new bays are in different places and are now square and not shaped making it more difficult to use them.

RESOLVED: That the Parish Council will write to Karen Lunn at Highways and ask if signage can be put up to indicate where the passing bays are. Cllr Issacs will draft the letter.

0524.020 BUSES SHAKING HOUSES ON SCHOOL LANE AND THE PADDOCK

It was reported that residents are complaining that their properties are shaking when buses and large vehicles are coming past near 1 School Lane. The cause of the issue appears to be a drain which is linked to the properties in question. The drain is not sitting in the correct position in the road surface and as vehicles pass over it at the full speed limit, they hit the drain causing damage to it and the road which then sends vibrations to nearby houses.

RESOLVED: That the Parish Council will report this to Highways and ask them to investigate the drain on School Lane.

0524.021 D DAY TOMMY STATUE IN MEMORY OF CECIL DELLER

RESOLVED: To agree to the request from Neighbourhood Watch to erect a D Day Tommy statue in memory of Cecil Deller in the parish which they are purchasing. The statue will be erected to the right of the Village map facing towards the shop.

0524.022 FINANCE

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

Four Seasons (Antony Abbs)	Parish grass cutting 2nd instalment (SO)	£2076.00
Alconbury Hall	Meeting room hire 25/06/2024	£14.00
Alconbury Memorial Hall	Grant S137 LGA 1972 – Memorial Hall improvements in upstairs room	£2000.00
Alconbury Recreation Field Charity	Annual grant donation for field maintenance S137 LGA 1972	£2000.00
Evolve Tax & Accountancy LLP	Internal audit for year end 31 March 2024	£114.00
Information Commissioner's Office	Data Protection renewal (DD)	£35.00
Cambridgeshire Acre	Support/advice Neighbourhood Plan meeting	£787.50
Phoenix Traffic Surveys Ltd	Traffic survey (2 of 4) B1043 for future LHI bid	£528.00
A Brown – Clerk	Clerk's salary May 2024	£835.96
HMRC	Clerk's Tax & NI May 2024	£231.10
NEST	Clerk's Pension May 2024	£33.15

2. Monies received – Nil.
   RESOLVED: The Chair confirmed the receipts and bank reconciliation as correct.
3. Annual Governance and Accountability Return for year ending 31 March 2024
   (a) The effectiveness of the system of internal control was reviewed and considered satisfactory.
   (b) The Annual Governance Statement 2023/24 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 2024/25 was confirmed as Evolve Tax & Accountancy again.

0524.023 CORRESPONDENCE RECEIVED

Email from the Earth Observation & Wildfire group at King's College London. The group plan to do some experiments in the vicinity of Alconbury Sewage Plant on one day of the w/c 3rd June 2024 to test a piece of equipment.

0524.024 MATTERS FOR FUTURE CONSIDERATION

None.

0524.025 NEXT MEETING 25th June 2024, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:12 pm.