Alconbury Parish Council

www.alconburyparishcouncil.gov.uk
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Minutes of the Alconbury Parish Council meeting held in the Memorial Hall, Alconbury on Tuesday 26th November 2024 at 7:30 pm

Present: Councillors: R. Johnson (Chair), S. Brawn, S. Button, M. Gunney, T. McLennan, C. Pinn, T. Trotman, and Mrs Brown (Clerk).

Members of the public: 6 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
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.

A resident asked if the Parish Council had received his email with his proposal to resolve the issue of trees overhanging his boundary from the ASSC field. He was informed by the Chair that the Parish Council will consider his proposal when the trees survey report had been received.

1124.107 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Gilbert, Cllr Isaacs, and Cllr L. Pinn.

1124.108 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 1124.118.1 and 0924.118.5.
Cllr C. Pinn – agenda item 1124.118.1.
Cllr Johnson – agenda item 1124.118.3.

1124.109 CO-OPTION OF PARISH COUNCILLORS
One applicant attended the meeting and expressed an interest in joining the Parish Council.
RESOLVED: To co-opt Kathleen Brown onto Alconbury Parish Council. Kathleen Brown signed the Parish Councillor Declaration and joined the Parish Council for the remainder of the meeting.

1124.110 EMERGENCY RESILIENCE
Community Resilience Officer Rose Charlton-Peel introduced herself as the Community Resilience Officer for St Ives and Alconbury. She explained that she had been employed by the Red Cross to work on a pilot scheme for The Cambridgeshire and Peterborough Local Resilience Forum (CPLRF). This is a multi-agency group made up of emergency services, local authorities, military, public health organisations and others who would all have a role to play should a disaster or major emergency occur. The chief executives of all of these agencies come together to form the CPLRF board. There are then a number of subgroups which look at specific areas.

The Forum produces emergency preparedness plans for how the agencies would respond to certain types of situations. These plans are reviewed regularly and tested through desktop and live exercises throughout the year.

The Forum also has a duty to produce a Community Risk Register which highlights risks that have the highest likelihood and potential to have a significant impact to local communities resulting in wide scale disruption.

Rose Charlton-Peel is setting up Emergency Liaison Points and asked the Parish Council to suggest a possible. The church and hall were suggested as possible locations. An internal display board for locating in the parish will be provided which will be the Resilience Information Point.

A free Emergency Response Kit, worth £350.00 will also be given to Alconbury to be stored at the emergency response location. Cambridgeshire Search and Rescue (CamSAR) have agreed to maintain the kit and ensure the contents is all in date and usable. Cllr Brawn asked if water sterilisation tablets could be added to the bag. Rose stated that she would be able to do this as she

had already added additional items to the bag and agreed to provide a contents list of all the kit in the bag. It was suggested that Alconbury should have two Emergency Response Kit, one for either side of the brook, as when the village had previously flooded, it was not possible to get from one side of the village to the other. Rose stated that she would try and provide a second kit. She will also provide the Parish Council with a list of all emergency service contacts.

There is also a training plan with 6 different modules which will be available to anyone to attend during the next 12 months.

The pilot scheme is due to end in December however Rose will be available for advice and training until end of March 2025. She hopes that funding will be secured for her to continue with her role for a further 3 years and roll out the pilot to other parts of the county.
RESOLVED: To determine suitable locations for the emergency response location, display board, and emergency kit bags for confirming and resolving at the next meeting. Rose Charlton-Peel will provide the Parish Council with the contents list of the Emergency Response Kit, emergency service contacts and if possible, a second Emergency Response Kit bag.

1124.111 CROWN GARDENS
The recent meeting was cancelled and has not yet been arranged.

1124.112 THE ALCONBURY BROOK FLOOD GROUP
Charles Dalleywater gave his report which is appended to these minutes.

In addition to the report, it was noted that the group had exposed and cleared the culvert on Mill Road which was causing flooding in this area. Highways have yet to jetwash the area which Cllr Gardener will chase up with them. The question now remains as to who will take on the long-term responsibility of keeping the culvert clear.

1124.113 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

Further to his report, Cllr Gardener stated that the handrail on the footbridge near The Maltings, would be repaired by Highways in the next few weeks when the contractor was available. The 'Give Way' sign which had fallen over on Rusts Lane had also been reported to Highways.

1124.114 NEIGHBOURHOOD PLAN
Cllr Johnson reported that the Parish Council needs to agree with AECOM, a consulting company, what help they need to give for AECOM to work out the technical details of the design codes report which will be required for the Neighbourhood Plan. Cllr Johnson will send out proposed dates for the meeting.

1124.115 HUNTINGDONSHIRE DISTRICT COUNCIL LOCAL PLAN CONSULATION
RESOLVED: That the Clerk will submit comments for the HDC consultation as agreed at the Extra-Ordinary Parish Council meeting on 14th November 2024.

1124.116 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 29th October 2024 and 14th November 2024 were agreed as a correct record of the meeting and signed by the Chair.

1124.117 PLANNING APPLICATIONS

1. Submitted comments where appropriate on applications:
   - 24/02087/HHFUL: Front Single storey extension including new lean-too roof over new extension and over existing flat roof. Rear first floor extension over existing single storey. Monocouche render to existing house at 14 Spinney Lane, Alconbury, Huntingdon PE28 4EB
     RESOLVED: No material observations.

2. Received updates on previous planning applications:
   - 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.
   - 24/01814/FUL: Proposed ancillary building and external canopy to existing recreational building at Research Centre, Woolley Road, Alconbury, Huntingdon, PE28 4HS – In progress.

- 24/01665/FUL: Proposed new enclosed and external plant and equipment areas including external works to existing building Research Centre, Woolley Road, Alconbury, Huntingdon PE28 4HS – In progress.
- 24/01732/FUL: Erection of Agricultural Building at Woolley Leys Farm, Woolley Road, Alconbury, Huntingdon PE28 5BL – In progress.

1124.118 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
   Decoration of the hall has now been completed and there is a bookcase in the entrance for book swaps. The pre-school lease is being reviewed. Hire costs are being increased – Hall £10.00 per hour and the lounge £8.00 per hour.

2. Tree Warden
   A tree which had come down on the Great North Road due to the recent high winds had been cleared. Dan Maynard had been seen clearing basal growth from the tree near Crown Gardens. Cllr Gunney reported that he had received an email from a resident asking for the crown to be trimmed on the evergreen oak in The Maltings, near the big barn.
   RESOLVED: That the Clerk will report the tree to HDC/CCC as it is not the responsibility of the Parish Council to maintain the tree. Cllr Gunney will send the Clerk details of the tree.

3. Alconbury Sports and Social Club
   No update.

4. Bramble End Play Area
   Cllr Gunney reported that the play area is free of debris and that the seesaw handles had been fixed. The Creative Play engineer will be attending the site on Friday 29th November 2024 to fix the pull up rope on the ramp.

5. Woolley Hill Wind Farm
   No update.

6. Planning Working Group
   No change from last month. Cllr Johnson is still waiting for the HDC planning officer to arrange a presentation.

7. Neighbourhood Watch
   No update.

8. Allotments
   The Clerk was asked to find out the date of the next Allotments group meeting as it is a legal requirement for a member of the Parish Council to attend.

1124.119 VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map:

- September 2024 – 4 reports of crime within the village.

1124.120 INFRASTRUCTURE

Received updates and resolved actions:

1. Churchyard
   No update.

2. Village Green
   The drain issue previously reported to Anglian Water is still outstanding.

3. Roads and Footpaths
   a. Overgrown footpath no: 2 (rear of Coulson's Way)
      No update.

   b. Grass cutting contract renewal
      No update.

4. General
   1. LHI bid strategy

a. Weight limit on B1043
The fourth and final traffic survey will be carried in early December.

b. Speed Indicator Devices LHI bid
Cllr Johnson reported that he is waiting for delivery dates for the speed indicator devices.

c. New funding round open for Community Infrastructure Levy (CIL)
The deadline for applications is Friday 10th January 2025.
RESOLVED: Councillors to provide project ideas for the next meeting.

2. Bird's Estate
At the recent meeting with residents, Parish Councillors, Hyde Housing and Longhurst Group Housing, it was reported that both associations had explained what their limits were when dealing with incidents of anti-social behaviours being caused by their tenants and that both had been given a log of all the incidents which had being occurring on the estate. Since the meeting, the Hyde Housing Officer has informed the Parish Council that they had written to their tenants regarding the issues which had been raised at the meeting by residents. No follow up action yet appears to have been taken by Longhurst Group Housing Officer.
RESOLVED: The Clerk will ask the Longhurst Group Housing Officer if they have written to their tenants regarding anti-social behaviour being caused by their tenants.

3. Drainage ditch outside Robin Terrace
Residents will clear the ditch when a skip has been arranged for the debris disposal.

4. Trees adjacent to Duck's Nest
The Parish Council is waiting for the tree survey report for the trees growing on the ASSC field boundary before it can consider the resident's proposal for the trees as stated in the earlier public forum.

5. Grit bin on Sharps Lane
It was noted that this grit bin does not require refilling.

1124.121 DEFIBRILLATORS

1. To resolve additional defibrillator for Sharps Lane
Item deferred to next meeting.

2. Defibrillator reports for the Memorial Hall and shop submitted by Alconbury/Buckworth CFR Group Coordinator David O'Brian were noted as no action required.

1124.122 FINANCE

1. **RESOLVED**: To pay outstanding November debts:

Wicksteed Leisure Ltd	Annual play area inspection	£158.40
Alconbury Hall	Meeting room hire 14th November 2024	£17.50
Alconbury Hall	Meeting room hire 16th December 2024	£14.00
ASKit	Microsoft 365 licences for councillors	£776.16
ASKit	Annual ESET internet security for laptop	£57.20
Cllr R Johnson	Reimbursement: magnets for noticeboard	£5.90
A Brown – Clerk	Clerk's salary November 2024(including pay award as from 1st April 2024)	£1004.44
HMRC	Clerk's Tax & NI November 2024	£328.93
NEST	Clerk's Pension November 2024	£50.23
Unity Trust Bank	Bank charges October 2024	£6.00
Savills	Land rent in advance for Memorial Hall	£123.60
Global Tree Solutions	Survey on 3 trees and provide full written report and recommendations.	£432.00

2. Monies received – Nil.

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

3. **RESOLVED:** That the National Joint Council for Local Government Services (NJC) new pay scales for 2024-25 be implemented and backdated from 1 April 2024.

4. To resolve budget and precept for next financial year 2025 – 2026
   Item deferred to next meeting.

1124.123 CORRESPONDENCE RECEIVED
None.

1124.124 MATTERS FOR FUTURE CONSIDERATION
None.

1124.125 NEXT MEETING Monday 16th December 2024, Memorial Hall, School Lane, Alconbury at 7.30 pm.
Cllr Johnson gave his apologies for the next meeting.

The meeting closed at 9:37 pm.