Alconbury Parish Council

www.alconburyparishcouncil.gov.uk
Parish Clerk: Alison Brown
46 Oakdale Avenue, Peterborough, Cambs PE2 8TA
parishclerk@alconburyparishcouncil.gov.uk

Minutes of the Alconbury Parish Council meeting held in the Memorial Hall, Alconbury on Tuesday 25th February 2025 at 7:30 pm

Present: Councillors: T. Gilbert (Chair), S. Brawn, K. Brown, S. Button, M. Gunney, S. Isaacs, T. McLennan, C. Pinn, L. Pinn, T. Trotman and Mrs Brown (Clerk).

Members of the public: 10 HDC/CCC: 0 TABFG representative:

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

1. A resident reported that:
   - There were pot holes on the roundabouts at both ends of the village. This will be reported online to CCC.
   - Traffic was still speeding through the village on the Great North Road. The imminent erection of the Speed Indicator Devices, to be moved around different locations including the Great North Road, would hopefully make a difference.
   - Dog mess was also still an issue in the village. The Chair stated that an article goes into the Parish Pump every time to highlight this issue and asking residents to clear up after their dogs.
2. A resident stated that nothing had still been done regarding the overgrown state of the footpath behind Coulson Way and that recently there had been a blocked drain with sewage coming out of it. The Chair stated that the Parish Council needs to think of a strategy to move forward on this matter and a bit more investigation is required to find out residents' responsibilities. Cllr Gardener will be contacted to find out if he had asked the Green Team to attend and clear the footpath.
3. The resident from Ducks Nest stated that he was still concerned that one of the trees growing on the ASSC field boundary which was adjacent to their property was still a risk which could affect his insurance cover. The tree is growing at an angle and will be more problematic the taller it grows. It was noted that the tree planting rules in place now would never allow such a big tree to be planted so close to buildings. The resident said that his financial offer to remove the tree or reduce it in height to reduce the risk was still available. The Chair stated that the trees will continue to be surveyed every 2 years and that the tree will be monitored to ensure that it is safe and that the Parish Council has to rely on the experts report on what works to carry out. It was noted that the recent tree survey report had been sent to ASSC for them to decide on any remedial action.
4. A resident reported that the Maltings was covered in mud and had tried to report the issue online without success. Cllr Gardener will be asked to follow this issue up and request a road sweep.

0225.159 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. B. Johnson.

0225.160 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 0225.168.1 and 0225.168.5.
Cllr C. Pinn – agenda item 0225.168.1.
Cllr Isaacs - agenda item 0225.168.3.

0225.161 EMERGENCY RESILIENCE
RESOLVED: That the Memorial Hall will be the second Emergency location and house the information noticeboard and Emergency Response Kit bag. Cllr Gilbert to contact Rose Charlton-Peel to agree the 8-point emergency call out plan for the noticeboard. Cllr MacLennan to take a photograph of the notice board in place and send to Rose Charlton-Peel.

0225.162 CROWN GARDENS
Next meeting is 5th March 2025.

0225.163 THE ALCONBURY BROOK FLOOD GROUP
Mr Charles Dalleywater gave his report which is appended to these minutes.

0225.164 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
No report.

0225.165 NEIGHBOURHOOD PLAN
The structure of the Neighbourhood Plan drop-in session on Friday 28th February 2025 at 7:30 pm in the Memorial Hall was discussed. It was agreed to provide light refreshments. Cllr Gilbert stated that she had put together a presentation with the main points of the plan.

Cllr Gilbert stated that the draft plan V8 still had action points which needed action and that she would pull them out to make it easier to address them. 2 versions of the Design Codes had also been issued by the consultant and all councillors were asked to read through them.

It was noted that a resident had volunteered to join the Neighbourhood Plan working party.

0225.166 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 28th January 2025 were agreed as a correct record of the meeting and signed by the Chair.

0225.167 PLANNING APPLICATIONS

1. Resolved submitted comments where appropriate on applications:
    - 24/02194/HHFUL: Demolition of existing garage, side extension and rear flat roof extension at The Hollies 3 Frumetty Lane Alconbury Huntingdon PE28 4DR
      RESOLVED: No material observations.

2. To receive an update 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 – Pending decision.
    - 225/00057/S73: Variation of condition 1 (Approved Plans) of 22/02178/S73 including the addition of a front porch and change to externals materials and arrangement of the proposed new dwelling.
      Condition Number(s): Condition 1
      Conditions(s) Removal: The applicant wishes to include the addition of a front porch and change to externals materials and arrangement of the proposed new dwelling.
      Application for a variation of Condition 1 (Approved Plans) of 22/02178/S73 to substitute drawing reference 21440_302B and 21440_301D with drawing reference 22352_200C and 22352_201 at Georgian House, Great North Road, Alconbury, Huntingdon PE28 4ER – Pending decision.
    - 25/00119/TREE: Tree works - T1 Oak 001/51- crown reduction by 4m and reduce spread by up to 3m - Reduce the load and sail area to mitigate the weakness at cavity point and reduce the spread towards house/drive. T3 Oak 001/51 - Upper fork 'Drop-Crotch' prune by 4m and remove lower branch, upper branch reduce/thinned by up to 4m- Clear corner of house at Alconbury House, Rusts Lane, Alconbury, Huntingdon PE28 4DN – In progress.

0225.168 COUNCILLORS UPDATES FROM PREVIOUS MEETING
Received verbal reports from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting and resolved action;

1. Memorial Hall
The hall now has a new sound system and is blue-tooth enabled. Carpet tiles are being donated to the hall by a builder. The new dishwasher is now in place. An architect has been selected for the storage extension on the patio so that a full planning application can be submitted and not just permitted development. It was stated that if the Parish Council submits the planning application, then the planning fees would be discounted.
RESOLVED: That the Parish Council will submit the planning application for the storage extension on behalf of the Memorial Hall to take advantage of the discounted fees.

2. Tree Warden
It was stated that the trees on the ASSC field adjacent to Ducks Nest were not included in the tree survey carried out in 2023. It was agreed that clarity was required as to who owns the trees.

3. Alconbury Sports and Social Club
Cllr Isaacs reported that she had attended the recent meeting and that the club were doing well. Sales were up with a healthy membership. A lockable container is required for the Emergency Response Kit bag as it has to be located outside the front of the building and the Parish Council were asked if they wanted to provide this. Cllr Gilbert stated that she would ask Rose Charlton-Peel if she would be able to provide one. The club thinks that it had found a solution to the wall around the building which had fallen.

4. Bramble End Play Area
Cllr Gunney reported that weeds and grass was growing through the wet pour surfaces needed treating and that the hedge between the school and play area required cutting.
RESOLVED: That the Clerk will ask Anthony Abbs to do this as soon as possible.

5. Woolley Hill Wind Farm
Next meeting is in May. Next round for grant applications is beginning of August.

6. Planning Working Group
Cllr Gunney reported that he had had a resident contact him with concerns for a 2A Rusts Lane which is currently standing empty.
RESOLVED: To investigate who owns the property.

7. Neighbourhood Watch
No update.

8. Allotments
Cllr Gilbert will chase Nigel Murphy, Chair of the Allotments Association regarding a Parish Council representative attending allotment committee meetings.

0225.169 VILLAGE CRIME
The Clerk provided the following crime figures taken from www.Police.uk crime map:
- December 2024 – 6 reports of crime within the village.

0225.170 INFRASTRUCTURE
Received updates and resolved actions:
1. Churchyard
The Clerk stated that she had emailed Anthony Abbs twice regarding the grass cutting in the churchyard and had received no response.

2. Village Green
a. Update on damaged area by Temples Transport HGV
The Clerk reported that she had submitted a quotation from CJ Landscapes to Temples Transport insurance company for repairing the village green which has been damaged by one of their HGV's.

b. Illegal parking on village green
Cars continue to park on the village green and churn up the grass. Parking on the village green is not permitted and ways to restrict parking were discussed. It was agreed that in the first instance a mail shot to all residents asking them to not park on the village green should be sent.
RESOLVED: That Cllr Isaac's will draft a letter which will be sent to Brookside residents asking them not to park on the village green.

3. Roads and Footpaths

a. Overgrown footpath no: 2 (rear of Coulson's Way)
It was agreed that the Parish Council needed to investigate to try and find out residents' responsibilities for the maintenance of the overgrown footpath. Cllr Gilbert stated that she had obtained 2 Title Plans from Land Registry to try and confirm this however it was evident that the Title Registers would also be required to show where the property boundaries ended as they were not all the same.
RESOLVED: To obtain Land Registry Title Registers for 2 properties on Coulson Way to establish residents' responsibilities to be able to decide what action to take going forward.

b. Crossroads on Great North Road
See agenda item below 0225.170.4.3.

c. 20 mph funding application
Cllr Button asked the Parish Council to confirm submission of the 20-mph speed limit application for the village. It was suggested that residents could be asked at the Neighbourhood Plan drop-in session if they would want a 20-mph speed limit as additional evidence for the application.
RESOLVED: Cllr Button to submit a 20-mph speed limit application for the village.

4. General

1. LHI bid strategy
    a. Weight limit on B1043
    Cllr Gilbert and Cllr Gardener are meeting with Highways Officer Joshua Rutherford on 14th March 2025 to discuss what evidence is required for a weight limit application.

    b. Speed Indicator Devices LHI bid
    No update.

2. Drainage ditch outside Robin Terrace
The meeting was informed that unfortunately there was no suitable place on the Highway for the skip to be placed and that instead Cllr Brawn had offered to help residents with the disposal of the greenery.

3. Changing location of Sawtry bus drop off
The Sawtry School bus drop of point was highlighted as a concern as the bus picks up in morning outside 5 Great North Road however in the afternoon it drops off on the opposite side of the road before the crossroads. This means that some children must cross several roads instead of just one to get home.
RESOLVED: That the Clerk will contact the bus company to see if the drop-off location can be changed.

0225.171 PARISH COUNCIL AWARDS

Quotations for digitally printed presentation certificates were discussed which start at £100.00 + VAT. As an alternative it was suggested to ask Cllr Johnson if his daughter would be able to produce a hand written certificate as this was her area of specialism and would be more personal.
RESOLVED: To ask Cllr Johnson's daughter if she would be willing to produce a hand written presentation certificate.

0225.172 NEIGHBOURHOOD WATCH VILLAGE FETE

RESOLVED: That Neighbourhood Watch can hold their annual fete on the Village Green on Saturday 12th July 2025. Neighbourhood Watch have confirmed that they have Public Liability Insurance for the event. The Parish Council will man a stall at the fete.

0225.173 NEIGHBOURHOOD WATCH GRANT REQUEST

Item in abeyance.

0225.174 FINANCE

1. **RESOLVED:** Payments of outstanding February 2025 debts:

Unity Trust Bank	Bank charges January 2025	£6.00
Cambridgeshire Acre	Neighbourhood Plan support task 10	£1308.00
A Brown – Clerk	Clerk's salary February 2025	£841.24
HMRC	Clerk's Tax & NI February 2025	£241.51

NEST	Clerk's Pension February 2025	£35.28

2. **Monies received –** Nil.

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

0225.175 CORRESPONDENCE RECEIVED
None.

0225.176 MATTERS FOR FUTURE CONSIDERATION
Agenda item – Grant request for Alconbury pre-school.

0225.177 NEXT MEETING Tuesday 25th March 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:08 pm.