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 28th January 2025 at 7:30 pm

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

Members of the public: 9 HDC/CCC: Cllr Ian Gardener TABFG representative: 0

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

1. Residents informed the meeting that the Longhurst Homes Officer had closed the case relating to anti-social behaviour on the Bird's Estate as the issues had stopped. However, they would be able to re-open the case should the need arise. They thanked the Clerk for working on this issue.

2. The Neighbourhood Watch Treasurer asked if the Parish Council would consider a grant donation to help with their Christmas event in the village as the group were concerned that they had insufficient funds for community events such as the Carols round Christmas tree and the village fete. The Treasurer was informed that the Parish Council would consider their request and asked them to complete a grant application form which the Clerk would send them.

3. An update from a resident was requested on the recent tree survey carried out on 3 trees growing on the ASSC field boundary which was adjacent to their property. Cllr Gilbert informed the resident that the trees were healthy and that only some minor works were required. Regarding tree removal the ASSC would need to approach the Parish Council for permission. The resident asked if the report specified whether any of the trees were likely to fall over during bad weather. Cllr Gilbert stated that she would send the relevant sections of the tree survey to the resident via email.

4. A resident reported that The Maltings and Polecat Lane were a mess and that the drainage gulleys were not clear. The Clerk will ask Huntingdon District Council to sweep The Malting and Polecat Lane and afterwards request Cambridgeshire County Council to clear the gulleys.

0125.140 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Brown and Cllr Trotman.

0125.141 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 0125.150.1 and 0125.150.5.
Cllr C. Pinn – agenda item 0125.150.1.
Cllr Isaacs - agenda item 0125.150.3.
Cllr Johnson – agenda item 0125.150.3.

0125.142 EMERGENCY RESILIENCE
Rose Charlton-Peel attended the meeting and dropped off 2 Emergency Response Kit bags. She stated that she would be in post until 14th March 2025 and needed the Parish Council to confirm the second emergency response location and noticeboard, the first location being Alconbury Sports and Social club. She also required a photograph of the noticeboard in situ with displayed content. It was noted that the Church Warden had informed the Parish Council that the church was probably not the right place for an emergency response location as the building was cold, not insulated and only had one toilet. Cllr MacLennan suggested the primary school as an alternative, failing that, it would have to be the Memorial Hall. Cllr Gilbert offered to meet with Rose to agree the contents for the noticeboard and 8-point plan of how to call out in an emergency which was another requirement for the scheme. Rose also stated that Buffaload had agreed to loan generators in the event of an emergency.
RESOLVED: That Alconbury Sports and Social Club will be one emergency response location with an Emergency Response Kit bag. Cllr MacLennan to contact the primary school to find out if it would agree to being an emergency response location and store a kit bag otherwise the location will be the

Memorial Hall. Cllr Gilbert to meet with Rose Charlton-Peel to agree the content for the noticeboard and draw up an 8-point emergency call out plan.

0125.143 CROWN GARDENS
Cllr Gilbert stated that she will obtain an update on the new security procedures.

0125.144 THE ALCONBURY BROOK FLOOD GROUP
The latest flood report is appended to these minutes.

Cllr Johnson stated that the flood warden kit was stored in a locker which was in the Memorial Hall grounds and to which urgent access could be required following a flood alert. The newly proposed access procedure is that Flood Wardens have to obtain the hall door access code, operate the security alarm, then proceed through the hall, through the fire escape doors and outside to the gate, open the bolt and proceed to the locker, reversing this process on return. This is a relatively complex process compared to simply proceeding to the locker via the gate. He therefore asked if the Memorial Hall could review its policy to define when the gate needs to be bolted as a protective measure.

The Memorial Hall committee will be asked to look at its gate locking policy.

0125.145 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

Cllr Gardener was informed that the sign into the village was still obscured by trees and was asked to investigate the matter.

The fencing alongside the A1 has still not been repaired and Cllr Gardener stated that he was due to meet with National Highways to discuss the matter. He will also bring to their attention the litter on the nearby verges.

Cllr Gilbert stated that she had received correspondence from a resident regarding the ongoing B1043 issues and was informed that the road was much quieter when the bridge had been closed for repairs. She asked Cllr Gardener what the next step was for the weight limit proposal now that all 4 traffic surveys had been completed. Cllr Gardener stated that he would contact Highways Officer Josh Rutherford and arrange with him to come out and meet with them both.

0125.146 NEIGHBOURHOOD PLAN
Good progress has been made with regards to the development of the village Neighbourhood plan (NP). The NP vision was discussed and will be reworded slightly. Action: Cllr Gilbert.

Cllr Johnson stated that he had done the base maps and asked for help with characterising 68 photographs of the village as each one needed a good description of approximately 200 words long. Cllrs Button, Issacs and L. Pinn offered to help.

A drop-in session at the Memorial Hall for residents at the end of February was also discussed whereby the working group would be able to give an overview of the work carried out on the plan so far, share photos and other relevant information with residents. Residents will also be invited to get involved and help with the writing of the plan.
RESOLVED: To arrange a Neighbourhood Plan drop-in session for residents in the Memorial Hall on Friday 28th February 2025, 7:30 pm – 9: 00 pm.

0125.147 HUNTINGDONSHIRE DISTRICT COUNCIL LOCAL PLAN CONSULATION
Cllr Gardener had stated in his earlier report that Huntingdonshire District Council (HDC) will be coming out to parishes again as there has been a further 'Call for sites.'
RESOLVED: Councillors to check on HDC website to see if any more sites have been added to the 'Call for sites' list for Alconbury.

0125.148 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 16th December 2024 were agreed as a correct record of the meeting and signed by the Chair.

0125.149 PLANNING APPLICATIONS
1. Resolved submitted comments where appropriate on applications:

- 25/00057/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
  RESOLVED: No material observations.

- 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
  RESOLVED: No material observations.

2. Received 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 – In progress.
   - 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 – Refused.

0125.150 COUNCILLORS UPDATES FROM PREVIOUS MEETING

Received verbal reports from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting and any resolved action;

1. Memorial Hall
   The hall has been awarded a £20,000.00 National Lottery grant which will be used for a small extension on the side of the hall to store chairs, table, and hefty equipment. The emergency doors will be moved over slightly to accommodate the build. Outline plans are to follow.

2. Tree Warden
   No issues were reported.

3. Alconbury Sports and Social Club
   No update.

4. Bramble End Play Area
   No issues were reported.

5. Woolley Hill Wind Farm
   No update.

6. Planning Working Group
   No update.

7. Neighbourhood Watch
   Cllr Button reported that she and Cllr Johnson had attended the Annual General Meeting and stated that 10 Speedwatch sessions had been carried out last year and that the highest recorded

mileage was 72 mph outside ASSC. 67 crimes had also been reported last year. CCTV is being considered for under the flyover at the end of the High Street. The village fete will take place on 12th July 2025 as 4 new volunteers have come forward to help.

8. Allotments
It was stated that there should be a Parish Council representative on the Allotments Committee as all other bodies where the Parish Council is the landlord have one. In addition, the "ALLOTMENT PLOT HOLDER TENANCY AGREEMENT" dated June 2023 states that the Parish Council will be consulted regarding disputes. Cllr Gilbert will contact the Chair of the Allotments association regarding this matter.

0125.151 VILLAGE CRIME

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

- October 2024 – 6 reports of crime within the village.
- November 2024 – 5 reports of crime within the village.

0125.152 INFRASTRUCTURE

Received updates and resolved actions:

1. Churchyard
RESOLVED: The Clerk to clarify with Antony Abbs how many cuts of the churchyard will be carried out during 2025 and inform the Warden.

2. Village Green
It was noted that the hole where the drain had detached from its position had still not been repaired as the safety barriers were still in place.

It was reported that an HGV from Temples Transport had damaged the village green in the early hours of 16th January 2025. The Clerk stated that she had reported the incident to the company and had asked them to consider paying to have the area made good again.
RESOLVED: The Clerk will obtain quotations for the repair of the village green and submit them to Temples Transport.

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

   b. Grass cutting contract renewal
   RESOLVED: To discuss the grass contract renewal in July 2025.

4. General
   1. LHI bid strategy
      a. Weight limit on B1043
      Cllr Gardener to contact Highways Officer Josh Rutherford see agenda item 0125.145.

      b. Speed Indicator Devices LHI bid
      The meeting was informed that the cost of the Mortlock speed units and services had increased and that there was a shortfall to deliver both units as applied for in the LHI bid. Cambridgeshire County Council (CCC) have a small amount of funding available to be able to contribute £962.24, if the Parish Council would be willing to pay an additional £349.91. This would then cover the total amount of the solar units and posts.
      RESOLVED: That Alconbury Parish Council will pay the required additional £349.91 towards the Morelock speed devices using funds from the CIL budget.

      c. New funding round open for Community Infrastructure Levy (CIL)
      Cllr Gilbert stated she had submitted the LHI bid application for a raised zebra crossing on The Great North Road.

   2. Bird's Estate
   The Clerk reported that the Longhurst Homes Officer had emailed and stated they had discussed the matter with their manager and decided that as there were currently no anti-social behaviour issues from any of their properties, they did not feel it advantageous to hold

a meeting at this time. However, should any new issues occur, then to contact Longhurst Homes again.

3. Drainage ditch outside Robin Terrace
   The Clerk reported that Urban & Civic were looking into helping with the provision of a skip to take away the green rubbish after the clearance of the drainage ditch outside Robin Terrace and needed some additional information. The Clerk will inform Urban & Civic that only green waste would go into the skip and that it would need to be sited on the public highway meaning that a permit from CCC would be needed. The skip is required as soon as possible.

4. Connection of new bike route that runs to the Brampton Hut (west) end of the A1 to the village to the village footpath infrastructure
   RESOLVED: The connection of the new bike route will go into the Neighbourhood Plan as a proposal. This will as be discussed with Cllr Gardener at the next meeting.

5. Condition of fencing along the cycle path alongside the A1
   The fencing alongside the A1 has still not been repaired and Cllr Gardener stated that he was due to meet with National Highways to discuss the matter. He will also bring to their attention the litter on the verges nearby. See earlier agenda item – 0125.145.

6. Large amounts rubbish building on slip road verges at entrance to Brooklands and down off the roundabout on the Great North Road
   Cllr Gardener will bring this issue to the attention of the National Highways when he meets with them next week. See earlier agenda item – 0125.145.

0125.153 DEFIBRILLATORS

1. To resolve additional defibrillator for Sharps Lane
Item to be removed from the agenda for now.

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.

0125.154 PARISH COUNCIL AWARDS

An award to an individual from the parish for 'Services to the village' was discussed. It was suggested that such an award could be announced and made at the village fete.
RESOLVED: To present a Service to the village award at the village fete on 12th July 2025. The Clerk will look to purchase a suitable certificate for presentation.

0125.155 FINANCE

1. RESOLVED: To pay January outstanding 2025 debts:

Unity Trust Bank	Bank charges December 2024	£6.00
A Brown – Clerk	Clerk's salary January 2025	£841.24
HMRC	Clerk's Tax & NI January 2025	£241.51
NEST	Clerk's Pension January 2025	£35.28
Society of Local Council Clerks	Clerk's annual membership renewal	£108.00
Mr & Mrs Ayres	Allotment rent 2025	£1200.00

2. Monies received

Unity Trust Bank interest	£245.80

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

3. **RESOLVED:** To add Cllr Brown to Unity Trust Banking mandate to authorise payments

0125.156 CORRESPONDENCE RECEIVED

None.

0125.157 MATTERS FOR FUTURE CONSIDERATION

Agenda items for next meeting:

- Crossroads on Great North Road
- 20 mph funding application
- Changing location of Sawtry bus drop off

0125.158 NEXT MEETING Tuesday 25th February 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm. The meeting closed at 9:13 pm.