Alconbury Parish Council

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

Notice of Annual Parish Council meeting:

Date: Tuesday 27th May 2025 **Time:** 7.30pm **Venue: Memorial Hall, School Lane, Alconbury**

All members of the council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

During the 15 minutes Public Participation, Members of the public and press are invited to address the Council regarding items that are on the agenda. If you wish to discuss any other matter, please contact the Clerk outside of this meeting.

A Brown

A Brown
Parish Clerk
21st May 2025

AGENDA

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.

0525.001 ELECTION OF CHAIR
To elect a Chairman followed by signing of the Acceptance of Office

0525.002 ELECTION OF VICE CHAIR
To elect a Vice Chairman followed by signing of the Acceptance of Office

0525.003 APOLOGIES FOR ABSENCE

0524.004 DECLARATIONS OF INTEREST
Councillors to delcare any Disclosable Pecuniary Interests as detailled in S.30 Localism Act 2011, along with any other interests relating to items on the agenda.

0525.005 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
To agree to review all policies and procedures of the council

0525.006 TO CONFIRM APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO THE FOLLOWING GROUPS AND ORGANISATIONS FOR THE MUNICIPAL YEAR:-

- Memorial Hall
- Tree Warden
- Alconbury Recreation Field Charity/Alconbury Sports and Social Club
- Bramble End Play Area
- Wolley Hill Wind Farm
- Flood Working Group
- Allotments
- Any other groups/organisations

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0525.009 BRAMPTON CROSS DEVELOPMENT @ 8:00 pm
To receive update and resolve action

0525.011 NEIGHBOURHOOD PLAN
To receive update and resolve any action

0525.012 MINUTES FOR APPROVAL
To approve minutes of the meeting held on 29th April 2025

0225.013 PLANNING APPLICATIONS
1. To resolve submitted comments where appropriate on applications

- 25/00552/HHFUL: Erection of two storey side extension at Ducks Nest, Polecat Lane, Alconbury, Huntingdon PE28 4EX

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.
   - 25/00057/S73: Variation of condition 1 (Approved Plans) of 22/02178/S73 at Georgian House, Great North Road, Alconbury, Huntingdon PE28 4ER – Approved.
   - CCC/24/121/VAR: Full permission for part of a new secondary school and associated works at (Alconbury Weald Education Campus), Ermine Street, Alconbury Weald, Cambridgeshire PE28 4WX – Pending consideration.
   - 25/00605/FUL: Erection of single storey rear extension at The Memorial Hall, School Lane, Alconbury – In progress.
   - 25/00763/TREE: Tree Presevation Order works T5 Oak - reduce Height by 15m and crown radius to 6m, TG1 Cypress group [x5] – Fell, TG2 Cypress group [x12] – Fell, W1-Mixed spp. woodland of mostly Sycamore, Ash and Oak with shrub and scrub under storey – Fell. The works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability to Spinney House at Spinney House, Rusts Lane, Alconbury, Huntingdon PE28 4DN – In progress.

0525.014 COUNCILLORS UPDATES FROM PREVIOUS MEETING

To receive 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, Cllr C. Pinn
2.	Tree Warden	Cllr Brawn, Cllr Gunney
3.	Alconbury Sports and Social Club	Cllr Isaacs, Cllr Johnson
4.	Bramble End Play Area	Cllr Gunney, assist Cllr L. Pinn
5.	Woolley Hill Wind Farm	Cllr MacLennan
6.	Planning Working Group	Cllr Johnson
7.	Neighbourhood Watch	Cllr Button
8.	Allotments	Cllr L Pinn

0525.015 VILLAGE CRIME

To receive crime figures from Clerk

0525.016 INFRASTRUCTURE

To receive updates and resolve any actions

1. Churchyard
2. Village Green
   a. Damaged village green by Temples Transport HGV – to receive update
   b. Illegal parking on village green - to receive update and resolve action
   c. To receive any other matters and resolve action

3. Roads and Footpaths
   a. Overgrown footpath no: 2 (rear of Coulson's Way) – to receive update and resolve action
   b. To receive any other matters and resolve action

4. General
   1. LHI bid strategy
      a. Weight limit on B1043 – to receive update and resolve action
      b. Speed Indicator Devices LHI bid – to receive update and resolve action

0525.017 ALCONBURY PRESCHOOL GRANT REQUEST

To receive and resolve grant request for funding towards running costs of the preschool

0525.018 FINANCE

1. To resolve payments of outstanding April 2025 debts:

Evolve Tax & Accountancy	Internal audit service 2025	£120.00
Four Seasons (Antony Abbs)	Parish grass cutting 2nd instalment	£2076.00
Scribe (Starboard Systems Ltd)	Scribe Accounts renewal	£414.72
A Brown – Clerk	Clerk's salary May 2025	£859.24
HMRC	Clerk's Tax & NI May 2025	£295.85
NEST	Clerk's Pension May 2025	£35.28
Unity Trust Bank	Bank charges April 2025	£6.00
Information Commissioners Office	GDPR/Data Protection renewal	£47.00

2. Monies received and resolve bank reconciliation
3. Annual Governance and Accountability Return for year ending 31 March 2025
   (a) Carry out a review of the effectiveness of the system of internal control and consider any findings
   (b) Approve by resolution the Annual Governance Statement
   (c) Consider the Accounting Statements
   (d) Approve by resolution the Accounting Statements for signing by the Chair and Responsible Financial Officer (Clerk)
4. To confirm Internal Auditor for 2025/26

0525.019 DEFIBRILLATORS
To note bi-monthly reports

0525.020 CORRESPONDENCE RECEIVED

0525.021 MATTERS FOR FUTURE CONSIDERATION
To receive any matters - decisions cannot be made under this item

0525.022 NEXT MEETING Tuesday 24th June 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm