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 25th March 2025 at 7:30 pm

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

Members of the public: 10 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. The resident from Ducks Nest stated:
   - That the February 2025 minutes were ambiguous as to who owned the trees on the ASSC field which were growing adjacent to their property.
   - Suggested that the ASSC have an action plan of potential tree works.
   - Asked if it was possible to be given a copy of the recent full tree survey report for these trees.

   Cllr Gilbert informed the resident that the Parish Council had looked at the lease and stated that the Parish Council owns the trees however it was the responsibility of the Alconbury Recreational Field Charity (ARFC) to maintain them. The Parish Council gives the charity annual funding for maintenance, including tree works however such works carried out by ARFC must be approved by the Parish Council. Cllr Gilbert also confirmed that the next Parish Council bi-annual tree survey would include the trees on the sports ground. The resident will be sent a copy of the tree survey report.

2. The Parish Council was informed that a branch on the walnut tree at ASSC sports ground was coming off and was a hazard when the grass was being mowed. The Parish Council gave permission for ARFC to remove the walnut tree branch.

3. A resident informed the meeting that issues reported via the Cambridgeshire County Council (CCC) online reporting system appeared to disappear. Cllr Gardener stated that this does happen however he assured the resident that the reported issue would still be actioned. If a report is 'closed' on the system, it means that the action is soon to be carried out. It should take no longer than 3 months for action to be taken.

4. The Parish Council was informed that tree cut back debris had been left at the bottom of Sharps Lane and was falling into the brook. Mr Charles Dalleywater stated that he was in the process of getting this cleared away.

5. The state of the footpath at the rear of Coulson Way was highlighted as being an agenda item for more than a year and asked if Breheny, who carry out charity work in partnership with Urban & Civic, could be asked to carry out charity work to clear the area. See agenda item 0325.181.

0325.178 APOLOGIES FOR ABSENCE
None.

0325.179 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 0325.187.1 and 0325.187.5.
Cllr C. Pinn – agenda item 0325.187.1.
Cllr Isaacs - agenda item 0325.187.3.
Cllr Johnson – agenda item 0325.187.3.

0325.180 THE ALCONBURY BROOK FLOOD GROUP

Mr Charles Dalleywater gave his report which is appended to these minutes.

The date of their AGM is in the Memorial Hall on 21st May 2025 at 7:00 pm. Everyone is welcome.

0325.181 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR

Cllr Gardener reported that:

- He had received notification from CCC that vegetation clearance from specific Rights of Way had been put into progress, however he needed to check whether this included Coulson Way as it had now been neglected for 3 years.

- Lines and signage were being refreshed on Mill Road, outside the primary school, and Ermine Street (outside the HGV site). If the Parish Council is aware of any other lines which need refreshing, please let him know and he will pass this information onto CCC.

- He and Cllr Gilbert had met with Josh Rutherford to discuss the possible weight limit and other options for the B1043. Josh will come back with the options by mid-April as to which future LHI bids can be put in. See agenda item 0325.189.4.1.

- Huntingdonshire District Council Chief Planning Officer Clara Kerr is arranging the planning meeting for parish councils at Upton and Coppingford village hall. Possible dates 6th, 14th, or 19th May 2025. Any specific planning questions to be given in advance to Clara, general planning queries will be answered during the session.

- He had raised the issue of the damaged barrier fence on the A1 with the MP for Huntingdon.

- As the administration had decided to start charging for 'green' bins, food could no longer be put in them. The government has therefore instructed HDC to collect food on a weekly basis. Householders will receive two caddies for food waste; a small one for inside the house which is then emptied into a larger one which is to be put out for collection.

- The reorganisation of HDC will be self-funded and is estimated to cost £18m. The plan on how this will be done must be submitted to the government by November 2025. In 2027, voting will take place for a Shadow Unitary Authority which will shadow existing District and County Councils with the Unitary Authority taking over in April 2028.The Boundary Commission will determine new boundaries. The Mayor will gain greater powers. The Police and Fire will also be involved in the Local Government Reorganisation.

0325.182 NEIGHBOURHOOD PLAN

Version 10 of the Neighbourhood Plan has now been circulated to various stakeholders including HDC. HDC have concerns that the Parish Council had not included a site for development somewhere outside the current boundaries of the village. The consultant will reword this part of the plan to make it more appealing to HDC but still keep the intent. Cllr Johnson stated that should the government want to push for development, planning applications will be approved however the Neighbourhood Plan should be structured in a way so that at the very least, planning can be guided in the direction that the Parish Council wants it to go. The Design Codes are back with ACOM.
Cllr Gilbert stated that all outstanding jobs need to be completed by councillors by Friday to comply with Regulation 14 so that the draft neighbourhood plan proposal can be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. It was noted that Cambridgeshire Acre consultant Racher Hogger who had been working with the Parish Council on the plan was leaving next Monday and would be handing over to another consultant. Further funding may be required to complete the plan for final submission to HDC which Cllr Gilbert will investigate. After this point, HDC take over and carry out the required consultations and referendum.

0325.183 CROWN GARDENS

Cllr Gilbert and Cllr Johnson recently attended a management meeting at Crown Gardens. There are currently no issues and the new security arrangements seem to be working.

0325.184 EMERGENCY RESILIENCE

The Emergency Resilience Information noticeboard has been put up in the Memorial Hall and one set of keys will be retained by the Clerk. Emergency procedures and other information is now required for the noticeboard. Cllr Gilbert will look to tweak St Ives's Town Council emergency plan which is very similar to Alconbury's flood plan. Cllr Gilbert stated that Rose Charlton-Peel was unable to

obtain a lockable box for the Emergency Response Kit bag at ASSC. It was agreed that the Clerk will try and source one. It was noted that the Flood Response kit will be moved and put behind the Memorial Hall sign at the front of the building to address access issues.
RESOLVED: The Clerk will source a suitable lockable box for the Emergency Response Kit bag at ASSC.

0325.185 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 25th February 2025 were agreed as a correct record of the meeting and signed by the Chair.

0325.186 PLANNING APPLICATIONS

1. Resolved submitted comments where appropriate on applications:
    - 25/00377/HHFUL: Demolition of existing conservatory and a rear single-storey and link extension with part garage conversion at 7 Beech End, Alconbury, Huntingdon PE28 4DQ
      RESOLVED: Mo material observations.

    - CCC/24/121/VAR: Full permission for part of a new secondary school comprising 4 forms of entry (600 pupils) with 8 form of entry core facilities; indoor sports facility building, a 150 pupil Special Educational Needs and Disability School (SEND) with post 16 accommodation provision; electricity sub-station; car and cycle parking, hard landscaped playing courts, playing fields, access, landscaping and ancillary development. Outline permission: for the remaining part of the secondary school comprising 4 forms of entry (600 pupils) to create an 8 form of entry school (1,200 pupils), and expansion of the SEND school buildings to provide specialist autism and Post 19 accommodation (50 pupils), car and cycle parking, playing fields, landscaping and ancillary development. Informative: This is a Section 73 application to vary Conditions 4 (Approved Plans and Documents (Full and Outline)), 6 (Construction Phase Health and Safety Plan (CPHSP) Phase 1), 7 (Transport and Traffic Management Plan Phase 1), 8 (External Plant Phase 1), 9 (Kitchen Extraction or Air Intake System Phase 1), 15 (Cycle Parking Details Phase 1), 16 (Hard and Soft Landscaping Phase 1), 17 (Grassed Areas Enhancement Phase 1), 18 (Construction Environment Management Plan (for Biodiversity) Phase 1), 19 (Landscape and Biodiversity Management Plan Phase 1), Condition 22 (Secondary School External Materials Phase 1), 24 (Secondary School Architectural Details Phase 1), 29 (Foul and Surface Water Drainage Phase 1), 30 (Surface Water Drainage Construction Phase), 31 (BREEAM Design Stage Phase 1), 32 (BREEAM Post-Construction Stage Phase 1), 33 (Photovoltaic Panel Phase 1) and 37 (Site Waste Management Phase 1) of CCC/21/262/FUL, by amending the design and location of the secondary school, and associated works at (Alconbury Weald Education Campus), Ermine Street, Alconbury Weald, Cambridgeshire, PE28 4WX
      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 – Permitted.
    - 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 – In progress.

- 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.
- 24/02194/HHFUL: Demolition of existing garage, side extension and rear flat roof extension at The Hollies 3 Frumetty Lane Alconbury Huntingdon PE28 4DR – In progress.

0325.187 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 committee had confirmed that the pre-school rental rate would be increasing. The fixed priced rates for the halls energy have ended and the new rates are now nearly triple those before. The carpet tiles for the room upstairs will be arriving in May.

2. Tree Warden
   No update.

3. Alconbury Sports and Social Club
   ASSC have 2 new Trustees. Membership had gone up by 10%. A Woolley Hill Wind Farm grant had been applied for to refurbish the ladies toilet. The committee is looking at their business plan and website improvement.

4. Bramble End Play Area
   As reported at the last meeting, the hedge between the school and play area still required cutting. The Clerk stated that Antony Abbs had informed her that he would be doing them last week. The Clerk will contact Antony Abbs again.

5. Woolley Hill Wind Farm
   Next meeting 22nd April 2025.

6. Planning Working Group
   As stated in Cllr Gardener's earlier report Huntingdonshire District Council Chief Planning Officer Clara Kerr is arranging the planning meeting for parish councils at Upton and Coppingford village hall.

7. Neighbourhood Watch
   No update.

8. Allotments
   Cllr Gilbert reported that she was still waiting for Nigel Murphy, Chair of the Allotments Association to contact her to discuss a Parish Council representation attending allotment committee meetings.

0325.188 VILLAGE CRIME

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

- January 2025 – 5 reports of crime within the village.

0325.189 INFRASTRUCTURE

Received updates and resolved actions:

1. Churchyard
   It was noted that the first cut of the year had not been done yet.

2. Village Green
   1. Damaged village green by Temples Transport HGV
      The Clerk reported that the insurance company representing Temples Transport had paid the Parish Council £350.00 for the village green repairs. CJ Landscaping will be carrying out the repairs in the next few weeks.

2. Gigaclear request for Wayleave across village green
   Gigaclear are requesting permission from the Parish Council to carry out works to infrastructure (cables) which they had previously laid on the village green to connect new customers to their Broadband. A Wayleave agreement would require signing.
   RESOLVED: The Clerk to sign the Wayleave agreement with Gigaclear on behalf of the Parish Council.

3. Illegal parking on village green
   Cllr Isaac stated that rather than drafting a letter asking Brookside residents not to park on the village green she would be putting flyers on car windscreens instead.

3. Roads and Footpaths

1. Overgrown footpath no: 2 (rear of Coulson's Way
   Cllr Gilbert stated that copies of several Coulson Way property Title Registers had been obtained and unfortunately, they did not contain enough information to determine who was responsible for maintaining and keeping the footpath clear. Following on from Cllr Gardener's earlier report that Coulson Way might be cleared by CCC it was agreed that going forward a decision on regular maintenance would need to be made. A case would be made to CCC stating that maintenance of footpath no: 2 was not the responsibility of Coulson Way residents. It was agreed to await this outcome before contacting Breheny as suggested in the earlier public forum.

2. 20 mph funding application
   Cllr Button informed the meeting that the funding application for 20 mph speed limit in Alconbury had been submitted to CCC.

4. General

1. LHI bid strategy
   1. Weight limit on B1043
      Cllr Gilbert reported that she and Cllr Gardener had met with CCC Highways Officer Josh Rutherford to look at introducing a weight limit on the B1043. They were informed that a weight limit is difficult to enforce and that there were other possible options to stop large vehicles using this road. Josh Rutherford will investigate the options and come back by the next meeting with some proposals.

   2. Speed Indicator Devices LHI bid
      The meeting was informed that it would be a few more weeks before the Speed Indicator Devices would be delivered.

2. Changing location of Sawtry bus drop off
   The Clerk reported that she had contacted Dew's Buses which run The Sawtry School bus for Alconbury students and that they had agreed with immediate effect to change the afternoon drop-off point to the same place as the morning drop-off point outside 5 Great North Road.

3. Request for kerb stones on High Street to retain mud.
   This request from a resident was discussed.
   RESOLVED: To submit a future LHI bid for kerb stones on the High Street, along the village green, to retain mud from spilling over onto the road.

0325.190 FEEDBACK FROM MEETING WITH BEN OBESE-JECTY MP - MP FOR HUNTINGDON

Cllr Johson gave a verbal report form his meeting with Ben Obese- Jecty MP. The meetings are being held on a group basis i.e. parishes and town councils from certain areas at separate sessions to allow parish councils to raise their concerns with him regarding matters such as traffic and development issues in their parishes. The MP intends to hold these sessions on a periodic basis into the future - the next sessions will be in about 4 months. All attendees felt the meeting to have been worthwhile.

0325.191 ALCONBURY PRESCHOOL GRANT REQUEST

The grant request for £5000.00 for funding towards running costs of the preschool were discussed. All 3-year-olds are eligible for 30 free hours of pre-school per week and as a result, the pre-school is losing £2.20 per child per hour due to poor government funding. Staff and running costs are going up, their rent will be going up by 7.5%. The pre-school will have a running cost deficit of £7500.00 as they are limited in how they can charge parents and are only financially viable from September 2025 for one year.

Alconbury pre-school is the only one in the vicinity that accepts children entitled to the 30 free hours, the next nearest one is in Bluntisham. They have 32 children enrolled and 85% of them are funded. The pre-school is being creative and trying to find funding from different sources. Funding sources were suggested by Councillors which included Crown Gardens as children from this area attend the pre-school.

It was agreed that the pre-school should explore all avenues of funding before the Parish Council can make a decision on their granting request. It was however noted that the Parish Council would be unable to award the full grant of £5000.00.
RESOLVED: To discuss the grant request further and aim to resolve the matter at the next meeting. Cllr Gilbert agreed to contact Crown Gardens to find out if they would be able to grant some funds to the pre-school.

0325.192 CAPALC MEMBERSHIP AFFILIATION AND DATA PROTECTION OFFICER RENEWAL 2025/6
RESOLVED: To renew the CAPALC affiliation and Data Protection Officer membership for 2025/26.

0325.193 DEFIBRILLATORS
The bi-monthly defibrillators' report for the units at the Memorial Hall and shop submitted by Alconbury/Buckworth CFR Group Coordinator David O'Brian were noted. No action required.

0325.194 FINANCE
1. **RESOLVED:** Payment of outstanding March 2025 debts:

Unity Trust Bank	Bank charges February 2025	£6.00
Cambridgeshire Acre	Neighbourhood Plan support tasks 7, 11 &13	£981.00
Cllr R Johnson	Reimbursement of travel costs – meeting with Huntingdon MP in London	£44.60
A Brown – Clerk	Clerk's salary March 2025, including reimbursement of Land Registry Title Register/Plan costs	£876.24
HMRC	Clerk's Tax & NI March 2025	£241.51
NEST	Clerk's Pension March 2025	£35.28
Cambridgeshire Acre	Neighbourhood Plan support tasks 11 &13	£1308.00

2. Monies received:

Allotment rent	£1200.00
Urban & Civic B1043 traffic surveys	£1790.00
Direct Commercial – Village green damage repair	£350.00

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

0325.195 CORRESPONDENCE RECEIVED
None.

0325.196 MATTERS FOR FUTURE CONSIDERATION
None.

0325.197 NEXT MEETING Tuesday 29th April 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9.34 pm.