Alconbury Parish Council

www.alconburyparishcouncil.gov.uk
Parish Clerk: Alison Brown
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Minutes of the Alconbury Parish Council Annual meeting held in the Memorial Hall, Alconbury on Tuesday 27th May 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: 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

1. A resident asked if the trees near Robin Terrace where the ditch was recently cleared, be assessed as they appear to be suffering from Ash die back. Cllr Brawn to ask Maynard Trees to investigate.
2. A resident stated that the white lines on the bend on Mill Road needed reinstating as drivers were cutting corners and several near misses had recently occurred.
3. Cars are speeding on The Great North Road as the 40-mph speed sign is obscured by overgrown vegetation and requires cutting back. This was reported by the Clerk to Cambridgeshire County Council (CCC) in October 2024. The Clerk will report this again.
4. A resident asked if the morning and afternoon road closures in front of Alconbury Primary school were legal. The Parish Council stated that the school are part of a CCC 'School Street scheme.' The road is closed outside a school to motor vehicles for up to an hour during the school's opening and closing times. This creates a pedestrian and cycle/scoot zone, which offers numerous benefits.
5. The resident of Duck's Nest Cottage stated that he was exploring other avenues to resolve his trees issues and was submitting a complaint to Huntingdon District Council (HDC), against the Parish Council as any of his proposals had not been accepted. He offered an invitation to all Councillors and the Alconbury Sports and Social Club to visit his garden to look at the tree issues which he is having to deal with.

0525.001 ELECTION OF CHAIR
Nominations were called. Cllr Gilbert was proposed. There were no further nominations.
RESOLVED: To elect Cllr Gilbert as Chair.

0525.002 ELECTION OF VICE CHAIR
Nominations were called. Cllr Johnson was proposed. There were no further nominations.
RESOLVED: To elect Cllr Johnson as Vice Chair.

0525.003 APOLOGIES FOR ABSENCE
None.

0524.004 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 0525.014.1 and 0525.014.5.
Cllr C. Pinn – agenda item 0525.014.1.
Cllr Isaacs - agenda item 0525.014.3.
Cllr Johnson – agenda item 0525.014.3.
Cllr Trotman – agenda item 0525.017.

0525.005 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
It was noted that all policies and procedures of the council were up to date.

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

- Memorial Hall – Cllr MacLennan, Cllr C. Pinn.
- Tree Warden – Cllr Brawn, assist Cllr Brown.

- Alconbury Sports and Social Club – Cllr Isaacs, Cllr Johnson.
- Bramble End Play Area – Cllr Gunney, assist Cllr L. Pinn.
- Woolley Hill Wind Farm - Cllr Trotman.
- Planning – Cllr Johnson.
- Allotments – Cllr L. Pinn.
- Neighbourhood Watch – Cllr Button.
- Neighbourhood Watch 'Bird's Estate' – Cllr Brown.

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0525.009 BRAMPTON CROSS DEVELOPMENT @ 8:00 pm

A presentation was given by Nick Dines, Concilico Communications and Jake Nugent Endurance Estates regarding the proposals for Brampton Cross, a new, world-class employment park at the heart of Huntingdonshire's growth corridor, sitting between the A1 and A14.

Public consultations are taking place on:

- In-person exhibition 1 - Thursday 19th June 3-7pm - Ellington Village Hall, The Green, Ellington, PE28 0AQ.
- In-person exhibition 2 - Saturday 21st June, 10am-2pm - Alconbury Hall, School Lane, Alconbury, Huntingdon, PE28 4EQ.
- Online Webinar – Tuesday 24th June 6-7pm – Held via Zoom.

0525.011 NEIGHBOURHOOD PLAN

It was reported that only 2 responses had been received to the Local Green Spaces emails which had been sent out by the Clerk. HDC had responded and stated that it would not support the designation of Bird's Estate Green as a 'Local Green Space' and suggested that it is renamed as an 'Important space' and taken out of the designations. The Church Commissioners had responded stating that they would not support the designation of the land north of School Lane, (Cow Field) as a Local Green Space as it was inconsistent with the National Planning Policy Framework. However, they would be happy to discuss the potential future designation of the Alconbury Memorial Hall Green if deemed appropriate, subject to seeing the details of the draft policy document.

Work on the non-heritage sites has been completed and the distribution list is nearly ready. Cllr Gilbert has prepared an email to stakeholders. The Clerk presented quotations for the Regulation 14 leaflets which will be distributed to all residents and businesses via hand, email, and post.

The earlier Brampton Cross presentation was discussed and it was agreed that as part of the Neighbourhood Plan, the proposed development needs to be brought to the attention of as many residents as possible. It was agreed that a separate leaflet should be sent out with the Regulation 14 leaflet and that the website should have a page dedicated to the development.
RESOLVED: The Regulation 14 consultation will run from 6th June to 15th August 2025. To accept the printing quotation from Parrot Print for 750 Neighbourhood Plan Regulation 14 information leaflets £97.00. The Clerk to ask ASKIT to make the consultation form on the website live. Cllr MacLennan to place ballot boxes for the return of paper comments in the Memorial Hall, shop, school, doctors' surgery, church and Alconbury Sports and Social Club. The Clerk to obtain a quote for 750 Brampton Cross awareness leaflets to be distributed with the Neighbourhood Regulation 14 leaflets. The Clerk to ask ASKIT to set up a Brampton Cross page on the Parish Council website.

0525.012 MINUTES FOR APPROVAL

RESOLVED: The minutes of the Alconbury Parish Council meeting held on 29th April 2025 were agreed as a correct record of the meeting and signed by the Chair.

0225.013 PLANNING APPLICATIONS

1. Resolved submitted comments where appropriate on applications:
   - 25/00552/HHFUL: Erection of two storey side extension at Ducks Nest, Polecat Lane, Alconbury, Huntingdon PE28 4EX
     RESOLVED: Recommend Refusal - material observations to be submitted:
     1. The proposal appears to go above the height restrictions as set out in planning requirements.
     2. The proposal is in close proximity to the brook.

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.
- 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 Preservation Order works at Spinney House at Spinney House, Rusts Lane, Alconbury, Huntingdon PE28 4DN – In progress.

0525.014 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 Annual General Meeting is taking place 28th May 2025. The carpet tiles for the new upstairs meeting room are arriving tomorrow.

2. Tree Warden
   The horse chestnut on the village green has old branches which need removing.
   RESOLVED: Cllr Brawn to contact Dan Maynard about the horse chestnut tree.

3. Alconbury Sports and Social Club
   Plastic airtight storage is required for the fleece blankets in the Emergency Resilience Response Kit bag and DD batteries for the megaphones.
   RESOLVED: The Clerk to purchase 4 airtight storage bags and 8 DD batteries.

4. Bramble End Play Area
   Bird mess requires cleaning from the swings and seesaw.

5. Woolley Hill Wind Farm
   No update/

6. Planning Working Group
   Cllr Gilbert reported that she had spoken with HDC Senior Planning Policy Officer Natalie Elworthy regarding the Draft Local Plan and that the Parish Council did not need to specify in the plan any preferred site for development.

7. Neighbourhood Watch
   No update.

8. Allotments
   No update.

0525.015 VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map:
March 2025 – 8 reports of crime within the village.

0525.016 INFRASTRUCTURE

Received updates and any resolved actions

1. Churchyard
   No update.

2. Village Green
   a. Damaged village green by Temples Transport HGV
      Despite the Clerk contacting the contractor after the last meeting, the repair was still outstanding.
      RESOLVED: The Clerk to contact the contractor again.

   b. Illegal parking on village green
      Cllr Isaacs continues to put ‘Do not park’ flyers on cars parking illegally on the village green.

c. The Ford gates are now open.

d. There will be a planned power cut between 4th June and 12th June in the village due to UK Power Networks carrying out essential work on the network.

3. Roads and Footpaths

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

b. Bushes are overgrowing from a bungalow at the end of footpath no: 2 on Mill Road, on the way to the shops.
RESOLVED: Cllr Gunney to ask the resident to cut them back.

4. General

1. LHI bid strategy

a. Weight limit on B1043
The report from Josh Rutherford for a weight limit on the B1043 has been received. There are many cost implications associated with implementing such a scheme and it appears that Highways are citing many reasons as to why it should not be done. It was suggested that Ben Obese-Jecty, MP for Huntingdon should be invited to attend a Parish Council meeting so that the matter can be raised with him.
RESOLVED: Cllr Gilbert to invite Ben Obese-Jecty, MP for Huntingdon to attend a Parish Council meeting.

b. Speed Indicator Devices LHI bid
The delivery of the Speed Indicator Devices is imminent.

c. Cllr Gilbert informed the meeting that the Parish Council must attend Cambridgeshire County Council on 4th July 2025 to give a presentation in support of the LHI bid application for a zebra crossing on Great North Road.

0525.017 ALCONBURY COMMUNITY PRESCHOOL GRANT REQUEST

The grant request for £5000.00 for funding towards running costs of the Preschool was discussed again, following the previous discussion at the March 2025 meeting agenda item 0325.191, when the Preschool had been asked to explore other avenues of funding. The Preschool representatives stated that since then, they had managed to raise £6000.00 however were still short £1500.00. It was noted that the MP for Huntingdon will be visiting the Preschool in September 2025 where they will highlight the shortfall in government funding issue to him.
RESOLVED: With a vote of 8 in favour and 3 against, to award a one-off grant of £1000.00 to Alconbury Community Preschool towards their running costs. To invite the Preschool to join the Parish Council stall at the summer fete to enable them to fund raise during the event.

0525.018 FINANCE

1. **RESOLVED:** Payments of outstanding May 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 - Nil
RESOLVED: The Chair confirmed the receipts and bank reconciliation as correct.

3.Annual Governance and Accountability Return for year ending 31 March 2025.

(a) The effectiveness of the system of internal control was reviewed and considered satisfactory.
(b) The Annual Governance Statement 2024/25 was approved and **RESOLVED**, for signing by the Chair and Clerk.
(c) The Accounting Statements were considered by all members.
(d) The Accounting Statements were approved and **RESOLVED** for signing by the Chair and Responsible Financial Officer (Clerk).

4. The Internal Auditor for 2025/26 was confirmed as Evolve Tax & Accountancy again.

0525.019 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.

0525.020 CORRESPONDENCE RECEIVED
None.

0525.021 MATTERS FOR FUTURE CONSIDERATION
None.

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

The meeting closed at 9:40 pm.