# Alconbury Parish Council

www.alconburyparishcouncil.gov.uk
Parish Clerk: Alison Brown
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**Minutes of the Alconbury Parish Council meeting held in the Memorial Hall, Alconbury on Tuesday 29th July 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: 16 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 of Duck's Nest Cottage stated that he did not agree with the Parish Council's re-submitted comments against his planning application.
2. Members from Alconbury Weston Parish Council stated that they would like to support and join the Parish Council's Brampton Cross working group. They will nominate a councillor to be their representative at meetings.

0725.039 APOLOGIES FOR ABSENCE
None.

0725.040 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 0725.048.1.
Cllr C. Pinn – agenda item 0725.048.1.
Cllr Isaacs - agenda item 0725.048.3.
Cllr Johnson – agenda item 0725.048.3.
Cllr T Trotman – 0725.048.5.

0725.041 ALCONBURY TEA AND TOTS GRANT REQUEST
The grant request for £1000.00 for funding towards running costs of the Alconbury Tea and Tots group was discussed. The group has been running for over 40 years however they are struggling with meeting the costs of the Memorial Hall hire and snacks due to the low number of children attending, those that do attend, rely on the group. The group is run by volunteers and as of late, they have been paying for the children's snacks themselves. The hall committee has already tried to help by reducing the cost of the hall hire. It was proposed that the Parish Council awards a grant of £500.00 and that the group approach Alconbury Weston Parish Council for the remainder of the required funds as children from that parish also attend the group.
**RESOLVED:** To award a grant of £500.00 towards the running costs of Alconbury Tea and Tots.

0725.042 BRAMPTON CROSS DEVELOPMENT
Cllr L. Pinn gave an update on the progress of the working group. After the last meeting, the Clerk had sent the objection letter on the proposed commercial development known as Brampton Cross to Endurance Estates. Since then, an all-parishes meeting had taken place with a good turnout of other Parish Councils likely to be affected by the proposed development. It was suggested that Sawtry Parish Council are invited to future meetings as they are already having issues with the number of HGVs parking near the new service station on the A1(M) and a development such as Brampton Cross would attract more HGVs to the area. It was further suggested that Huntingdon Town Council should also be invited to working group meetings. Cllr L. Pinn stated that she would contact the Parish Councils which had not responded to her.

The next stage is to try and meet with the developers and a Stakeholders meeting request letter drafted by Cllr L. Pinn will be sent to Endurance Estates by the Clerk after the meeting. The letter will also request supporting documentation in advance such as a Full Traffic Impact Assessment.
Cllr L. Pinn is preparing a mitigation list relating to Highways issues which the proposed development may cause.

It was noted that Endurance Estate next planned public consultation should be in September/October.

A dedicated Brampton Cross page on the Parish Council website with information relating to the development including copies of the letters sent was discussed. It was suggested that monthly updates could be posted on the website and which Cllr Gardener could then relay to all the Parish Councils under his remit when attending their meetings. It was also discussed whether a budget for printing leaflets and engaging with consultants etc should be allocated.
**RESOLVED:** Clerk to send the request for a Stakeholder Meeting letter drafted by Cllr L. Pinn to Endurance Estates. A website page dedicated to the proposed Brampton Cross development will be set up on Alconbury Parish Council's website.

0725.043 THE ALCONBURY BROOK FLOOD GROUP
Mr Charles Dalleywater thanked the Parish Council for his recent 'Honorary Freedom of the Parish' award, which had given him great pleasure. He said that the Flood group was a big team effort and the project will continue regardless who is the main lead. Mr Dalleywater then gave his Flood group report which is appended to these minutes.

0725.044 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

Cllr Gardener also stated that:

- The new Huntingdonshire District Council Enforcement Officers will be coming out to rural areas once the staff are trained and competent in dealing with town parking enforcements.
- He will chase up the white lines' markings project.
- Dan Wiggs, Public Rights of Way Officer, had still not come back to him regarding meeting on a regular basis. Cllr Gardener was informed that the grass on Cades Hill, footpath no: 19, had not yet been cut this year
- The damaged fence on A1(M) would be replaced by the end of October 2025.
- Debris on road verges – This is the responsibility of Huntingdonshire District Council and they are working with National Highways to get areas cordoned off to be able to clear them.

0725.045 NEIGHBOURHOOD PLAN
Cllr Gilbert stated that the Regulation 14 Consultation ends on 15th August 2025 and will put a reminder on Facebook for any further comments. A quotation of £5995.00 + VAT had been provided by Cambridgeshire ACRE for Independent Planning Consultant Jacqueline Veater of Govresources Ltd to analyse feedback from the Regulation 14 consultation and prepare submission documents through to the examination stage of the Neighbourhood Plan process. It was discussed and agreed that the Parish Council should self-fund this next stage of the process as there is currently no funding available for Neighbourhood Plans.
**RESOLVED:** To accept the quotation of £5995.00 + VAT and engage the services of Independent Planning Consultant Jacqueline Veater of Govresources Ltd to take the Neighbourhood Plan through up to the end of the examination stage.

0725.046 MINUTES FOR APPROVAL
**RESOLVED:** The minutes of the Alconbury Parish Council meeting held on 24th June 2025 were agreed as a correct record of the meeting and signed by the Chair.

0725.047 PLANNING APPLICATIONS
1. To resolve submitted comments where appropriate on applications
   No applications received.

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

0725.048 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

Building works on the hall extension have started. Cllr Sarah Button has joined the hall committee. Jan Sutherland has stepped down as Treasurer.

2. Tree Warden
The quotation from Dan Maynard to fell the horse chestnut tree (908), near 6 Brookside would need to be felled was discussed. A Lime tree (906), next to it also required some works to clear it away from the power lines. Dan had previously quoted for these works in October 2023. All relevant permissions have been sought and approved.
**RESOLVED:** To accept the quotation of £ 1035.00 from Dan Maynard to fell the horse chestnut tree (908), grind stump, backfill and seed with grass; and Lime tree (906) raise crown to 3m all round, remove deadwood and clear power line by 2m.

Two trees at the Sports and Social Club also need some tree works. A burnt tree next to the clubhouse was dead and required removing.
**RESOLVED:** To allow Alconbury Sports and Social Club to carry fell the burnt tree. The Clerk will inform Bruce Staines and Laurence Rickard at the Sports and Social Club.

It was noted that Roger Read had cut back any vegetation on his land that may have been obscuring the view over the heritage bridge however a silver birch tree on Parish Council land next to his land required cutting back as well.
**RESOLVED:** To instruct Dan Maynard to cut back the silver birch tree and any other vegetation along the pavement strip next to the heritage bridge.

3. Alconbury Sports and Social Club
No update.

4. Bramble End Play Area
Cllr Gunney reported that he had touched up with paint the arms on a piece of adult equipment however it all the equipment needed this doing. All pieces of equipment could do with a clean. The next play area inspection is due in October.

5. Woolley Hill Wind Farm
No update.

6. Planning Working Group
No update.

7. Neighbourhood Watch
Cllr Button reported that Neighbourhood Watch had carried out some speed monitoring sessions on the National Day for Speedwatch. They were pleased with how the fete went and have ideas for new stalls next year. They are looking into CCTV for under the A1(M) flyover. It is reported that 2A Rusts Lane is to become a House of Multiple Occupancy (HMO) with 6 rooms for professional people to rent. Cllr Gardener stated that he would investigate this.

8. Allotments
No update.

0725.049 VILLAGE CRIME
The Clerk provided the following crime figures taken from www.Police.uk crime map:
May 2025 – 5 reports of crime within the village.

0725.050 INFRASTRUCTURE
To receive updates and resolve any actions

1. Churchyard
No update.

2. Village Green

a. Damaged village green by Temples Transport HGV
The green has been levelled and seeded with grass. If the seed does not take, the contractor will return to turf the area.

b. Illegal parking on village green
This issue continues. The new Huntingdonshire District Council Civil Parking Enforcement Officers will be asked to include this area in their rural rounds at some point in the future.

c. Registration of village green
The registration of the village green to the Parish Council has been completed.

d. The planting of a tree to replace the horse chestnut which is due to be felled was discussed. This will be an agenda item at the next meeting.

3. Roads and Footpaths

a. Overgrown footpath no: 2 (rear of Coulson's Way)
This has not been carried out yet as it is still bird nesting season.

b. Landscape maintenance of area near the heritage bridge
Dan Maynard will be asked to cut this area back – see agenda item 0725.048.2 for action.

c. It was noted that the kissing gate has been temporarily repaired.

d. Cades Hill, footpath no: 4 has not been cut back this year. Cllr Gardener stated that he would raise this with Dan Wiggs, Cambridgeshire Public Rights of Way Officer.

4. General

1. LHI bid strategy

a. Weight limit on B1043
No update.

b. Speed Indicator Devices LHI bid
Delivery of the units is expected in the first week of August.

c. Update on Cambridgeshire County Council presentation in support of the LHI bid application for a raised zebra crossing on Great North Road
The outcome of the bid is expected in October.

2. LHI bid for gate entrances 'Please drive carefully' signs
The submission of an LHI bid application for gate entrances will be considered for the next round of LHI bids in January 2026. It was suggested that the current village signs could also be moved to better village entrance locations.

3. Renewal of grass cutting contract
The current grass contract expires at the end on this year.
**RESOLVED:** That the Clerk will obtain 3 grass cutting quotations, fixed for 3 years.

0725.051 FINANCE

1. **RESOLVED:** Payment of outstanding July 2025 debts:

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| Four Seasons (Antony Abbs) | Parish grass cutting 4th instalment | £2076.00 |
| Ansvar Insurance | Parish Council insurance renewal | £1135.45 |
| CAPALC | Annual affiliation and Data Protection renewal | £514.88 |
| Parrot Print Ltd | Scroll printing | £15.00 |
| Royal British Legion | S137 LGA 1972 Remembrance Wreath | £50.00 |
| A Brown – Clerk | Clerk's salary July 2025 | £858.24 |
| HMRC | Clerk's Tax & NI July 2025 | £295.85 |
| NEST | Clerk's Pension July 2025 | £35.28 |
| Unity Trust Bank | Bank charges June 2025 | £6.00 |
| Med UK Group Ltd | Replacement defibrillator pads for hall unit | £66.00 |
| PKF Littlejohn LLP | External Auditor AGAR review year ended 31 March 2025 | £378.00 |

2. Monies received

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|---|---|
| Cambridgeshire County Council – grass cutting reimbursement | £2674.92 |

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

0725.052 CAPALC REPRESENTATIVE

**RESOLVED:** Cllr Brawn nominated as CAPALC Parish Council representative.

0725.053 WHEELIE BIN STICKERS

Cllr Issacs proposed that the Parish Council purchases 30 mph speed limit stickers to go on household wheelie bins to help raise awareness of drivers passing by of what the speed limit in the village is as several surrounding parishes have already adopted this initiative. It was suggested that stickers are initially purchased for households on Globe Lane and The Great North Road as these roads often have speeding cars before rolling it out to the rest of the village. It was stated that one parish has '20 is plenty' stickers on their bins. Cllr Issacs stated that she had obtained an initial quotation of £395.00 for 500 stickers and was willing to ask residents if they were interested in such an initiative. Cllr Brown offered to help with this.

**RESOLVED:** To go ahead and purchase speed limit stickers for household wheelie bins with the wording '20 is plenty'. Firm quotations for stickers will be obtained.

0725.054 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.

The Clerk reported that the defibrillator at the Memorial Hall had been used on Friday. New pads have been purchased by the Clerk and fitted by David O'Brian.

It was noted Cllr Brawn and Cllr Brown had attended training on how to use a defibrillator.

0725.055 CORRESPONDENCE RECEIVED

The conclusion of the audit of the Annual Governance and Accountability Return for year end 31st March 2025 was noted. No remarks were made by the External Auditor. The Conclusion of Audit notice will be placed on the website.

0725.056 MATTERS FOR FUTURE CONSIDERATION

September agenda items: Tree replacement planting and adoption of Information Technology policy.

Protected Road Verges – It was suggested that there may be more verges in the parish which can be protected. Cllr MacLennan will be carrying out a biodiversity walk and will contact Dr Claire Wallace, Cambridgeshire County Council Ecology Officer for advice on what other verges could qualify for protection.

Next Brampton Cross working party meeting 20th August 2025.

0725.057 NEXT MEETING Tuesday 30th September 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:15 pm.