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 October 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: 5 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. An update on the repainting of white lines within the parish was requested. Cllr Gardner reported that he had followed up on this matter; however, in the meantime, Cambridgeshire County Council (CCC) Highways had undergone a reorganisation. He confirmed that he would pursue the matter again.

2. An update was requested regarding the clearance of the footpath running between Rusts Lane and Bell Lane (Footpath No. 2). Cllr Gardner reported that he would make further enquiries and follow up on this matter.

3. The resident of Duck's Nest Cottage asked the Parish Council to substantiate the comments it had made regarding his withdrawn planning application, as he believed these comments had prompted the Planning Department to request further information. The Chair clarified that Huntingdonshire District Council's (HDC) Planning Department makes its own judgements on planning applications and that the Parish Council acts solely as a consultee. The resident was advised to contact the Planning Officer for guidance on the additional information requested and to submit his questions in writing to the Parish Council to receive a formal response.

1025.083 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. K. Brown and Cllr. T. Trotman.

1025.084 DECLARATIONS OF INTEREST
Cllr S. Button – agenda item 1025.092.1.
Cllr McLennan – agenda item 1025.092.1.
Cllr C. Pinn – agenda item 1025.092.1.
Cllr Isaacs - agenda item 1025.092.3.
Cllr Johnson – agenda item 1025.092.3.

1025.085 BRAMPTON CROSS DEVELOPMENT
Feedback was provided following the recent Brampton Cross Working Party workshop, which was attended by the Concilio Communications Team for Endurance Estates and representatives from 16 neighbouring Parish Councils. It was noted that all Parish Councils raised similar concerns, including environmental impact, traffic issues, and increased flooding risks.

The Developer is currently undertaking several assessments, including traffic studies and modelling data, at the request of HDC. An outline planning application is not expected until late summer or autumn next year. Concilio indicated that they are happy to continue meeting with the Working Party on a regular basis.

The latest edition of the Brampton Cross Working Party newsletter, along with the presentation slides shown by Nick Dines, Concilio, at the recent workshop, have been circulated to all participating neighbouring parishes and uploaded to the Parish Council website.

It was suggested that at the next Working Party meeting, discussions should take place with neighbouring parishes prior to the commencement of the Local Plan consultations, to highlight potential cluster developments within the area that may affect them.

2. CPRE The Countryside Charity Membership
The Council discussed the potential benefits of joining CPRE – The Countryside Charity. Membership provides access to expert advice on rural planning and environmental matters, updates on relevant campaigns, and opportunities to collaborate with other councils and community groups. It was noted that membership may assist the Council in responding to large-scale developments, such as the Brampton Cross scheme, by providing guidance on planning policy and environmental impacts. The cost of membership is £60.00 per year.
RESOLVED: To join CPRE The Countryside Charity at a cost of £60 per year.

1025.086 THE ALCONBURY BROOK FLOOD GROUP
Charles Dalleywater gave his report which is appended to these minutes. In addition, he also reported that he and Cllr Gardener had met with the Shadow Minister for Development at the Houses of Parliament. It was noted that Woolley Hill Wind Farm had awarded the flood group a grant to support their projects.

Mr Dalleywater further reported that the flood alleviation scheme had secured £200,000 in government funding for the scheme to progress and it now had economically viable options. The next stages are high-level assessments, detailed design, and a public consultation. It is hoped that the scheme will secure the necessary funding to proceed, with work expected to start at the end of 2027 or the beginning of 2028.

It was noted that there was currently no flow in the brook due to a lack of rainfall.

1025.087 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

1025.088 NEIGHBOURHOOD PLAN
Cllr Gilbert reported that she had met with Jacqueline Veater, the Neighbourhood Plan consultant. She stated that councillor actions remained outstanding and needed completing for the plan to progress. A response was still required to the Church Commissioners regarding their Regulation 14 comments concerning the Cow Field. It is hoped that the next revised draft of the plan will be ready by the end of November. Cllr Gilbert will meet again with Jacqueline Veater on 20th November, with Cllr Johnson attending if available.

1025.089 HUNTINGDONSHIRE DISTRICT COUNCIL LOCAL PLAN UPDATE – PUBLIC ENGAGEMENT SCHEDULED BETWEEN 5TH NOVEMBER – 17TH DECEMBER 2025
RESOLVED: Councillors will meet on Tuesday 2nd December 2025 to review and discuss the Huntingdonshire District Council Local Plan.

1025.090 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 30th September 2025 were agreed as a correct record of the meeting and signed by the Chair.

1025.091 PLANNING APPLICATIONS
1. Resolved submitted comments where appropriate on applications:
   25/01809/FUL: Installation of new glazed bi-fold doors in place of 2No. Windows to rear elevation at Alconbury Sports and Social Club, Great North Road, Alconbury PE28 4EZ
   RESOLVED: Neutral – Comment to be submitted: However, the Parish Council notes that the biodiversity checklist response erroneously states that the proposal is not within 200m of a watercourse.

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.

1025.092 COUNCILLORS UPDATES FROM PREVIOUS MEETING

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

1. Memorial Hall
   Building work on the hall extension continues.

2. Tree Warden
   Cllr Button reported that the Neighbourhood Watch group had expressed a desire to remove the oak tree, which has a bench seat surrounding it, as it appeared to be in poor health. At the previous meeting, it had been advised by Dan Maynard that the tree should be monitored to see if its condition improved in the spring. It was suggested that a new tree could be planted elsewhere instead and the bench relocated with it. Cllr Button stated she would obtain clarification from Neighbourhood Watch whether they would want to do this.

3. Alconbury Sports and Social Club
   Cllr Isaacs reported that the club would be holding a fireworks event next week and that complaints had been received regarding toadstools growing on the field. Membership numbers have increased, and the club is considering plans to update the existing play equipment.

4. Bramble End Play Area
   Cllr Gunney reported that he had obtained quotations for the replacement of the play area surfaces; however, the costs were high. It was suggested that potential funding opportunities should be explored to support improvements to the play area. The Clerk advised that she had instructed Wicksteed Leisure Ltd to carry out the annual inspection of the play equipment and was awaiting confirmation of the inspection date.

5. Woolley Hill Wind Farm
   It was suggested that any groups applying to the Parish Council for grants should also be informed that they may apply to the Woolley Hill Wind Farm charity for funding. It was further suggested that the Parish Council's grant application form should be reviewed and updated as necessary.
   RESOLVED: Clerk to revise the Parish Council's grant application form.

6. Planning Working Group
   No update.

7. Neighbourhood Watch
   No update.

8. Allotments
   No update.

1025.093 VILLAGE CRIME

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

1025.094 INFRASTRUCTURE

Received updates and resolved actions

1. Churchyard
   No update.

2. Village Green
   a. Tree replacement planting
      Cllr Brawn reported that she had spoken with Dan Maynard, who advised that the Parish Council could adopt a policy to plant a small number of trees each year.
      RESOLVED: That a Tree Policy be drafted.
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   b. Traffic driving over Village Green
      Cllr L. Pinn reported that the final draft of the HGV Traffic Incidents and LGV and Van Monitoring Report for the village of Alconbury was ready to be published on the Parish Council's website. She also advised that she had prepared a resident's information note to accompany the report. Residents will be able to report any incidents involving vehicles contravening road traffic regulations via an online form on the Parish Council's website, which the Clerk will then process.

Preventative measures to address illegal parking on the village green were also discussed, with the installation of bollards along the side of Brookside suggested as a possible solution. It was noted that the Parish Council could apply to the Woolley Hill Wind Farm charity for funding to support this initiative.
RESOLVED: That the HGV Traffic Incidents and LGV and Van Monitoring Report, along with the resident's information note, be published on the Parish Council's website, and that the Clerk will investigate the installation of bollards on Brookside.

c. There were no other matters raised.

3. Roads and Footpaths
   a. Overgrown footpath no: 2 (rear of Coulson's Way)
   Cllr Gardener confirmed during the earlier public forum that he would make further enquiries and follow up with CCC regarding the clearance of the footpath running between Rusts Lane and Bell Lane (Footpath No. 2).

   b. Overhanging trees in Field Close
   Concerns were raised by a resident regarding trees on the green shelter belt, which are overhanging the road, obscuring street lighting, and residential properties, occasionally dropping large branches onto the road, and whose roots are lifting the road surface. It was noted that the trees are in the A1 northbound verge. The Clerk reported that she had notified Highways; however, they had investigated the matter and determined that the defect did not currently meet their criteria for repair. Cllr Gardener offered to look further into the matter.

4. General
   1. LHI bid strategy
      a. Weight limit on B1043
      Cllr Gilbert stated that no further response had been received following a meeting with Highways back in September. She also stated that no action had yet been taken on the HGV covenant/ voluntary agreement with local haulier.

      b. LHI bid application for a raised zebra crossing on Great North Road
      Following the Parish Council's successful LHI application for a zebra crossing on the Great North Road, the next stage will involve the design process and an on-site visit from Highways.

   2. MVAS (Mobile Vehicle Activated Signs and Speed Indicator Devices)
   The Clerk reported that she had ordered the additional solar panel. Cllr Johnson stated that the panel had not yet been received. The Clerk confirmed that she would follow up on the order.

   It was noted that residents living at the end of Manor Lane had observed an improvement in traffic speeds due to the MVAS. It was suggested that the data downloaded from the MVAS could be used to support traffic mitigation measures for the proposed Brampton Cross development.

   3. Brookside parking issues/Policy for reporting HGV's
   See agenda item 1025.094.2.b.

   4. Renewal of grass cutting contract
   The Clerk reported that four invitations to tender had been issued for the new grass cutting contract. Received tenders will be reviewed and discussed by councillors at the next meeting.

   5. No other matters received.

1025.095 FINANCE

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

East Anglian Ambulance Service	Grant S137 LGA 1972	£500.00
A Brown – Clerk	Clerk's salary October 2025	£865.60
HMRC	Clerk's Tax & NI October 2025	£308.12
NEST	Clerk's Pension October 2025	£37.59

Unity Trust Bank	Bank charges September 2025	£6.00
CJ Landscapes	Village Green repair	£350.00
Cambridgeshire Acre	Neighbourhood Plan support	£1308.00

2. Monies received

Unity Trust Bank interest	£212.09

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

3. The Clerk stated that the budget for 2026–2027 will be presented at the next meeting and requested that councillors submit any budget ideas for consideration.

1025.096 WHEELIE BIN STICKERS

Cllr Isaacs reported that she had distributed four 30 mph stickers to each household on Great North Road and Globe Lane, and that spare stickers were available for residents wishing to place them on their green bins. It was suggested that households on Mill Road could also be provided with the stickers.

1025.097 DECEMBER 2025 PARISH COUNCIL MEETING

RESOLVED: December meeting of the Parish Council will be held on Tuesday, 16th December 2025.

1025.098 CORRESPONDENCE RECEIVED

1025.099 MATTERS FOR FUTURE CONSIDERATION

The date of the next Brampton Cross Working Party meeting will be confirmed at the next Parish Council meeting.

Agenda Item for next meeting: Discussion of future LHI bids for additional MVAS units.

1025.100 NEXT MEETING Tuesday 25th November 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:38 pm.