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 30th September 2025 at 7:30 pm

Present: Councillors: T. Gilbert (Chair), K.Brown, S. Brawn, 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. The resident of Duck's Nest Cottage informed the Parish Council that his planning application for a proposed extension to his property had been withdrawn. He expressed concern that the Parish Council's opposition to the application, along with matters relating to trees on his property, appeared personal in nature. He also stated that Huntingdon District Council (HDC) had informed him that the Parish Council was requesting an additional report in relation to his application.

   In response, Cllr Gilbert clarified that all planning applications and associated issues are treated equally and without bias by the Parish Council, regardless of the applicant. Cllr Gardener advised the resident to contact the Planning Officer at HDC directly, noting that the Parish Council acts solely as a consultee in the planning process and does not make any decisions.

2. A resident raised concerns with the Parish Council regarding the proposed Brampton Cross development, stating it would have a significant impact on the village if permitted. He suggested that, like the compensation offered during the construction of the A1(M), residents might be entitled to compensation for any disruption caused in the village. He also suggested that the names of the HDC Planning Officers handling the application be made available, so residents can contact them directly if necessary.

0925.064 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. S. Button and Cllr. T. Trotman.

0925.065 DECLARATIONS OF INTEREST
Cllr McLennan – agenda item 0925.073.1.
Cllr C. Pinn – agenda item 0925.073.1.
Cllr Isaacs - agenda item 0925.073.3.
Cllr Johnson – agenda item 0925.073.3.

0925.066 EAST ANGLIAN AIR AMBULANCE GRANT REQUEST
A grant request for £500.00 was considered to support the ongoing delivery of East Anglian Air Ambulance's medical services, aftercare, and community training activities throughout the year. The Council agreed that this is a valuable service with the potential to benefit all residents of the village.
RESOLVED: To award a grant of £500.00 to East Anglian Air Ambulance in support of their on-scene, lifesaving advanced medical care.

0925.067 BRAMPTON CROSS DEVELOPMENT
Cllr L. Pinn reported that, following the open letter sent by the Parish Council last month, the developer has agreed to hold a workshop with all affected Parish Councils to discuss the issues arising from the proposed development. In preparation for this workshop, she has met with representatives from other parishes. Each Parish Council will deliver a five-minute presentation outlining the specific concerns and potential impacts the development would have on their area.

Huntingdon District Council (HDC) has requested that the developer undertake several preliminary assessments, including consideration of an archaeological survey.

Cllr Gardener stated that Cambridgeshire County Council (CCC) has stated that, based on current information and all available transport modelling, the existing road infrastructure will not support the proposed development. CCC may attend the workshop. National Highways also have concerns regarding the transport modelling provided to them by the developer.
RESOLVED: To invite HDC, CCC National Highways and Ben Obese-Jecty MP, Member of Parliament for Huntingdon to the developer's workshop on 16th October 2025.

0925.068 THE ALCONBURY BROOK FLOOD GROUP
Charles Dalleywater gave his report which is appended to these minutes. In addition, he informed the Parish Council that the Flood Group is exploring ways to raise funds to support a future project, aimed at ensuring their ongoing sustainability for the future.

0925.069 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report which is appended to these minutes.

He also stated that:

- He will be meeting with the Highways Officer tomorrow and will ask about the vegetation clearance at Coulson Way.
- Road white lines remarking will take place in the spring due to the current weather.

Cllr Johnson asked if HDC Parking Enforcement Officers could be requested to monitor and ticket drivers parking illegally on the Village Green.

Cllr Gardener was informed that the bridal path fence alongside the A1(M) has still not been repaired.

0925.070 NEIGHBOURHOOD PLAN
Cllr Gilbert provided a progress update on the Neighbourhood Plan and asked councillors whether they had completed the actions she had previously requested.

She reported that she had recently met with Jacqueline Veater, the Neighbourhood Plan consultant. The next version of the draft Plan is expected to be available in mid-October, in time for the Brampton Cross development workshop scheduled for 16th October 2025.

It was noted by Jacqueline Veater that, although HDC is supportive of the Parish Council's plan, the Council may wish to consider including a policy on rural exception housing. While there is no obligation to do so, such a policy would allow a set number of homes to be restricted for occupancy by rural workers (i.e. those working on the land).

Cllr Gilbert also reported that volunteer Natasha Fatio will be proofreading all Neighbourhood Plan documents before submission to HDC.

0925.071 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 27th August 2025 were agreed as a correct record of the meeting and signed by the Chair.

0925.072 PLANNING APPLICATIONS

1. Resolved submitted comments where appropriate on applications
   Notice of application for Planning Permission for 'Removal of two windows and section of brick wall and the installation of new glazed bi-fold doors' at Alconbury Sports and Social Club, Great North Road, Alconbury PE28 4EZ
   RESOLVED: Neutral – No material observation.

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 – Withdrawn.

0925.073 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
   Cllr MacLennan reported that the carpet tiles had now been put down in the new upstairs meeting room. Building work on the hall extension continues.

2. Tree Warden
   Cllr Brawn reported that on the Village Green, Dan Maynard had cut down the horse chestnut tree, and had left it in situ. In future, she will request a quotation from Dan Maynard to cut the felled tree into logs so that residents may take them away. Dan Maynard has also trimmed back the adjacent tree next to the former horse chestnut.

   Cllr Brawn informed the Council that she will be monitoring the oak tree, which has a seat around it, as it is showing signs of poor health.

   She suggested it would be good practice for the Parish Council to adopt a policy of planting a new tree for every one that is removed. She will speak to Dan Maynard for advice on such a policy.

3. Alconbury Sports and Social Club
   Cllr Johson reported that the Club was doing well with membership being up. The new dog wash facility was not yet open.

4. Bramble End Play Area
   Cllr Gunney reported that the play area was looking tidy.

5. Woolley Hill Wind Farm
   No update.

6. Planning Working Group
   No update.

7. Neighbourhood Watch
   Cllr Button submitted the following report from the recent Neighbourhood Watch (NHW) meeting, which she had attended:

   The fete in July was a great success with the new members of the fete committee adding some much-needed energy and ideas.

   NHW are pleased to see that the speed monitors have been installed and will be interested to see what data they provide. They are also continuing with their speed watch activities.

   The date for Carols under the Christmas Tree has been set for Monday, 22nd December. The purchase of the tree was discussed. While NHW is grateful for the Parish Council's offer of financial support, due to the success of the fete, where nearly £700.00 was raised, they will fund the tree themselves.

   NHW requested that the hedge around the 40 mph sign on the Great North Road, near the entrance to Pole Cat Lane (approaching from Alconbury Weston), be cut back. This issue has been previously reported online and mentioned to Cllr Gardener.

   NHW raised concerns about the oak tree on the north side of the Village Green, which has a seat around it, appears to be in poor condition. NHW would like to consider replacing the tree and requested the Parish Council's permission in principle to do so. See Agenda Item 0925.073.2. Cllr Brawn to monitor the tree.

   A Christmas Tree Festival is being held at the church on 6th–7th December. NHW asked whether the Parish Council would consider participating in the event.

8. Allotments
   No update.

0925.074 VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map:
June 2025 – Six reports of crime within the village.
July 2025 – Five reports of crime within the village.

0925.075 INFRASTRUCTURE

Received updates and resolve any actions

1. Churchyard
   No update.

2. Village Green
   a. Tree replacement planting
      Tree planting policy – see agenda item 0925.073.2.

   b. Illegal parking on Village Green
      As previously requested earlier in the meeting, Cllr Gardener confirmed that he would ask HDC Enforcement Officers whether they would consider attending the parish to monitor illegal parking on the Village Green.

      Suggestions were made to install "No Parking" signs and bollards around the Village Green. It was agreed that any signage would need to be official and compliant with relevant legislation. The Clerk agreed to research the legislation relating to parking on Village Greens.

      It was also proposed that an article be included in the Parish Pump to raise awareness of the issue among residents.
      RESOLVED:
      Cllr Gilbert to write an article for the Parish Pump.
      Clerk to investigate legislation relating to parking on Village Greens.

3. Roads and Footpaths
   a. Overgrown footpath no: 2 (rear of Coulson's Way)
      No update. See agenda item 0925.069.

   b. Protected Road Verges in Alconbury
      Cllr MacLennan reported that Dr Claire Wallace, Ecology Officer at Cambridgeshire County Council (CCC), had informed him that it is the Wildlife Trust that sets the criteria and assesses verges for protection. For verges to meet the Wildlife Trust's criteria, they must be mowed and the cuttings removed, as this practice supports the growth of wildflowers.

      He suggested that the Parish Council consider including a policy on protected verges within the Neighbourhood Plan.

      Cllr MacLennan will follow up on this matter.

   c. No other matters.

4. General
   1. LHI bid strategy
      a. Weight limit on B1043
         Cllr Gilbert reported that she had recently met with CCC to discuss traffic issues on the B1043 and it had been suggested that the Parish Council could draft an HGV covenant, requesting that haulage companies voluntarily use alternative routes instead of the B1043.

         Cllr L. Pinn raised a concern about the safety of village children who will be expected to walk to the new secondary school being built in Alconbury Weald. As Alconbury will fall within the catchment area for the school, children will need to walk along the B1043, which currently lacks a cycle path or continuous footpath between Alconbury and Alconbury Weald. She emphasised that this matter requires urgent attention before the school opens, and that the lack of safe pedestrian infrastructure strengthens the case for restricting HGV use on the B1043.

Cllr L. Pinn proposed that the Parish Council formally write to CCC to raise its concerns regarding the safety of children walking alongside the B1043 to the new school.
RESOLVED:
Cllr L. Pinn to draft a letter to CCC expressing the Parish Council's concerns regarding pedestrian safety on the B1043 in relation to the new Alconbury Weald secondary school.

b. LHI bid application for a raised zebra crossing on Great North Road
Cllr Gilbert reported that the Parish Council had been successful in its LHI bid for a raised crossing on the Great North Road. The full grant of £25,000 has been awarded, with the total scheme cost estimated at £44,000, including contingency. The Parish Council's maximum contribution would be £19,000.

Unfortunately, although the 20mph speed limit bid for the village scored highly, it narrowly missed out on LHI funding. The estimated cost of self-funding a 20mph scheme across the entire village is approximately £18,000, bringing the potential total cost to the Parish Council to £37,000 if both schemes were to be pursued.

It was suggested that the Parish Council consider a simplified crossing scheme on the Great North Roads such as a zebra crossing at an existing dropped kerb to reduce costs. Savings from this could potentially be used to fund the 20mph scheme.

In principle, the Parish Council could proceed with both schemes and approach Michael Martin at Cambridgeshire County Council (CCC) for designs and recommendations.
RESOLVED:
Cllr Gilbert to write to Michael Martin at CCC to inform him that the Parish Council wishes to consider implementing both the raised crossing and a 20mph scheme, and to request design proposals and guidance.

2. MVAS (Mobile Vehicle Activated Signs and Speed Indicator Devices)
Cllr Johnson presented data reports from the Mobile Vehicle Activated Signs (MVAS). The reports showed vehicle speeds of 68mph leaving the village and 71mph entering the village. Councillors confirmed that they were happy with the current MVAS visuals being displayed, 'Thank you' and 'Slow down.'

It was noted that 20mph limits are not enforced by police. The Parish Council may benefit from additional MVAS posts, and it was suggested they consider an LHI bid for extra posts and a solar panel.

Cllr Johnson stated that it is difficult to move a MVAS from Globe Lane to Great North Road as there are only two solar panels on three of the posts installed which are heavy to move and suggested that a third solar panel is purchased. The cost for this would be £400.00 plus delivery.
RESOLVED: To purchase a third solar panel for the MVAS post on Great North Road.

3. Brookside parking issues/Policy for reporting HGV's
The proposed drafted Truck Policy by Cllr L. Pinn, was reviewed. It was agreed that the policy should be reworded to include oversize vehicles. A reporting form and link will be placed on the Parish Council website to allow residents to report any oversize vehicles travelling through the village.

4. Renewal of grass cutting contract
No update.

5. To receive any other matters and resolve action
None.

0925.076 FINANCE

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

Four Seasons (Antony Abbs)	Parish grass cutting 6th instalment	£2076.00
Cllr R. Johnson	Re-imbursement of costs – purchase of adapters for MVAS	£14.28
SR Howell & Co	Monthly Payroll service April-September 2025	£90.00
A Brown – Clerk	Clerk's salary September 2025	£865.60
HMRC	Clerk's Tax & NI September 2025	£308.12
NEST	Clerk's Pension September 2025	£37.59
Alconbury Hall	Brampton Cross Working Party meeting room hire 11th June 2025	£42.50
Unity Trust Bank	Bank charges August 2025	£6.00

2. Monies received

HDC precept 2nd instalment	£21,700.00
Unity Trust Bank interest	£212.09

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

0925.077 WHEELIE BIN STICKERS

Cllr Isaacs reported that Grafham Parish Council had kindly given her their spare 30mph wheelie bin stickers. There are enough to give four stickers per household on Great North Road and Globe Lane (two per bin). Additional stickers will be needed once the new green bins are issued. Cllr Isaacs proposed drafting a letter to residents to accompany the stickers.

RESOLVED: Cllr Isaacs to draft a letter for councillor approval, to be delivered with four 30mph stickers to each household on Great North Road and Globe Lane.

0925.078 ADOPTION OF INFORMATION TECHNOLOGY POLICY

The Information Technology Policy was considered. It was noted that the Parish Council's Microsoft account does not currently prompt users to change their passwords regularly. It was suggested that this setting be updated.

RESOLVED: To adopt the Information Technology Policy. The Clerk will ask ASKit to update the Microsoft account settings to prompt regular password changes, in line with the new policy.

0925.079 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.

0925.080 CORRESPONDENCE RECEIVED

CAPALC – Code of training is available for councillors.

0925.081 MATTERS FOR FUTURE CONSIDERATION

None.

0925.082 NEXT MEETING Tuesday 28th October 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:38 pm.