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 November 2025 at 7:30 pm

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

Members of the public: 2 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 the Parish Council for any update on addressing the Brookside parking issue. The Parish Council stated that this was an ongoing issue. See agenda item: 1125.113.4.3.

2. The resident of Duck's Nest Cottage attended the meeting to ask several questions regarding the Parish Council's written response to the letter he had submitted following the previous meeting. The Parish Council noted the resident's questions. For clarity, the Parish Council explained that its initial comments to Huntingdonshire District Council were submitted in response to an early notification letter stating that a planning application for ASSC was intended to be submitted. The Council's subsequent comments were submitted later, in response to the formal planning application once the official notification had been received.

1125.101 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. M. Gunney.

1125.102 DECLARATIONS OF INTEREST
Cllr S. Button – agenda item 1125.111.1.
Cllr McLennan – agenda item 1125.111.1.
Cllr C. Pinn – agenda item 1125.111.1.
Cllr Isaacs - agenda item 1125.111.3.
Cllr Johnson – agenda item 1125.111.3.

1125.103 COUNCILLOR VACANCY
The resignation of Cllr Kathleen Brown was noted. A vacancy notice for an election has been published. If no election is called within 14 statutory dates of the notice dated 11th November 2025, the vacancy will be filled by co-option.

1125.104 MAGPAS AIR AMBULANCE GRANT REQUEST
A grant request for £500.00 was considered to contribute to the cost of keeping their helicopter flying to save lives in the local area and beyond. Councillors agreed that this was a valuable service with the potential to benefit all residents of the village. The helicopter operates out of Alconbury Weald.
RESOLVED: To award a grant of £500.00 to MAGPAS Air Ambulance in support of their on-scene, lifesaving medical care.

1125.105 BRAMPTON CROSS DEVELOPMENT
Traffic monitoring equipment has been observed on Globe Lane, which may be related to the proposed development. Cllr Gilbert offered to ask Nick Dines whether the monitoring is connected to the development. Spaldwick Parish Council has previously offered £1,000 in funding for working party costs such as printing or legal fees. The Clerk will ask Spaldwick Parish Council if their funding can be deferred until next year. The next working party meeting will be held on 11th December.
RESOLVED: That Cllr Gilbert will contact Nick Dines regarding the traffic monitoring. The Clerk will contact Spaldwick Parish Council and ask if they will defer their £1,000 funding to next year.

1125.106 THE ALCONBURY BROOK FLOOD GROUP

Charles Dalleywater provided a brief update on one of their projects working with farmers in the catchment, the report is appended to these minutes. In addition, he reported the following for November:

- We have had a useful meeting with the developers and HDC officers regarding Hinchingbrooke Logistics Park. The developers seem keen to work towards our requests. Many thanks to Ian for brokering the meeting.
- Work on the Vinegar Hill Rainwater Gardens will be completed by Friday.
- I am speaking at an OFWAT/water inspectorate conference this week about partnerships and collaboration
- We have had a meeting with some estate agents. We frequently get requests from potential home buyers. We wanted to convey that our work is at an early stage and that flood risk has not gone away, but that the Alconbury villages are lovely places to live and we are a highly motivated and ambitious group.
- By March 26 2026 we will have completed over 20 ponds and helped to create 300ha of high porosity soil HPS. Our ambition is 100 ponds and 3000ha of HPS.
- The EA has done further excellent additional maintenance work downstream.
- Cambridgeshire County Council have awarded us a grant of £4800 in the last few days.
- Our ponds worked well during the rain 15th and 16th November and retained water as planned. Some of the dams need minor repairs this is in-hand.
- We have had over 100mm of rain since 14th November. The soil space is now almost all used up. The brook will now respond quickly to heavy rain.

Cllr Gilbert thanked Cllr. L. Pinn for drafting the Parish Council's submission letter against the Hinchingbrooke Logistics Park.

1125.107 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR

Cllr Gardener read out his report which is appended to these minutes.

He also stated that:

- He would chase up a response for the footpath clearance of Footpath no: 2 (rear of Coulson's Way).
- Go back to Highways regarding the poor repair of the damaged fence on the A1(M) as only a small gap had been repaired.
- Investigate why the hedge on the Great North Road had not been cut back despite being reported to Cambridgeshire County Council on their website.
- Investigate who is responsible for repairing the broken drain on the village green, opposite 10 Brookside which has not been fixed since it was first reported in 2022. The hole is large enough for a child to fall into. Cllr Johnson agreed to send Cllr Gardener photographs of the broken drain.

1125.108 NEIGHBOURHOOD PLAN

Cllr Gilbert gave an update on the progress of the Neighbourhood Plan and that a few actions remained outstanding. The final version of the draft is expected to be completed by the end of January. The next meeting with Jacqueline Veater, the Neighbourhood Plan consultant, is scheduled for 6th January 2026, with the plan hopefully progressing to Regulation 16 early next year.

1125.109 MINUTES FOR APPROVAL

RESOLVED: The minutes of the Alconbury Parish Council meeting held on 28th October 2025 were agreed as a correct record of the meeting and signed by the Chair.

1125.110 PLANNING APPLICATIONS

1. Resolved submitted comments where appropriate on applications
   - 25/02152/HHFUL: Consent for the conversion of an existing detached garage into ancillary amenity space with formation of roof dormer, together with a single-storey extension to physically link the building to the main dwelling at 16 Rusts Lane, Alconbury, Huntingdon PE28 4DN
     RESOLVED: No material observations.

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, Huntingdon, PE28 4HS – Pending decision.
   - 23/01547/FUL: Erection of Generators, Fuel Tank and Utility Building (Retrospective) at Research Centre, Woolley Road, Alconbury Huntingdon PE28 4HS – In progress.
   - 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 – Permitted.

1125.111 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
   Builders are completing the final works on the extension. A wedding reception is scheduled to take place in the hall in December. The curtains may be updated.

2. Tree Warden
   No update.

3. Alconbury Sports and Social Club
   No update.

4. Bramble End Play Area
   No update.

5. Woolley Hill Wind Farm
   Cllr Trotman gave a report on recent grant applications approved by the charity and suggested that groups applying for Parish Council grants should also be encouraged to seek funding from the charity.

6. Planning Working Group
   No update.

7. Neighbourhood Watch
   No update.

8. Allotments
   It was noted that an Allotments Association meeting is taking place on 8 December, although the Parish Council has not been invited to attend.

1125.112 VILLAGE CRIME

The Clerk provided the following crime figures taken from www.Police.uk crime map:
September 2025 – Eight reports of crime within the village.
RESOLVED: To remove this item from future agenda items as the data received is too limited to be useful for discussion. Cllr Button will raise any police issues at Neighbourhood Watch meetings.

1125.113 INFRASTRUCTURE

Received updates and resolved actions

1. Churchyard
   No update.

2. Village Green
   a. Tree replacement planting
      A Tree Planting policy was discussed. It was noted that new trees require significant care when first planted. It was suggested that Urban & Civic may have a tree warden who could be

approached about donating trees to the Parish Council. Any new trees could only be planted on Parish Council land. The Clerk agreed to draft a tree policy/statement.
RESOLVED: The Clerk to draft a Tree Planting Policy and to contact Urban & Civic regarding potential tree donations.

b. Traffic driving over Village Green
The HGV Traffic Incidents Policy is now on the website and has been advertised on social media outlining the procedures on how to reports incidents.

c. No other matters.

3. Roads and Footpaths
   a. Overgrown footpath no: 2 (rear of Coulson's Way)
   See earlier agenda item Cllr Gardener's report 1125. Cllr Gilbert reported that Imran Khan from CCC will be conducting a site visit, putting in place a maintenance plan, and taking responsibility for the footpath maintenance from now on.

   b. Works to be performed on strip of land to the lefthand side of the Heritage Bridge
   The Clerk is obtaining quotations for clearance of the land.

   c. Proposed Stopping Up of Highway at Footpath 230/11 Leading from Great Stukeley to Abbots Ripton Road, Huntingdonshire PE29 6SY
   Notice received from Urban and Civic (UC) of stopping up and diversion of footpaths on Grange Farm:
   - UC will temporarily close the existing farm track to pedestrians and directing them onto the existing route.
   - Assuming the Public Rights Of Way (PROW) diversion gets accepted, UC will then build the new route.
   - Once the new formal route is complete, UC will write to the Secretary of State and Cambridgeshire County Council who will formally change the routes over.
   - UC will then extinguish the existing PROW.

4. General
   1. LHI bid strategy
      a. Weight limit on B1043
      Cllr Gilbert stated that, to progress this matter, an HGV covenant would need to be put in place. However, as the Parish Council has more urgent matters to address, it was agreed to put this agenda item in abeyance.
      RESOLVED: To defer consideration of the HGV covenant until a future meeting.

      b. LHI bid application for a raised zebra crossing on Great North Road
      Cllr Gilbert reported that several councillors had met with the CCC designer who will provide a timeline for the project. However, due to a backlog of Traffic Regulation Orders, progress is unlikely before the end of this financial year. It is still hoped that the 20-mph zone can be included within this project.

      c. Future LHI bid for additional MVAS
      Members discussed the potential for additional MVAS, installation of metal entrance gates, pinch points for traffic calming, and speed buffer zones from 30 mph to 20 mph at village entrances.
      RESOLVED: Cllr Gilbert will investigate the feasibility of the gates and buffer zones for the next meeting. The deadline for application submissions is 16th January 2026.

   2. MVAS (Mobile Vehicle Activated Signs and Speed Indicator Devices)
   The Clerk reported that she had been unable to order the additional solar panel for the MVAS, intended to allow relocation between Globe Lane and Great North Road, as the supplier had gone into administration. Cllr Johnson advised that the MVAS could continue to operate using a battery in the interim and suggested that the Parish Council consider purchasing a new solar-powered MVAS, either directly or through an LHI bid to CCC. It was further suggested that the Parish Council could apply to the Woolley Hill Wind Farm charity for funding. It was noted that the deadline for grant applications is February 2026.

RESOLVED: To apply to the Woolley Hill Wind Farm charity for funding towards an additional MVAS.

3. Brookside parking issues/Policy for reporting HGV's
   Parking issues are ongoing. It was reported that parking on a Village Green is protected by legislation, and fines of £200 can potentially be issued by Huntingdonshire District Council Parking Enforcement Officers; however, 'No Parking' signs would need to be in place for enforcement. It was suggested that the previously used flyer placed on cars parked illegally on the Village Green be redrafted to include this legal information.
   RESOLVED: Cllr Issacs to redraft the flyer with the updated legal information. The Clerk to email Enforcement and investigate the installation of 'No Parking' signs.

4. Renewal of grass cutting contract
   Four tenders were issued for the grass renewal contract. Two completed tenders were received, and one contractor declined to bid due to limited resources. Members considered all submissions, reviewing price, experience, and ability to meet the specification. Four Seasons—the current contractor—was identified as offering the best overall value for money.
   RESOLVED: To award the grass cutting contract to Four Seasons for a three-year term commencing 1st April 2026.

5. To ratify correspondence sent to CCC re: A141 and St Ives improvement consultation
   RESOLVED: The correspondence sent to Cambridgeshire County Council regarding the A141 and St Ives improvement consultation was formally ratified.

6. Huntingdonshire District Council Local Plan Update
   Councillors will meet on 2nd December 2025 to discuss proposed comments for submission to Huntingdonshire District Council regarding the Local Draft Plan. Any comments agreed at that meeting, whether in support of or objecting to the draft plan, will be formally approved and resolved for submission at the next Parish Council meeting on 16th December. This timeline allows the public to be informed via social media that the Parish Council will be submitting its stance on the Local Draft Plan.

1125.114 FINANCE

1. RESOLVED: Payments of outstanding November 2025 debts:

A Brown – Clerk	Clerk's salary November 2025	£865.60
HMRC	Clerk's Tax & NI November 2025	£308.12
Unity Trust Bank	Bank charges October 2025	£6.00
Savills	Land rent in advance for Memorial Hall	£123.60
Alconbury Hall	Brampton Cross working party meeting room hire 23/09/2025	£16.00

2. Monies received – Nil.

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

3. To resolve budget and precept for next financial year 2026 – 2027
   RESOLVED: To accept the proposed budget for the 2026/27 financial year and that the Band D charge level will be set at the same level as last year at £78.98. The Clerk will complete the precept request form and return to the Revenue and Benefits Manager at HDC.

1125.115 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.

1125.116 CORRESPONDENCE RECEIVED
None.

1125.117 MATTERS FOR FUTURE CONSIDERATION
None.

1125.118 NEXT MEETING Tuesday 16th December 2025, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:18 pm.