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 27th January 2026 at 7:30 pm

Present: Councillors: T. Gilbert (Chair), S. Brawn, S. Button, M. Gunney, S. Issacs, E. Joyce, T. McLennan, C. Pinn, L. Pinn and Mrs Brown (Clerk).

Members of the public: 1 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 whether traffic calming measures need to be implemented in the village before the imminent developments in the area commence. The Chair stated that the Parish Council is already looking into this matter.
2. A resident asked for an update on the white line repainting in the village. Cllr Gardener stated that although the works had been approved, they were weather dependent and could not be carried out in wet conditions, as the paint would not adhere properly. The work will be completed once the weather improves.
3. It was reported that there were three potholes on Heritage Bridge and one on the B1043 going up the hill on Rusts Lane. The Clerk will report these to Cambridgeshire County Council via their online reporting tool.
4. The Parish Council was asked who was responsible for pruning the trees in the Orchard next to the Sports and Social Club. Cllr Gilbert confirmed that this was the responsibility of the Parish Council.
5. A resident asked whether he would be permitted to enter the Sports and Social Club field to trim back trees that were overgrowing into his garden. The Parish Council stated that any cutting back of trees from the Sports and Social Club side would need to be supervised by the Parish Council or its contractor and asked the resident to liaise with Cllr Brawn to assess what work may be required.

   The resident also queried the boundary between his garden and the Sports and Social Club field, noting that a hedge did not appear to be straight, and asked who was responsible for the hedge. Cllr Gilbert stated that Cllr Johnson may have looked into this matter several years ago; however, the plans held by the Parish Council would need to be reviewed.

0126.134 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. B. Johnson and Cllr. T. Trotman.

0126.135 DECLARATIONS OF INTEREST
Cllr S. Button – agenda item 0126.142.1.
Cllr McLennan – agenda item 0126.142.1.
Cllr C. Pinn – agenda item 0126.142.1.
Cllr Isaacs - agenda item 0126.142.3.

0126.136 BRAMPTON CROSS DEVELOPMENT
Cllr L. Pinn reported that the Education Authority follow-up letter relating to road safety concerns for the new Alconbury Weald Church Academy is ready to be sent. She also stated that the objection letter regarding the Hinchingbrooke Logistics Park requires amendment before sending. An updated Working Party newsletter will be circulated in due course.

It was noted that Ellington Parish Council and Buckden Parish Council have agreed to provide finance-specific funding to contribute towards costs associated with the work being undertaken by the Working Party.

Cllr L. Pinn reported that she attended Brampton Parish Council's Planning Meeting in relation to the Brampton Cross development. She also spoke about the potential rebranding of the Working Party to extend its scope so that it is not solely focused on the Brampton Cross development. The group's structure could be formalised, with the appointment of a Chair and open to all parishes.

Cllr Gilbert advised that she will be attending a scheduled meeting of all Parish Councils on 16th February 2026 with Ben Obese-Jecty MP and Paul Bristow, Mayor of Cambridgeshire and Peterborough. A preparation meeting with neighbouring parishes will take place on 3rd February 2026. Clara Kerr, Planning Officer at Huntingdonshire District Council (HDC), will also be attending. It was noted that HDC Planning is seeking to liaise more closely with parish councils, especially as they are pushing proposed developments.
RESOLVED: That the Clerk will send out the Education Authority follow-up letter regarding road safety concerns for Alconbury Weald Church Academy and the amended objection letter concerning the Hinchingbrooke Logistics Park.

0126.137 THE ALCONBURY BROOK FLOOD GROUP
Charles Dalleywater gave his report which is appended to these minutes.

0126.138 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report, which is appended to these minutes. He further reported that he had been informed that Footpath No. 2, at the rear of Coulson Way, had been cleared and that he had asked for this to be checked. He also confirmed that the overgrown hedge on the Great North Road will be cut back by the end of the current financial year.

It was noted from Cllr Gardener's report that Cambridgeshire County Council (CCC) has now confirmed that the collapsed outlet on the Village Green is their asset and therefore their responsibility to repair, rather than that of the Parish Council, which CCC had previously stated was responsible as the riparian owner of the brook. The CCC Drainage Team has instructed Highways to carry out the repair.

Cllr C. Pinn asked whether it was known who was responsible for the culvert near the Memorial Hall car park, running parallel to School Lane, as it was blocked and had caused flooding in the car park. Cllr Brawn expressed concern that the culvert may be contaminated with raw sewage.

It was reported to Cllr Gardener that there is a missing plank on the bridge along the footpath running from Church Way to The Great North Road. Cllr Gardener advised that he will raise this matter with Dan Wiggs, HDC Public Rights of Way Officer.

0126.139 NEIGHBOURHOOD PLAN
Cllr Gilbert reported that the Neighbourhood Plan is nearing completion and that Jacqueline Veater, the Neighbourhood Plan Consultant, is expected to have it finalised by mid-February, ready for Regulation 16. It is anticipated that the Plan will be submitted to Huntingdonshire District Council (HDC) by 1st March, to progress to the next stage.

0126.140 MINUTES FOR APPROVAL
RESOLVED: The minutes of the Alconbury Parish Council meeting held on 16th December 2025 were agreed as a correct record of the meeting and signed by the Chair.

0126.141 PLANNING APPLICATIONS

1. To resolve submitted comments where appropriate on applications
   None.

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 – Approved.
   - 23/01547/FUL: Erection of Generators, Fuel Tank and Utility Building (Retrospective) at Research Centre, Woolley Road, Alconbury Huntingdon PE28 4HS – In progress.
   - 2502237/S73: Variation of Condition 1 (Time Limit) to extend the time limit for a period of 5 years And Condition 2 (approved plans) to update approved plans list of application ref. 20/02590/FUL at Alconbury Airfield Ermine Street Little Stukeley PE28 4WX – In progress.

0126.142 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 the following:

   - The heating system requires attention following issues arising since November after separation for the pre-school, with faults to the secondary boiler, ducting, and gas supply; reconnection to a single boiler is required.
   - The new annex has been completed.
   - The new upstairs room is now available for hire.
   - The car park flooded recently due to a blocked culvert on School Lane.
   - The lounge is available for use as a warm space and community café on a voluntary basis.
   - An article has been submitted for the Parish Pump.

2. Tree Warden

   Further to a matter raised in the public forum, Cllr Brawn will ask Dan Maynard to inspect the Orchard trees to determine whether pruning is required. The Clerk reported that Urban & Civic are willing to provide tree advice and may donate trees, which could be planted at the Village Green to replace the felled horse chestnut or at the Memorial Hall. She has also drafted a Tree Planting Policy, which will be circulated to councillors.

3. Alconbury Sports and Social Club

   Cllr Isaacs reported that the club is exploring the installation of CCTV on the site and considering the replacement of play equipment, although repairs are currently the more likely option. The club is preparing a five-year plan. It was noted that cricket will commence on 1st May and that the club currently has 349 members.

4. Bramble End Play Area

   Cllr Gunney reported that the play area appeared untidy, with the matting two-thirds covered in moss and weeds, largely due to the weather. It was noted that refurbishment has been delayed pending the completion of the Neighbourhood Plan but can proceed thereafter and will be an agenda item at the March meeting. Wicksteed will carry out an inspection of the play area on 11th March, and Cllr Gunney requested to be present during the inspection.

5. Woolley Hill Wind Farm

   No report.

6. Planning Working Group

   No report.

7. Neighbourhood Watch

   Cllr Button reported on the recent Neighbourhood Watch AGM which she had attended:

   - There were 50 crimes recorded in the village, down from 67 in the previous year.
   - More Speedwatch sessions have taken place.
   - The fete was a success, and this year's event is scheduled for 11 July 2026.
   - The Carol's Round the Christmas Tree event raised £463 for Magpas.
   - A case of stolen ID has been reported in the village, and residents are advised to remain vigilant.

8. Allotments

   Cllr C. Pinn requested to take over the role of allotment representative from Cllr L. Pinn.

   RESOLVED: That Cllr C. Pin replace Cllr. L Pinn as the Parish Council allotment representative.

0126.143 INFRASTRUCTURE

Received updates and resolve any actions

1. Churchyard

   No update.

2. Village Green

   a. Tree replacement planting

      See agenda item 0126.142.2.

b. Traffic driving over Village Green
It was noted that the new letters asking residents not to park on the Village Green appear to have been effective, as the area looks much clearer. It was suggested that residents in a few houses further away might also benefit from receiving the letter.

c. No other matters received.

3. Roads and Footpaths
   a. Overgrown footpath no: 2 (rear of Coulson's Way)
   See agenda item 0126.138.

   b. To receive and resolve quotes for clearance works on strip of land to the lefthand side of the Heritage Bridge
   The quotation of £450.00 from R Harding & Son Landscaping for the clearance of the vegetation on the strip of land to the lefthand side of the Heritage Bridge was discussed. It was agreed that, as the area is narrow, the Parish Council would only consider £100.00 for the clearance works. The Clerk confirmed she would relay this response to the contractor.
   RESOLVED: That the Parish Council would only consider and accept a quotation of £100.00 for the clearance of the vegetation on the strip of land to the lefthand side of the Heritage Bridge. The Clerk will inform the contractor.

   c. To consider and resolve purchase of grit bin for Hillfield
   The request for a grit bin to be located on Hillfield was discussed. It was agreed that the resident requesting the bin would need to be responsible for keeping it filled and gritting the required areas. It was noted that CCC supply the grit. The Clerk stated that a small grit bin costs approximately £126.00 plus VAT.
   RESOLVED: To purchase a small grit bin Hillfield at a cost of approximately £126.00 plus VAT, with the resident requesting the bin responsible for keeping it filled and gritting the required areas. CCC to supply the grit.

4. General
   1. LHI bid strategy
      a. Weight limit on B1043
      Cllr Gilbert stated that she will meet with Chris Butler, a resident who had expressed concerns regarding weight limit issues on the B1043, which have not yet been progressed, and will then move forward with the HGV covenant process for the B1043.

      b. LHI bid application for a raised zebra crossing on Great North Road
      Cllr Gilbert reported that the CCC design for the scheme is scheduled to commence on 28th January 2026 and is due to be completed by 13th February 2026. It will then be sent to the Parish Council for discussion and approval.

      c. To receive update on submitted LHI bid
      Cllr MacLennan and Cllr C. Pinn reported that they had submitted the LHI bid for traffic calming measures at the village entrances from both ends of the Great North Road and from Rusts Lane near the underpass. The proposals include the installation of an additional Speed Indicator Device, buffer zones reducing the speed limit from 40-mph to 30-mph, and a 40-mph limit on the B1043 from the roundabout.

   2. 20-mph scheme application
   Cllr Button reported that she had reviewed the previous application and will now include the Great North Road in the 20-mph scheme, which will cover the entire village. It was agreed that if the application is not successful, the Parish Council will implement the scheme itself.
   RESOLVED: That Cllr Button submit the revised 20-mph scheme application to CCC, and that the Parish Council will fund the scheme if the application is unsuccessful.

   3. Brookside parking issues
   See agenda item 0126.143.2.b.

4. To discuss and resolve repair of Green on Manor Lane
   The quotation received from R Harding & Son Landscaping for the damaged green on Manor Lane was discussed: £250.00 to repair with turf and level the ground, or £150.00 to repair with grass seed.
   RESOLVED: To accept the quotation of £250.00 from R Harding & Son Landscaping to repair the damaged green on Manor Lane using turf and level the ground.

5. No other matters received.

0126.144 FINANCE

1. **RESOLVED:** Payments of outstanding January 2026 debts:

ASKIT	Microsoft 365 annual subscription – one email	£63.77
ASKIT	Annual webhosting subscription	£330.00
Maynard Trees	Tree works to 906 Lime, fell 908 horse chestnut	£720.00
A Brown – Clerk	Clerk's salary January 2026	£865.60
HMRC	Clerk's Tax & NI January 2026	£308.12
NEST	Clerk's Pension January 2026	£37.59
Unity Trust Bank	Bank charges December 2025	£6.00
Mr & Mrs Ayres	Allotment rent 2026	£1200.00

2. Monies received
   Unity Trust Bank interest: £207.26

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

0126.145 DEFIBRILLATORS

1. 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.

2. The British Heart Foundation scheme for free defibrillators was noted and will be considered if it is available next year.

0126.146 CORRESPONDENCE RECEIVED

A request for metal detecting permission on Parish Council-owned land was noted, and it was reported that the Clerk had responded with the same decision as last year, when a similar request was considered and refused.

HDC notification - Parish Council elections take place on 7th May 2026.

0126.147 MATTERS FOR FUTURE CONSIDERATION

Next month's agenda items:

- Feedback from the meeting on 16 February 2026 with Ben Obese-Jecty MP and Paul Bristow, Mayor of Cambridgeshire and Peterborough
- Tree Planting Policy
- Consideration of a village memorial for an active member of the community

0126.148 NEXT MEETING Tuesday 24th February 2026, Memorial Hall, School Lane, Alconbury at 7.30 pm.

The meeting closed at 9:14 pm.