Alconbury Parish Council

www.alconburyparishcouncil.gov.uk
Parish Clerk: Alison Brown
46 Oakdale Avenue, Peterborough, Cambs PE2 8TA
parishclerk@alconburyparishcouncil.gov.uk

Notice of Annual Parish Council meeting:

Date: Tuesday 26th May 2026 **Time:** 7.30pm **Venue: Memorial Hall, School Lane, Alconbury**

All members of the council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

During the 15 minutes Public Participation, Members of the public and press are invited to address the Council regarding items that are on the agenda. If you wish to discuss any other matter, please contact the Clerk outside of this meeting.

A Brown

A Brown
Parish Clerk
20th May 2026

AGENDA

Public Question Time
Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LGA 1972 s 100
This section (at the Chair's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

0526.001 ELECTION OF CHAIR
To elect a Chairman followed by signing of the Acceptance of Office

0526.002 ELECTION OF VICE CHAIR
To elect a Vice Chairman followed by signing of the Acceptance of Office

0522.003 CONFIRM PARISH COUNCILLORS AND SIGN DECLARATIONS OF ACCEPTANCE

0526.004 APOLOGIES FOR ABSENCE

0526.005 DECLARATIONS OF INTEREST
Councillors to declare any Disclosable Pecuniary Interests as detailed in S.30 Localism Act 2011, along with any other interests relating to items on the agenda.

0526.006 CO-OPTION OF PARISH COUNCILLOR
To receive and consider any application for co-option

0526.007 CARESCO GRANT REQUEST
To consider and resolve grant request for funding of £300.00 to help with costs where Alconbury residents are directly supported via the Foodbank and Green End Day Club.

0565.008 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
To agree to review all policies and procedures of the council

0526.009 TO CONFIRM APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO THE FOLLOWING GROUPS AND ORGANISATIONS FOR THE MUNICIPAL YEAR:-

- Memorial Hall
- Tree Warden
- Alconbury Recreation Field Charity
- Bramble End Play Area
- Woolley Hill Wind Farm
- Flood Working Group
- Allotments

- Neighbourhood Watch
- Any other groups/organisations

0526.010 NORTH HUNTINGDON GROWTH CLUSTER WORKING PARTY
To receive update and resolve action

0526.011 ALCONBURY NEIGHBOURHOOD PLAN
To receive update

0526.012 MINUTES FOR APPROVAL
To approve minutes of the meeting held on 28th April 2026

0526.013 PLANNING APPLICATIONS
1. To resolve submitted comments where appropriate on applications
   - 26/00878/HHFUL: Two storey extension at Ducks Nes,t Polecat Lane, Alconbury, Huntingdon PE28 4EX

2. To receive an update on previous planning applications
   - 26/00241/LBC:12 Church Way Alconbury Huntingdon PE28 4DZ

0526.014 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	Cllr MacLennan, Cllr C. Pinn
2.	Tree Warden	Cllr Brawn
3.	Alconbury Sports and Social Club	Cllr Isaacs, Cllr Johnson
4.	Bramble End Play Area	Cllr Gunney, assist Cllr L. Pinn
5.	Woolley Hill Wind Farm	Cllr Trotman
6.	Planning Working Group	Cllr Johnson
7.	Neighbourhood Watch	Cllr Button
8.	Allotments	Cllr C Pinn

0526.015 INFRASTRUCTURE
1. Churchyard
   To receive any matters and resolve action

2. Village Green
   To receive any matters and resolve action

3. Roads and Footpaths
   To receive any matters and resolve action

4. General
   1. LHI bid strategy
      a. HGV Covenant for B1043 – to receive update and resolve action
      b. LHI bid application for a raised crossing on Great North Road – to receive update and resolve action
      c. To receive update on submitted LHI bid
   2. MVAS (Mobile Vehicle Activated Signs)
      a. To consider MVAS for Globe Lane and resolve action
      b. Downloaded data – to discuss and resolve action
   3. Blocked culvert on School Lane – to note update and resolve action
   4. To receive any other matters and resolve action

0526.016 FINANCE
1. To resolve payments of outstanding May 2026 debts:

Four Seasons	Parish grass cutting 2nd instalment	£2248.00
Cllr R Johnson	Reimbursement – Connector for MVAS	£5.99
Evolve Tax & Accountancy LLP	Internal audit of Parish Council accounts for year end 31 March 2026	£120.00
Maynard Trees	Tree works – fell cherry tree, reduce willow, crown raise trees in community orchard	£700.00
Maynard Trees	Tree works - Horse chestnut – grind stump, backfill and seed with grass	£315.00
A Brown – Clerk	Clerk's salary May 2026	£883.60
HMRC	Clerk's Tax & NI May 2026	£308.12
NEST	Clerk's Pension May 2026	£37.59

Unity Trust Bank	Bank charges April 2026	£7.00
Information Commissioner's Office	Annual Data Protection fee renewal	£47.00

2. Monies received and resolve bank reconciliation

3. Annual Governance and Accountability Return for year ending 31 March 2026
   (a) Carry out a review of the effectiveness of the system of internal control and consider any findings
   (b) Approve by resolution the Annual Governance Statement
   (c) Consider the Accounting Statements
   (d) Approve by resolution the Accounting Statements for signing by the Chair and Responsible Financial Officer (Clerk)
4. To confirm Internal Auditor for 2026/27

0526.017 PARISH PUMP FUTURE PUBLICATIONS
To discuss and resolve action

0526.018 VILLAGE FETE
To discuss and resolve Parish Council stall plan

0526.019 DEFIBRILLATORS
To note bi-monthly reports

0526.020 CORRESPONDENCE
To note if of relevance

0526.021 MATTERS FOR FUTURE CONSIDERATION
To receive any matters - decisions cannot be made under this item

0526.022 NEXT MEETING Tuesday 30th June 2026, Memorial Hall, School Lane, Alconbury at 7:30 pm