Alconbury Parish Council

www.alconburyparishcouncil.gov.uk
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Minutes of the Annual Meeting of the Alconbury Parish Council held in the Memorial Hall, Alconbury on Tuesday 26th May 2026 at 7:15 pm

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

Members of the public: 3 HDC/CCC: 0 TABFG representative: Mr Charles Dalleywater

Public Question Time
Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LGA 1972 s 100

0526.001 ELECTION OF CHAIR
Nominations were called. Cllr Gilbert was proposed. There were no further nominations.
RESOLVED: To elect Cllr Gilbert as Chair.

0526.002 ELECTION OF VICE CHAIR
Nominations were called. Cllr Johnson was proposed. There were no further nominations.
RESOLVED: To elect Cllr Johnson as Vice Chair.

0522.003 CONFIRM PARISH COUNCILLORS AND SIGN DECLARATIONS OF ACCEPTANCE
Following the uncontested election, members signed their Acceptance of Office in the presence of the Clerk.

0526.004 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr. S. Isaacs.

0526.005 DECLARATIONS OF INTEREST
Cllr S. Button – agenda item 0526.014.1.
Cllr McLennan – agenda item 0526.014.1.
Cllr C. Pinn – agenda item 0526.014.1.
Cllr Johnson – agenda item 0526.014.3.
Cllr Trotman – agenda item 0526.014.5.
Cllr C. Pinn – agenda item 0526.014.8.

0526.006 CO-OPTION OF PARISH COUNCILLOR
No applications received.

0526.007 CARESCO GRANT REQUEST
The grant request of £300.00 from CARESCO to help with costs where Alconbury residents are directly supported via their Foodbank and Green End Day Club was discussed.

CARESCO helps Alconbury residents through services that reduce isolation, support older and vulnerable people, and help residents remain connected and independent. CARESCO also provides a range of groups, activities and support services available to local residents.

It was noted that, over the last six months, CARESCO had delivered 37 emergency food parcels to Alconbury residents, supporting 15 different families over the past 12 months. One resident had attended the Green End Day Club (GEDC) on a weekly basis using CARESCO's accessible minibus service. Further information can be found at www.caresco.org.uk
RESOLVED: To award CARESCO the full grant request of £300.00 to help cover costs where Alconbury residents are supported.

0565.008 ADOPTION OF POLICIES AND PROCEDURES, REGULATIONS AND DELEGATED POWERS
It was noted that all policies and procedures of the council were up to date.

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

- Memorial Hall – Cllr MacLennan, Cllr C. Pinn.
- Tree Warden – Cllr Brawn
- Alconbury Recreation Field Charity – Cllr Isaacs, Cllr Johnson.
- Bramble End Play Area – Cllr Gunney, assist Cllr L. Pinn.
- Woolley Hill Wind Farm - Cllr Trotman.
- Flood Working Group – Cllr Johnson, Cllr MacLennan to assist
- Allotments – Cllr L. Pinn.
- Neighbourhood Watch – Cllr Button.
- Planning – Cllr L. Pinn, Cllr Johnson

0526.010 NORTH HUNTINGDON GROWTH CLUSTER WORKING PARTY

Cllr. L. Pinn reported that she had attended the 'Pause the Plan' campaign meeting, which opposes Huntingdonshire District Council's (HDC) draft Local Plan. The meeting was chaired by Paul Boothman, Chair of Houghton and Wyton Parish Council. It was reported that the campaign had identified significant gaps within the draft plan and concerns regarding the assessment process.

Cllr. L. Pinn advised that the 'Pause the Plan' working party and the 'North Huntingdon Growth Cluster' working party are combining, with a meeting scheduled next Tuesday. She will report back to the Parish Council with any proposed questions for submission to HDC, seeking formal responses to ensure accountability and that appropriate governance processes have been followed. The working group may also submit formal complaints where appropriate.

It was noted that no response had yet been received to the Parish Council's letter of complaint, submitted on 1 May 2026 via Cllr Gardener, concerning highway authority assessment practices and compliance with policy requirements.

Cllr Gilbert reported that she was still awaiting a response from Nick Dines, Concilio, regarding the Brampton Cross traffic modelling.

0526.011 ALCONBURY NEIGHBOURHOOD PLAN

Cllr Gilbert reported that Regulation 16 consultation for the Neighbourhood Plan is now in progress. It was noted that HDC has provided details of two potential Inspectors for the examination of the Plan, and the Parish Council is required to select its preferred Inspector.
Cllr Gilbert will circulate the details of the two Inspectors to all councillors as a decision on which one to appoint will need to be made soon.

0526.012 MINUTES FOR APPROVAL

RESOLVED: The minutes of the Alconbury Parish Council meeting held on 26th April 2026 were agreed as a correct record of the meeting and signed by the Chair.

Cllr Brawn left the meeting.

0526.013 PLANNING APPLICATIONS

1. Resolved submitted comments where appropriate on applications
    - 26/00878/HHFUL: Two storey extension at Ducks Nest, Polecat Lane, Alconbury, Huntingdon PE28 4EX
      RESOLVED: Approve SUBJECT to the following material observations being satisfactory addressed:
      Regarding the applicant's responses to the Biodiversity Checklist question 'Does the proposed development constitute or include the modification, conversion, demolition or removal of any part of a building/Structure (especially roof voids) involving the following" the applicant has entered a response of 'no' However, we note that the application site lies approximately 10 metres from Alconbury Brook, which clearly falls within the 200-metre threshold referenced in the checklist for proximity to rivers and other aquatic habitats.
      In addition, the proposal includes a two-storey extension with dormer windows and a slight increase in roof height, would potentially involve modification of the existing roof structure and potential disturbance of the roof void.

      Given these factors, it is difficult to understand how the applicant has concluded that the development does not meet the stated criteria. Both proximity to a watercourse and

alteration to the roof structure are explicitly identified as triggers for further ecological consideration.

The Parish Council also notes that other recent planning applications within the village (including developments at a greater distance from the brook) have been supported by Preliminary Ecological Assessments. It would therefore appear inconsistent if a similar level of supporting information were not required in this instance.
The Parish Council therefore requests that the Planning Officer review the submitted Biodiversity Checklist and confirm whether it has been completed correctly. If not, the Council would expect that the application be supported by an appropriate ecological assessment prior to determination, in line with local validation requirements and national guidance.

This is a material consideration, and the Parish Council would not support determination of the application until this matter has been satisfactorily addressed.

2. Received update on previous planning applications
   - 26/00241/LBC:12 Church Way Alconbury Huntingdon PE28 4DZ – In progress.

0526.014 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 thanked the Parish Council for it recent annual grant donation towards the running of the hall. The Village Hall Committee AGM is on 24th June 2026.

2. Tree Warden
   No update.

3. Alconbury Recreational Field Charity
   The Clerk read correspondence from Bruce Staines, Chair of ASSC, clarifying points raised in the previous minutes.

   It was noted that ASSC had recently restructured its committee arrangements into separate Business and Social Committees. The Chair advised that Parish Council representatives would be more appropriately involved with the Business Committee, which relates to the Alconbury Recreational Field Charity.

   Bruce Staines confirmed that he is the Club Chair and has also taken over the administrative role previously carried out by Laurence Rickard. Future correspondence should be directed to admin@assc.org.uk

   It was also noted that Christian Bodley has stepped back from his role as Charity Chair due to work commitments but remains a Trustee and has not resigned. No new Chair of Trustees has yet been appointed.

4. Bramble End Play Area
   Cllr Gunney thanked Cllr Trotman for weed spraying the play area.

   Cllr Gunney reported that he had met with three play equipment companies. Creative Play advised that a new play area surface would cost in the region of £86,000; however, no formal proposals have yet been received.

   Cllr Gunney also reported that he had spoken with children using the play area to gather ideas for new equipment. It was noted that inclusive play equipment may attract additional funding. Wooden mixed-material equipment was stated as a potentially more cost-effective option with timber components set in metal bases which may help extend the lifespan of equipment.

   It was suggested that potential funding sources be explored, such as HDC Community Infrastructure Levy (CIL) funding and Mick George funding.

   Cllr Brawn rejoined the meeting.

5. Woolley Hill Wind Farm
   Cllr Trotman reported that the next charity meeting was tomorrow and that six grant funding applications had been received, four of which were from Alconbury.

6. Planning Working Group
   No update.

7. Neighbourhood Watch
   No update.

8. Allotments
   Cllr C. Pinn reported that he had not attended the recent Allotment Tenants' meeting. He stated that a third load of compost had been received and asked if another load could be provided. The Clerk agreed to find out.

0526.015 INFRASTRUCTURE

1. Churchyard
   No update.

2. Village Green
   It was noted that the damaged culvert had been repaired. Parking on the Village Green continues to be an issue, and it was agreed that the no parking rules would be reiterated on Facebook.

3. Roads and Footpaths
   It was noted that the wooden slats on the bridge had been repaired. It was reported that the two white bridges at the end of Polecat Lane would benefit from repainting before the timber begins to rot. The Clerk agreed to ask Cllr Gardener about arranging preventative maintenance.

4. General
   1. LHI bid strategy
      a. HGV Covenant for B1043
         Cllr Gilbert reported that she still needs to take action on this matter.

      b. LHI bid application for a raised crossing on Great North Road
         All Councillors agreed that the proposed plans prepared by Cambridgeshire County Council Highways were satisfactory.
         RESOLVED: To inform Cambridgeshire County Council Highways that their proposal and plans were satisfactory.

      c. To receive update on submitted LHI bid
         No update.

   2. MVAS (Mobile Vehicle Activated Signs)
      a. To consider MVAS for Globe Lane
         Cllr Johnson reported that he had found a new supplier called Mallatite for MVAS units. The company supplies the same type of units currently in use; however, the units do not record vehicle number plates. It was noted that the cost of a single MVAS unit is approximately £2,500.

      b. Downloaded data
         Cllr L. Pinn asked what the Parish Council can do with the information recorded by the MVAS. Cllr Johnson stated that he had asked Debbie Hose and that she would explore with her police contacts and report back. Cllr C. Pinn stated that the police do follow up ANPR data. Cllr L. Pinn said she is also exploring what can be done with the data. Cllr Johnson suggested waiting until further information is received.

   3. Blocked culvert on School Lane
      It was noted that the clearance of the blocked culvert is at the top of the tenant's 'to-do' list.

   4. No other matters received.

0526.016 FINANCE

1. **RESOLVED:** 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

HMRC VAT refund	£1493.03

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

3.Annual Governance and Accountability Return for year ending 31 March 2026.

(a) The effectiveness of the system of internal control was reviewed and considered satisfactory.
(b) The Annual Governance Statement 2025/26 was approved and **RESOLVED**, for signing by the Chair and Clerk.
(c) The Accounting Statements were considered by all members.
(d) The Accounting Statements were approved and **RESOLVED** for signing by the Chair and Responsible Financial Officer (Clerk).

4. The Internal Auditor for 2026/27 was confirmed as Evolve Tax & Accountancy again.

0526.017 PARISH PUMP FUTURE PUBLICATIONS

The future of the Parish Pump publication was discussed. It was unclear whether only the Editor or the whole committee was stepping down. It was discussed whether the Parish Council could support its continuation. It was agreed to find out why it has stopped and what infrastructure is still in place. Cllr MacLennan agreed to investigate.

RESOLVED: Cllr MacLennan to investigate why the Parish Pump publication has stopped.

0526.018 VILLAGE FETE

Members discussed which topics to highlight to residents at the Parish Council stall at the village fete. Suggested topics included new play equipment and the work of the North Huntingdon Growth Cluster Working Party. It was also suggested that Alconbury Pre-School Play Group be reminded that they are welcome to join the Parish Council stall if they wish to fundraise.

0526.019 DEFIBRILLATORS

The bi-monthly defibrillator report for the units at the Memorial Hall and shop, submitted by Alconbury/Buckworth CFR Group Coordinator David O'Brian, were noted. It was also noted that a new battery had been installed in the defibrillator at the Memorial Hall.

0526.020 CORRESPONDENCE

An email from a resident was noted reporting a broken yellow access hatch for a fire hydrant on the Village Green near 38 Brookside. Cllr Brawn agreed to investigate and inform the Clerk.

0526.021 MATTERS FOR FUTURE CONSIDERATION

It was noted that the Parish Council Facebook page needs promoting to residents, and that applying to join the Alconburys Facebook page may help to achieve this.

0526.022 NEXT MEETING Tuesday 23rd June 2026, Memorial Hall, School Lane, Alconbury at 7:30 pm.

The meeting closed at 9:05 pm.