Alconbury Parish Council

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

Minutes of the Alconbury Parish Council meeting held in the Memorial Hall, Alconbury on Tuesday 29th September 2026 at 7:30 pm

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

Members of the public: 2 HDC/CCC: Cllr Ian Gardener TABFG representative: 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 when the contractor would return to finish cutting back the hedge at Coulson Way. It was reported that the contractors had cut the hedge back to approximately six feet and thrown the cuttings back into the hedge, as requested by Cambridgeshire County Council (CCC). Residents felt this was not enough. Cllr Gardener agreed to refer the matter back to the CCC Footpaths Officer.

2. An update was requested on the repainting of the white lining. Cllr Gardener reported that the work had been approved and was awaiting a date from the white lining contractor. He stated that the equipment is used across the whole county.

3. A resident reported that a hedge was overhanging the road on Rusts Lane, with street furniture also overgrown by the hedge. They stated that the hedge was causing difficulties for vehicles travelling along Rusts Lane.

4. A resident raised concerns about the previous report of cars travelling at 98 mph on Rusts Lane and stated that this should be looked into, as this did not seem possible on this road. It was asked whether the old speed indicator device had ever been recalibrated. Cllr Johnson stated that it should be switched off as there is now a new speed indicator device. This was noted.

5. A concern was raised about potholes at the bottom of Sharpes Lane and the Ford gate falling apart. It was noted that the gate had already been reported for repair. Cllr Gardener asked to be informed if the gate was not marked for repair so that he could chase Highways.

0926.070 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Councillors L. Baird, T. Gilbert, T. MacLennan and L. Pinn.

0926.071 DECLARATIONS OF INTEREST
Cllr Button – agenda items 0926.080.1 and 0926.080.7.
Cllr Issacs - agenda item 0926.080.3.
Cllr Johnson – agenda item 0926.080.3.
Cllr C. Pinn – agenda item 0926.080.1 and 0926.80.8.
Cllr Trotman – agenda item 0926.080.5.

0926.072 NORTH HUNTINGDON GROWTH CLUSTER WORKING PARTY
Pre-Submission Local Plan: Consultation closes at 23:59 on Wednesday 28th October. The Parish Council needs to review the relevant documents and agree its final response before the consultation closes. It was agreed that the work should be divided between Councillors to assist with the preparation of the response. It was noted that representations should focus on whether the proposed plan is legally compliant and sound, with infrastructure and sewerage capacity being relevant where supported by evidence.

DRAFT

Charles Dalleywater stated that the Flood group would review Policies LP17 to LP23, which cover matters including infrastructure, water, planning and blue/green infrastructure, and provide information to assist with the Parish Council's response.

Mayoral Planning Powers: Public consultation closes 4th October 2026.
Newlands Park, Huntingdon: Reserved matters for the site are expected by Christmas 2026, with access and layout works planned for the first half of 2027. First occupancy is expected in early/mid 2028.

Hinchingbrooke Hospital: A new seven-storey main building is planned, with work expected to start in 2028 and completion in late 2032/early 2033. Land is being considered for a new access and car park.

Hinchingbrooke Country Park: Redevelopment is expected to be completed by the end of March 2027.

St Ives Civic Society: The Society is preparing comments on the cumulative impact of development and infrastructure delivery. This may provide useful evidence for the Parish Council's response to the Local Plan.

The Offords: An outline application for 70 homes was approved by DMC despite concerns about wastewater capacity. The Parish Council should ensure that evidence on local flooding, sewage and infrastructure capacity is considered when future applications for Alconbury 1 and 2 are submitted.

0926.073 MEETING WITH BRAMPTON CROSS DEVELOPERS
It was noted that Cllr Gilbert had prepared notes and points for discussion for the forthcoming meeting with the Brampton Cross developers. It was suggested that regular meetings with the developer should continue after construction has been completed. Councillors were asked to send any additional points for the meeting to Cllr Gilbert.

0926.074 THE ALCONBURY BROOK FLOOD GROUP
The latest flood report is appended to these minutes.

Charles Dalleywater reported that the Flood Group would be cutting down reeds on both sides of the Heritage Bridge on Saturday. He said that new reeds are more susceptible to weed killer and would be sprayed when they emerge. The brook water had been tested and there was no evidence of E. coli, sewage or bacteria. The group is working with the Environment Agency's refreshing their future flood management planning up to 2031/32. A pushchair in the brook would be retrieved on Saturday.

0926.075 REPORTS FROM COUNTY AND DISTRICT COUNCILLOR
Cllr Gardener read out his report, which is appended to the minutes. He said he was meeting with CCC Highways and invited Cllr Johnson to attend. He reported that the Parish Council had not been successful with its recent LHI bid and would find out why. He said the Parish Council should continue to persevere with the application.

Cllr Gardener reported that the A1 fence would be repaired in October/November. He would chase up the hedges on the Great North Road obscuring road signs, report the footbridge at the end of Polecat Lane for repainting, and request that the bush at the corner of School Lane and Manor Lane be cut back as it is blocking drivers' view.

0926.076 CROWN GARDENS
It was reported that, following a number of anti-social behaviour incidents in the parish, Cllr Gilbert and Cllr Johnson had met with Crown Gardens staff. A new team is now in place and action had been taken following information provided to them. Further action has taken place since the meeting. Cllr Johnson feels that there has been a positive improvement since the meeting.

0926.077 NEIGHBOURHOOD PLAN
The Neighbourhood Plan consultant is making amendments following the independent examiner's review. The amended Plan is due to be returned to Huntingdonshire District Council (HDC) by 8th October 2026 and will be considered at the HDC Cabinet meeting on 20th October 2026, with the referendum start date planned for 3rd December 2026. If successful, the Plan will go to Full Council on 16th December 2026 for adoption. It was noted that residents should be encouraged to vote and a public meeting was suggested to provide information about the Plan and referendum to residents.

RESOLVED: To arrange a public meeting to provide residents with information about the Neighbourhood Plan and forthcoming referendum.

0926.078 MINUTES FOR APPROVAL

RESOLVED: The minutes of the Alconbury Parish Council meeting held on 28th July 2026 and the extraordinary meeting held on 25th August 2026 were agreed as a correct record of the meetings and signed by the Chair.

0926.079 PLANNING APPLICATIONS

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

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

0926.080 COUNCILLORS UPDATES FROM PREVIOUS MEETING

Received verbal reports from the Parish Councillors on their portfolio responsibilities and matters arising from previous meeting and resolved actions;

1. Memorial Hall
   No update.

2. Tree Warden
   1. The quotation of £1620.00 inc. VAT from Global Tree Solutions Ltd for a tree survey at Alconbury Sports and Social Club was discussed and agreed. Cllr Brawn stated that she would like to be in attendance when the surveyor is on site.
      RESOLVED: To accept the quotation of £1,620.00 including VAT from Global Tree Solutions Ltd for the tree survey at Alconbury Sports and Social Club.

   2. The Clerk agreed to send the Parish Tree Survey to Maynard Trees and request a quotation for the recommended tree works. The Clerk would also send Cllr Brawn the details of Scott Chalmers, Head of Green Infrastructure at Urban & Civic, who had offered support with the tree replacement planting policy and possible tree donations.

.

3. Alconbury Recreational Field Charity
   1. The request from Alconbury Recreational Field Charity (ARFC) Trustees to renew the lease early was discussed. ARFC had originally requested an early renewal as the current lease has eight years remaining and a longer lease would assist with future funding applications. Since making the request, ARFC has secured grants without any problems. Councillors discussed whether to renew the lease now or wait until it is closer to expiry. It was noted that ARFC would prefer to avoid legal costs.

      The Clerk reported that advice had been sought from CAPALC regarding the renewal of the lease. CAPALC advised that the Parish Council should instruct a solicitor and obtain legal advice before agreeing to a new lease. It was noted that the existing lease may be suitable and could potentially be updated with new dates, but legal advice should be obtained to ensure any new lease is lawful and protects the Parish Council's interests. It was agreed that the Clerk would obtain quotations from solicitors to prepare/review the lease. Cllr Johnson would update ARFC on the Parish Council's decision.
      RESOLVED: That the Clerk obtain quotations from solicitors for the review and preparation of a new lease.

   2. Cllr Johnson and Cllr Isaacs reported on a recent ARFC meeting. They said there were several new Trustees and that ARFC were looking at improvements to the play area. ARFC plan to meet every two months.

4. Bramble End Play Area
   1. Three new play equipment proposals were discussed. It was agreed that the proposal from Proludic Ltd best met the Parish Council's requirements. The RAF Alconbury theme was reflected in the design. The total cost would be £150,000. Funding would need to be secured before the project could proceed. Cllr Gunney agreed to apply for grant funding from several sources. Proludic Ltd would hold the quoted price until March 2027. The Clerk would check whether planning permission from HDC is required.
      RESOLVED: To accept the Proludic Ltd proposal, subject to funding being secured with Cllr Gunney to apply for grant funding..

DRAFT

2. The Clerk will send Cllr Gunney a blank Bramble End monthly inspection sheet.

5. Woolley Hill Wind Farm
The next meeting will be held in late October/November when the next round of grant applications will be considered. It was noted that around 85–90% of applications are approved, with grants of up to £5,000.00 available.

6. Planning Working Group
The Parish Council agreed to submit the comments prepared by Cllr L. Pinn on the Mayoral Planning Powers public consultation, which closes on 4 October 2026.
RESOLVED: To submit the Parish Council's comments on the Mayoral Planning Powers public consultation.

7. Neighbourhood Watch
Cllr Button reported that there had been a number of recent incidents in the village, including graffiti under the flyover, damage to the Tommy statue, which had been repaired and damaged again, and the use of electric scooters on the road.

Residents are encouraged to take photographs where possible and report incidents directly to the police via 101 or the police website.

Cllr Button reported that she had attended the Coffee with a Cop event held at the Memorial Hall. It was noted that Cllr Pinn had asked Jo Hall, Chair of the Hunts Neighbourhood Watch Association, which organised and funded the event, to liaise with the Community Police Team and request their attendance in the village as a matter of urgency due to the recent incidents.

The PCSO attending the event advised that evidence was needed before action could be taken. Residents can submit photographs when reporting incidents via 101 or the police website. It was also reported that, where a photograph identifies someone using an electric scooter, the police may be able to seize the scooter if it is being used in connection with crime or anti-social behaviour. It was noted that residents can take photographs when a crime is being committed.

The village fete organised by Neighbourhood Watch will be held on 10 July 2027 and Carols around the Christmas Tree will be held on 14 December 2026. Neighbourhood Watch has also been carrying out Speedwatch sessions on the Great North Road and will be installing new planters around the Pump.

On behalf of Neighbourhood Watch, Cllr Button asked the Parish Council the following requests:

- Replace the memorial oak tree on the village green with another oak tree in a different location, near where the horse chestnut tree had been removed.
- Repair the noticeboard near the Heritage Bridge and move it a few inches to the side to allow for the repairs.
- Repair the map near the bus shelter, which is looking tired.

RESOLVED: That the Parish Council agreed to the requests from Neighbourhood Watch to plant a replacement oak tree near where the horse chestnut tree had been removed, repair and slightly reposition the noticeboard near the Heritage Bridge, and repair the map near the bus shelter. The existing memorial oak tree is to remain in its current location.

8. Allotments
No update.

0926.081 INFRASTRUCTURE

1. Churchyard
No update.

2. Village Green
No update.

3. Roads and Footpaths
Cllr Trotman reported that the Parish Council's responses to the Rights of Way Improvement Plan consultation had been uploaded. The consultation closes on 11 October 2026, and any additional comments which Councillors may have, can be added before the deadline.

DRAFT

4. General
    1. LHI bid strategy
        a. HGV Covenant for B1043
        No update.

        b. LHI bid application for a raised crossing on Great North Road
        The meeting was informed that a new project manager had been appointed. An updated is awaited.

        c. To receive update on submitted LHI bid
        As stated by Cllr Gardener earlier in the meeting, it was noted that the Parish Council had been unsuccessful in its traffic calming LHI bid.

    2. MVAS (Mobile Vehicle Activated Signs)
        1. Processing of downloaded data
        Cllr Johnson reported that new data will be extracted tomorrow as part of the two-monthly data collection. The MVAS will then be moved from Rusts Lane to Globe Lane.

        2. To resolve purchase of a replacement and spare MVAS battery
        Cllr Johnson reported that he had managed to obtain a new battery from Highways.

    3. Blocked culvert on School Lane
    It was noted that the culvert had been cleared and the issue resolved.

    4. Following an email from CAPALC regarding the Parish Council's biodiversity duty, the Parish Council considered the requirement to identify a biodiversity area.
    RESOLVED: To designate the Parish Council-owned land alongside the brook, to the west of the Heritage Bridge, as the Parish Council's biodiversity area.

0926.082 FINANCE

1. **RESOLVED:** Payment of outstanding September 2026 invoices:

Four Seasons	Parish grass cutting 5th instalment	£2248.00
PKF Littlejohn LLP	External auditor service 2026	3378.00
Parish Online	Mapping software renewal	£120.00
Global Tree Services	Tree survey of Parish Council owned trees	£1560.00
A Brown – Clerk	Clerk's salary August 2026	£869.20
HMRC	Clerk's Tax & NI August 2026	£308.12
NEST	Clerk's Pension August 2026	£37.59
Unity Trust Bank	Bank charges July 2026	£7.00
Four Seasons	Parish grass cutting 6th instalment	£2248.00
Direct365	Replacement defibrillator pads (Shop)	£78.30
The Riverporter	Scroll printing	£28.00
SR Howell & Co	Payroll services up to end 30th September 2026	£90.00
Huntingdonshire District Council	Recharge election costs May 2026	£192.58
A Brown – Clerk	Clerk's salary (incl. pay award back pay) September 2026	£1009.96
HMRC	Clerk's Tax & NI September 2026	£397.13
NEST	Clerk's Pension September 2026	£52.08
Unity Trust Bank	Bank charges August 2026	£7.00

2. Monies received and resolve bank reconciliation

HDC precept 2nd Instalment	£21,700.00
Unity Trust Bank – Bank interest	£187.74

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

3. The National Joint Council for Local Government Services (NJC) new pay scales for 2026-27 implemented from 1 April 2026 was noted.

DRAFT

4. The conclusion of audit for the Annual Governance and Accountability Return for the year ended 31st March 2026 was noted. The auditor had identified an error in the AGAR, which had been corrected. The conclusion notice had been placed on the website.

0926.083 PARISH PUMP FUTURE PUBLICATIONS
No update.

0926.084 DEFIBRILLATORS
The bi-monthly defibrillator report for the units at the Memorial Hall and shop, submitted by David O'Brian, Alconbury/Buckworth CFR Group Coordinator, was received. The report identified that replacement pads for the shop defibrillator were required as the existing pads had reached the end of their shelf life. The Clerk confirmed that replacement pads had been purchased.

The Parish Council will investigate funding for an additional defibrillator for the east side of the village when a suitable funding opportunity becomes available.

0926.085 CORRESPONDENCE
Temporary traffic orders relating to road works and closures had been received and circulated to Councillors.

The notification regarding the 2027/28 precept was noted. The budget will be presented for consideration at the November meeting.

The Clerk reported that the Remembrance wreath had arrived. Cllr Johnson agreed to receive the wreath at his home.

0926.086 MATTERS FOR FUTURE CONSIDERATION
None.

0926.087 NEXT MEETING Tuesday 27th October 2026, Memorial Hall, School Lane, Alconbury at 7:30 pm.

The meeting closed at 9:35 pm.

DRAFT