

**Minutes of the meeting of Alconbury Weston Parish Council  
held on Monday 14<sup>th</sup> November 2016 at Alconbury Memorial Hall.**

Public Open Forum: Three parishioners addressed the Parish Council regarding the play area equipment. One parishioner presented the Parish Council with a copy of a petition intended for HDC regarding the future maintenance of five “orphan” sites. The Chairman agreed to assist with the wording of the petition and the resident was advised that the petition needed to be sent to Cllr. Carter. Several other residents expressed their concern about the future of the sites.

Councillors present: Mrs. J. Baker, Mr. M. Bryan, Mr. R. Coulson, Dr. C. McGregor, Mr. S. Lomas (Chairman) & Mr. L. York.

Also present: County Cllr. P. Ashcroft, District Cllr. K. Baker, Mrs. D. Benham (Parish Clerk) & 16 parishioners.

1. Apologies for absence: County Cllr. P. Brown (attending another meeting).
2. Declaration of Interests: None declared.
3. To approve the minutes of the last meetings held on 12<sup>th</sup> September and 18<sup>th</sup> October 2016 : The minutes of the meeting held on 12<sup>th</sup> September and 18<sup>th</sup> October 2016 were approved and signed by the Chairman.
4. Resignation of the Parish Clerk and arrangements for recruitment of a new Parish Clerk: Mrs. Benham tendered her resignation on 25<sup>th</sup> October. Her leaving date will be 31<sup>st</sup> December 2016 and taking account of annual leave due, her last working day will be 21<sup>st</sup> December 2016. A job advertisement has been placed on the CAPALC website and on the village noticeboards. The closing date for applications is 2<sup>nd</sup> December 2016 and the new Clerk will start on 3<sup>rd</sup> January 2017.
5. Co-option to fill councillor vacancy: HDC had advised that no requests for an election had been received and that the Parish Council could now proceed to co-option. Applications had been received from Mrs. C. Pencak and Mr. R. Powley. Both candidates were given the opportunity to address the Council. Councillors agreed by a vote of 5 to 1 that they would co-opt Mr. Powley. Clerk to advise both candidates of the result and invite Mr. Powley to attend the next Parish Council meeting to be formally co-opted.
6. Matters arising from the minutes:
  - a) Alconbury Weald – Cllr. Baker and the Clerk attended the liaison meeting on 27<sup>th</sup> September  
Residential – Morris Homes will start to build smaller 4-bed, 3-bed and 15 affordable homes in November, with sales to start in Feb-March. The first primary school was handed over on 23<sup>rd</sup> August and is now settled with 15 children attending and 70 expected by the end of the year. It will hold a maximum of 420 pupils but can be extended if necessary. The school has a central space for community use and sports pitches will be available for hire from Easter next year. Jemima House Nursery has 52 places available and opened on 31<sup>st</sup> October. It will be run by Mother Goose Nursery.  
Enterprise Zone – All new buildings are progressing well. New planning applications will include: A small Community Building to contain a temporary library, small retail area and bike hire; completion of the other side of the Boulevard and some realignment, the Cricket Park and the Watchtower.  
The next parcel of land to be developed will contain a mixture of commercial and residential. It will have small offices and studios, the housing will be smaller and include accommodation for older people, and affordable housing. Talks continue regarding the railway station and the southern access. Cllr. Baker will attend the next meeting on 15<sup>th</sup> November.

b) Repairs to roads and footpaths –

Footbridge opposite Salix House – Repairs are now complete. Clerk to ask for the metal fencing to be collected.

c) Reports on the Flood Prevention meeting and Emergency Plan update meeting.

Flood Prevention meeting – This meeting was requested by Alconbury Weston Parish Council and was held on 20<sup>th</sup> September. It was attended by members of Alconbury and Alconbury Weston Parish Councils, the Environment Agency(EA) and HDC. The EA had carried out a review of their maintenance plan and as a result, will be carrying out reed clearance works from Alconbury Weston, through to Brampton racecourse by the end of the year and then every few years going forwards. A contractor has been employed to remove dead trees etc. from around the flood protection levy at the racecourse. Various areas of concern were noted on a map for the EA to investigate. These included land that had not been ploughed for many years, overgrown channels, and ditches that had been cleared by farmers and now allowed water to run too quickly into the brook. Chris Allen (HDC) suggested that Property Level Protection (PLP) equipment was not being used correctly by some home owners and that many houses had changed hands since it was supplied and fitting instructions may not have been passed on. The Parish Councils offered to help residents with this but Mr. Allen said that addresses could not be released for data protection reasons. He was also reluctant to supply instructions for the 12 different types of equipment, so that the Parish Councils could publish them on their websites. The EA will have to apply for funding to pay for the modelling work required to see how various improvements might affect flooding and explained that “Partnership funding” might be available. The Clerk had received an email from Jenny Gough (EA) on 3<sup>rd</sup> November advising that they were in the area reviewing flood management options.

Emergency Plan update meeting – This was a follow up meeting, held after concerns were raised regarding the response from various agencies to the flooding in March. The meeting was attended by members of Alconbury and Alconbury Weston Parish Councils, EA, CCC, HDC, Police and Fire Services. The various agencies had agreed that they will move to a tactical meeting much earlier in future, when there is a risk of flooding, rather than when it is happening. EA have trained more Flood Support Officers, who will be available on site to warn residents and to collect data afterwards. New Flood Kits which include “road liable to flood” signs are available to communities who have an Emergency Plan and a Flood Team.

The trigger level for flood alerts is to remain the same and is based on information upstream of Alconbury Weston. Gauges have been cleaned and restored and the gauge at Alconbury Weston, which is not used for flood alerts but which residents find useful, is to be heightened, as the flood waters rose above it in March. HDC’s CCTV camera at Alconbury Weston was wiped out and the box has now been made more resilient. HDC agreed to write to all residents with PLP equipment to give an update and advice. HDC agreed to find the instruction manuals and to work with Parish Councils to give training where needed. HDC will continue to provide sandbags to properties at imminent risk of flooding when requested, but stressed that they were of limited use and could not explain how they would be delivered once the roads had flooded.

The police admitted that Commanders new in post, were unused to working with other agencies and that a program of training will be introduced next year. The police have access to a RIB and can assist with moving people to safety.

There is a possibility that further webcams can be installed so that conditions are available to view on line. The Clerk has requested two webcams for Alconbury.

A Flood Team consists of a minimum of 4 people who would be willing to let EA hold their contact details. They would assist in making people aware of potential flooding and give feedback after an event. The Community Emergency Plan template was forwarded to Cllr. Bryan and Cllr. McGregor on 25/9 and needs to be completed in order to get a Flood Kit for Alconbury Weston. Cllr. Bryan agreed to look into this.

d) Local Highways Improvement Scheme 2017/18 – Councillors agreed not to make an application this year.

7. To consider a quote for repairs to the post and railings around the village pump.

Quote received from Day Today Maintenance for £620 to remove old and supply new surround, paint and fit with metal collars to protect against strimming. Cllr. Baker proposed acceptance of the quotation from Day Today Maintenance. Seconded by Cllr. Coulson and unanimously agreed.

8. To consider grass cutting quotes for 2017.

The Clerk had obtained a quote from Four Seasons (Antony Abbs) - £3300 for 10 cuts. HDC currently charge £3035.40 for 10 cuts and have yet to submit a quotation for 2017. There have been numerous problems with HDC's poor standard of work this year, culminating in the grass being scalped in many areas on 9<sup>th</sup> October, whilst other areas were left uncut. Cllr. Baker proposed that the quote from Four Seasons be accepted. Seconded by Cllr. McGregor and unanimously agreed.

9. Maintenance of "orphan sites".

Cllr. Carter had been unable to provide the company number for Diamond Construction as promised at the meeting held on 18<sup>th</sup> October. The Clerk and a parishioner had both found information relating to a company with a similar name that was now dissolved, and had passed this to Judith Neal (operations Department HDC) so that HDC can make further investigations into who the legal owner of the land is now.

10. Parish paths & trees.

The footpath between the two villages has finally been cut back but it does require siding out. The Clerk advised that this would be low priority for Highways and County Cllr. Ashcroft agreed to flag this up. Two quotes for tree work had been received from Global Tree Solutions (GTS) and Mr. D. Maynard. Cllr. McGregor had advised that the Horse Chestnut at the back of the village green, which is badly effected by Bleeding canker, needs to be felled and removed, as advised by the Tree Officer at HDC. The Horse Chestnut on the triangle by the ford, needs to have dead wood and a damaged limb removed. The line of trees at the play area need crown lifting. GTS supplied the cheapest quotation and were able to carry out all of the required works. GTS have since submitted a revised quotation of £396.00 plus VAT. Cllr. Coulson proposed that the quotation from GTS be accepted. Seconded by Cllr. York and unanimously agreed. Councillors agreed that Cllr. McGregor should submit a Parish Planting application form to HDC to obtain an Oak tree to replace the Horse Chestnut being felled and look into planting a permanent "Christmas" tree on the village green.

11. Play area.

The Clerk had received emails from 3 residents who were dissatisfied with the play equipment at the play area. Two of the residents and one other, had spoken during Open Forum. The Chairman had passed a Wicksteed Leisure brochure to them and asked them to identify which equipment they would like to add. They will then be invited to discuss how the proposed equipment would be funded, e.g. by grant applications and fund raising events. Cllr. Lomas reported that a leylandii hedge bordering the play area had been removed. Cllr. Lomas had pruned a tree which grows between the hedge and the chain link fencing and will continue to monitor the condition of the fence.

12. Planning.

a) New applications.

16/02013/REM Application for approval of appearance, access, layout, landscape design and scale in respect of the construction of 200 dwellings, two pocket parks, a linear park, associate highways, landscape and ancillary works. Alconbury Weald. Circulated to councillors on 11<sup>th</sup> October but insufficient replies to enable a response.

16/02262/REM Submission of reserved matters (appearance, layout, landscaping, scale and mass) in respect of the construction of cricket park, watchtower green area, the Boulevard and SUDS (drainage infrastructure) including underground storage crates and all associated engineering and

earth works, including ground remodelling, formal landscaping and ancillary works. Alconbury Weald. Cllr. Baker proposed that Alconbury Weston Parish Council make no observations either in favour or against. Seconded by Cllr. Coulson and unanimously agreed. Councillors requested that Cllr. Baker ask for a representative from Urban & Civic to explain their drainage strategy at the next Parish Council meeting.

b) Update on previous applications.

H/5013/CW/C1 Application for approval of details reserved by condition 20 Operational Management Plan from original application H/5013/15/CW. Alconbury Waste Transfer Facility. 16/01101/HZC Hazardous substance consent. Proposed storage of up to 49 tonnes of ISO Pentane (P5a Flammable Liquid – Category 1) Alconbury Weald. Approved by HDC.

16/01445/REM Submission of reserved matters (access, appearance, landscaping, layout and scale) in respect of the construction of a primary electrical substation, new landscaping, highways works and ancillary works. Alconbury Weald. In progress.

16/01329/REM Application for approval of appearance, layout, landscaping and scale in respect of the construction of 165 dwellings, pocket park, associated highways, landscaping and ancillary works. Alconbury Weald. Approved by HDC.

16/01148/REM Submission of reserved matters (appearance, access, landscaping, layout and scale) in respect of the construction of strategic foul and potable water main, water pressure boost pump, foul water pumping station and pedestrian and cycleway including ground remodelling and ancillary works. Alconbury Weald. Approved by HDC.

16/00262/NMA Application for non-material amendment to approval of reserved matters (outside a key phase) for primary infrastructure to support key delivery of the primary school (KP1-01). Alconbury Weald. In progress.

16/00043/TREE Emergency works to ash tree in front garden. Bridge House, Hamerton Road, Alconbury Weston. In progress.

15/02296/FUL Change of use from repair workshop and storage of agricultural machinery to workshop for coach building and repair of horse boxes and on site farm machinery, parking of machinery and horse boxes in front of building at unit 1. Buckworth Lodge Stud, Buckworth Road, Alconbury Weston. In progress.

c) Planning enforcement cases.

15/00243/FUL Buckworth Lodge Stud, Buckworth Road, Alconbury Weston – Planning enforcement immanent.

### 13. Financial report.

a) Small grant application from 1<sup>st</sup> Alconbury Scout Group – All councillors had received a copy of the application prior to the meeting. Cllr. McGregor proposed that £400 should be given. Seconded by Cllr. Lomas and unanimously agreed.

b) To approve the purchase of a Parish Council laptop and scanner using the grant received from NALC – Cllr. McGregor proposed that the quotation of £341.66 plus VAT from askiT Services Ltd. for a Lenovo laptop and Epson scanner be accepted. Seconded by Cllr. Coulson and unanimously agreed. Cllr. Baker proposed that the second quote from askiT Services Ltd of £173.28 plus VAT for Antivirus, Microsoft Office Home and Student 2016, installation and setup be accepted. Seconded by Cllr. Coulson and unanimously agreed.

c) Payment of outstanding debts.

Cllr. Baker proposed retrospective approval of payment of items (1) to (7) and approval of payment of items (8) and (9). Seconded by Cllr. Coulson and unanimously agreed.

(1) Royal British Legion - £25.00, donation towards poppy wreath. Cq. No. 101082 (Agreed at the last meeting)

(2) HMRC - £39.60, PAYE/NI September. Cq. No. 101084

(3) Mrs. D. Benham - £224.46, wages & expenses of Parish Clerk for September. Cq. No. 101085

(4) SR Howell & Co. - £60.00, payroll provision 1/4/16 to 30/9/16. Cq. No. 101086

(5) Mrs. D. Benham - £202.97, wages & expenses of Parish Clerk for October. Cq. No. 101087

- (6) HMRC - £39.60, PAYE/NI October. Cq. No. 101088
- (7) Business Services at CAS - £416.91, Parish Council insurance. Cq. No. 101089
- (8) ADCHC - £27.50, Room hire for meetings. Cq. No. 101090
- (9) 1<sup>st</sup> Alconbury Scout Group - £400.00, Small Grant award. Cq. No. 101091
- \* Cq. No. 101083 Cancelled.

d) Current position - A copy of the receipts and payments and bank reconciliation was handed to each councillor. The external audit for year ending 31<sup>st</sup> March 2016 has been completed with no issues raised. A copy of the audited accounts had been placed on the notice boards and the website on 19/9/16. Cllr. Lomas and Cllr. McGregor have been confirmed by Barclays as the new signatories on the bank account.

e) Budget and precept for 2017/18

The Clerk provided details of expenditure still to be made in the current year, predicted end of year reserves and a draft budget for consideration. Councillors agreed that in view of the money available to local groups from the Woolley Hill Wind Farm Community Fund, that a sum for donations would not be included in the Parish Council budget for 2017/18. Cllr. York proposed that Alconbury Weston Parish Council set a budget of £8850 and request a precept of £8000 ( the balance of £850 to be taken from the reserves). Seconded by Cllr. McGregor and unanimously agreed. A copy of the agreed budget will be annexed to the minutes.

#### 14. Police matters.

Police crime report for Alconbury Weston village: July – nil, August report - one incident of anti-social behaviour, September – nil.

#### 15. Correspondence.

Circulated by email since the last meeting:

- a) Publication of the new definitive map and public rights of way.
- b) BT payphone – Clerk has asked BT to clean and repair as this should be a working phone.
- c) A14 Highways Improvement Scheme – update for stakeholders.
- d) Camquit poster – to the noticeboards.
- e) Traffic Regulation Order (prohibition of driving in periods of flood). Consultation draft.
- f) Housing and Economic Land Availability Assessment : Additional Sites Consultation.
- g) Alconbury Christmas Tree Festival.
- h) Flood Awareness and Preparedness Questionnaire – Completed by Cllr. McGregor.
- i) Police and Crime Plan Survey.
- j) Cambridgeshire Parish Council Conference 2016 – Burgess Hall 18<sup>th</sup> November. Clerk to attend.
- k) Trees for Parish Planting – forwarded to Cllr. McGregor.
- l) Revised gritting routes.
- m) All out elections from 2018, Consultation document.
- n) CAPALC AGM 15<sup>th</sup> December – Cllr. McGregor attending.
- o) Consultation on Corporate Energy Strategy for CCC.
- p) Consultation on Enforcement Plan for Planning, Minerals & Waste.
- q) Hinchingsbrooke merger event 7<sup>th</sup> November.
- r) Draft SPD: Huntingdonshire Design Guide 2016
- s) Cambridgeshire Energy Switch – to the noticeboards.
- t) Email from parishioner regarding orphan sites and the Clerk’s reply.
- u) Electoral Review of Huntingdonshire Final Recommendations.
- v) Grand Fondo meeting – Cllr. Lomas attending.

#### 16. Reports from Councillors.

Cllr. Lomas reported that Woolley Hill Wind Farm Community Fund panel had met to distribute £28700 but had only received 4 applications totaling £14500, all of which received funding. The panel will therefore hold an additional meeting on 16<sup>th</sup> March 2017. Applications must be received

by 1<sup>st</sup> February 2017.

17. Dates of the meetings for 2017.

16<sup>th</sup> January, 20<sup>th</sup> February, 3<sup>rd</sup> April, 15<sup>th</sup> May, 26<sup>th</sup> June, 7<sup>th</sup> August, 18<sup>th</sup> September, 30<sup>th</sup> October, 11<sup>th</sup> December. All meetings start at 7.30pm in the Alconbury Memorial Hall.

Signed.....

Date.....