

ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

Parish Clerk: Alison Brown

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Minutes of the Alconbury Weston Parish Council meeting held on Monday 20th June 2022 at Alconbury Sports and Social Club, Great North Road, Alconbury, PE28 4EX at 7.00 pm.

PRESENT: Councillors: A. Stone (Chair) J. Baker, P. Baker, K. Brine, N. Morton, and A. Brown (Clerk)

Members of public: 1

HDC/CCC: 0

24.0 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Harper-Harris and Waring (personal).

25.0 DECLARATIONS OF INTEREST

Cllr J Baker – agenda item 37.1

Cllr P Baker – agenda item 37.1

26.0 PUBLIC PARTICIPATION

A member of the public asked the Parish Council for its views on the previously proposed Parish Council grouping with Alconbury Parish Council. This will be an agenda item at the next meeting.

27.0 MINUTES

RESOLVED: The minutes of the Alconbury Weston Parish Council meetings held on 9th May and 30th May 2022 were agreed as a correct record of the meeting and signed by the Chair.

28.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

In Cllr Gardener's absence, the Clerk circulated his report prior to the meeting, which is appended to these minutes.

29.0 REPORTS FROM REPRESENTATIVES AND RESOLVE ANY ACTIONS IDENTIFIED

In his absence, Cllr Stone reminded everyone that they do not need to submit their completed responsibilities templates for review as they are just an aide-memoir to be stored in a folder for future use when councillors change.

29.1 Grass cutting and village green

RESOLVED: that an additional area of Alconbury Brook is to be cut (mowed/strimmed, from the North Road culvert, past the Jubilee tree and the Dutch bridge culvert, downstream. This will allow the brook to be inspected for pinch points. Cllr P Baker will liaise with the grass cutting contractor.

29.2 Highways, Speedwatch and SID

- 3 dates for Speedwatch have been organised. The SID will be moved to Vinegar Hill. It was noted that the SID battery requires recharging.
- Cllr Morton reported that he had briefly discussed Buckworth Road junction with Cllr Stone, Cllr Gardener and Sharon Middleton (Highways) as it is being damaged by SJH- All Plant Group Ltd haulage vehicles. The kerb has been yellow tagged for Highways repair. Cllr Gardener had suggested that CCC could pay for the removal of the road humps which would be favourable to everyone. The Parish Council agreed that a possible solution to prevent future kerb damage is to drop the kerb around the entire corner. Cllr Morton will contact Sharon Middleton to put forward this proposal.

29.3 Communication with parishioners

Cllr Brine reported that the noticeboards, Nextdoor and Facebook are being updated however the Flood group communications do not sync with both Parish Councils and suggested that the Parish Council should consider its own Nextdoor and Facebook page. Cllr Brine also spoke with the Over 60's and Thursday Club and confirmed that parish information is reaching them.

29.4 Flood alleviation (including TABFG report)

The recent Flood group report had been circulated by Cllr P Baker prior to the meeting and is appended to these minutes. The recent open day was well attended and the group is waiting to hear the next steps from the Environment Agency (EA) approved contractor. Cllr Brine will send out a reminder to residents that the questionnaire expires on 1st July 2022.

29.5 Flood emergency planning

Cllr Morton reported that there are 2 new flood wardens. Mark Wheatley - Hamerton Road and John Clary – North Road. Training has been arranged for them with EA on 14th July 2022. Cllr Morton has also asked the fire service to contact him.

It was confirmed that the closure of flood gates on the High Street is Highways responsibility. As mentioned at a previous meeting, the closing of the ford gates by a nominated key holder sounds simple in principle however Cllr Morton is waiting to hear back from Cambridgeshire County Council (CCC) on this matter.

29.6 Play area

Cllr J. Baker suggested that the CIL money could be used to improve the play area. She has spoken with the Clerk at Godmanchester as they have recently improved their play area. It was noted that many children from the parish go to Alconbury Weald adventure playground.

29.7 Planter's maintenance

In his absence, Cllr Stone read out Cllr Waring's report: 'Planters on Hamerton and North Road have been completely redone. Planter on Buckworth Road had already been redone by someone, so not wanting to upset whoever had replanted, the planter was left as found. Planter on Vinegar Hill was being maintained by someone, so supplemented the plants in it, so as to not upset the 'maintainer'. Receipts for flowers and compost submitted to Parish Clerk for payment'. It was agreed to discuss the Winter flowers at a later meeting.

29.8 Parish paths, trees and benches

- Maintenance of the footbridges at either end of the High Street
Cllr J Baker reported that the small footbridge next to the gulley required repair. Cllr Morton to investigate
- Cllr Morton reported that a hedge from a residential property growing out into the footpath on Vinegar Hill, (left-hand side going up). Cllr J Baker stated that she had recently spoken with the property owner and that he will be cutting it back in due course
- Quotes for Tree report – Cllr Morton has obtained 3 quotes for the tree survey report.
RESOLVED: that OMC associates are appointed to carry out the tree survey report – cost £653.40.
- Cllr Morton and Cllr Stone reported that they had met with Cllr Gardener and Sharon Middleton (Highways) to discuss Church Way footpath between the two villages. The footpath was measured to ascertain if it was wide enough - an edge cut back to increase the width and surface repairs will be carried out when budgets allow, however there is no urgency for this. The Parish Council agreed that it would be beneficial if the footpath could be confirmed on a map that it is the responsibility of Cambridgeshire County Council (CCC). The Clerk will contact Sharon Middleton with this request.

29.9 Planning

See agenda item 37.0.

29.10 Alconbury Weald Parish Liaison

Cllr J Baker to send Cllr Brine meeting contacts.

29.11 Wooley Hill Wind Farm Grant liaison body

No update.

29.12 Parish Council IT systems

- **RESOLVED:** to accept quotation from Askit to upgrade to Office 365 - cost £345.60; change to .gov.uk domains - cost £130. 80: gov.uk emails - £518.40: one off set up fee - cost £100.00.
- **RESOLVED:** to accept the quotation from Askit to upgrade Clerk's laptop after confirmation that it is the correct specification – cost £619.41.

29.13. Fibre Broadband

In his absence, Cllr Stone read out Cllr Waring's report: 'BT Open Reach seem pretty much impregnable. Unable to find details in writing and filled in online form twice requesting details/contact, with promises of reply within 48 hours – no replies received. Have had reports that engineers when called out saying that we should be connected by end of 2022. Will continue to progress.

29.14. Wildflower meadows

No update.

30.0 ADOPTION OF REVIEWED POLICIES

RESOLVED: that the following reviewed policies are adopted:

- Standing Orders
- Financial regulations
- Code of Conduct
- Role description of Parish Clerk

31.0 THE ALCONBURY BROOK FLOOD GROUP (TABFG)

It has not been possible to locate any Terms of Reference (ToR) agreed by Alconbury Weston Parish Council. It was agreed that Cllr P Baker will distil the ToR's from the TABFG and circulate to everyone before the next meeting for further discussion.

32.0 COMMUNITY INFRASTRUCTURE LEVY (CIL) PAYMENT

Agenda item deferred to next meeting.

33.0 PURCHASE OF MARQUEE

Cllr J Baker reported that Mark Mobius had asked the Parish Council if it wanted to purchase his marquee however her Fun Day group have now purchased it instead. It was noted that the Parish Council is holding £200.00 on behalf of the Fun Day group which was donated by Lorenzo several years ago and was to be used for the purchase of a marquee. The group did not have a bank account and at the time the Parish Council agreed to hold the money on their behalf. It was agreed that the Clerk will investigate this and try to locate the transaction for the funds. CAPALC will also be contacted for advice on looking after funds for voluntary groups.

34.0 ALCONBURY WESTON PARISH NEIGHBOURHOOD PLAN

Cllr Stone will arrange for Cllr Martin Hassall, District Councillor who had input on Buckden's Neighbourhood plan to give the Parish Council a talk on what's involved in putting a plan together.

35.0 CRIME STOPPERS

Volunteers are required from Cambridgeshire districts to form representation on the committee to ensure that Crimestoppers is engaging and supportive of all local crime concerns across Cambridgeshire. Crimestoppers committees largely focus their time and resources into supporting their local authorities, law enforcement and other charities & organisations which an interest in community safety and reducing crime in communities. Cllr Brine to put this information on the noticeboards and social media.

36.0 PARISH COUNCIL MEETING DATES

Confirmed meeting dates for remainder of 2022 in Alconbury Sports & Social Club:

- 1st August
- 5th September
- 17th October
- 5th December

37.0 PLANNING

To resolve to submit comments on applications where appropriate:

37.1 22/01060/P3MPA - Prior Approval Agri to Offices or Shop, Proposal: Change of use to B1 Light Commercial Use at Sallows Farm, 86 Hamerton Road, Alconbury Weston, Huntingdon PE28 4JD

RESOLVED: To object to the planning approval for the following reasons:

1. The Parish Council is being consulted on a Prior Approval planning application, however a change of use in these buildings took place in April 2021 and as such the Parish Council has documentary evidence of a dog grooming business operating from that time. (Screen shot of business Facebook page to also be submitted to HDC).
2. There has been concern of contamination on the site as there is ad-hoc drainage from land next to the business consisting of chemicals, dog hair and by products of the business.

3. Traffic has actually increased and not decreased as the barns are no longer used for agricultural purposes.
4. Noise levels from one of the businesses are causing noise disturbance to neighbouring properties.

37.2 22/01042/HHFUL - Addition of front and rear dormer windows, insertion of first floor window on front elevation, insertion of rooflight to rear roof slope, removal of chimney and application of horizontal timber cladding to gable facades at 15A High Street, Alconbury Weston, Huntingdon PE284JP

RESOLVED: To reject planning approval on the basis of removal of the chimney in a conservation area.

37.3 22/01195/HHFUL - Two storey rear extension and associated works at 37 Wheatsheaf Road, Alconbury Weston, Huntingdon PE28 4LF

RESOLVED: To recommend planning approval.

38.0 ORDERS FOR PAYMENT

RESOLVED: Orders for payment June 2022:

Drax Ltd	Street lighting April 2022 (DD)	£9.47
Huntingdonshire District Council	Uncontested Parish Council election re-charges	£132.58
Beam	Grass cutting	£285.00
Mrs A Brown	Clerk salary & expenses June 2022	£268.75
HMRC	Clerk PAYE	£58.00
Scribe	Scribe accounts annual subscription and set up	£450.00
Evolve Accountancy	Internal audit for year end 31 March 2022	£94.50
Cllr April Stone	Refund for purchase of Jubilee tree plaque	£95.40

39.0 BANK RECONCILIATION AND MONIES RECEIVED

39.1 RESOLVED: That the bank reconciliation be confirmed as correct. Monies received – Nil.

39.2 RESOLVED: Expenditure against budget was reviewed.

40.0 INTERNAL AUDITOR'S REPORT

The Internal Auditor's Report for the year ended 31 March 2022 was received and noted with no comments.

41.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE

RESOLVED:

41.1 that this Council has formally certified itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 as neither its gross income or expenditure did not exceed £25,000 during the 2021/22 Financial Year.

41.2 that this Council has formally noted its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 and 6 of the Governance Statement contained in page 4 of the Annual Return.

41.3 that the Annual governance statement for 2021/22 is approved and signed.

41.4 that the Accounting statements for 2021/22 are approved and signed.

41.5 that following consideration of all the above documents, approval has been given for the Annual Return to be signed by Chairman, Parish Clerk & Responsible Financial Officer.

42.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022/23

RESOLVED: That Evolve Accountancy are re-appointed as Internal Auditors for the financial year 2022/23.

43.0 MATTERS FOR INFORMATION

Parish Council grouping – agenda item at next meeting.

44.0 DATE AND TIME OF NEXT MEETING

Monday 1st August 2022, Upton Village Hall, Green Lane, Upton PE28 5YB.

Meeting closed at 8.40 pm.