

**Minutes of the Annual General Meeting of Alconbury Weston Parish Council
held on Monday 14th May 2012 at Alconbury Memorial Hall.**

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

Also present: District Cllr. K. Baker, County Cllr. L. Kadic & Mrs. D. Benham (Clerk).

1. Apologies for absence: County Cllr. P. Brown.
2. Declaration of Interests: None declared.
3. Election of Chairman & Vice-Chairman: Cllr. Mobius nominated Cllr. Baker for Chairman. Seconded by Cllr. Coulson, unanimously agreed. There being no other nominations, Cllr. Jane Baker was duly elected Chairman and signed a Declaration of Acceptance of Office which was witnessed by the Clerk. Cllr. Mobius nominated Cllr. Lomas for Vice-Chairman. Seconded by Cllr. Coulson, unanimously agreed. There being no other nominations, Cllr. Lomas was duly elected Vice-Chairman.
4. Co-option to fill councillor vacancy: Cllr. Baker proposed that Mr. Melvyn Bryan be co-opted on to the Parish Council to fill the vacancy left by the resignation of Cllr. Sewell. Seconded by Cllr. Coulson, unanimously agreed. Cllr. Bryan signed a Declaration of Acceptance of Office which was witnessed by the Clerk. The Clerk handed a copy of the Code of Conduct, Financial Regulations, Councillor's contact details and a Registration of Financial and Other Interests form, to be completed and returned to HDC. Clerk to forward an electronic copy of Standing Orders to Cllr. Bryan.
5. Public participation: There were no members of the public present.
6. To review Standing Orders: Councillors agreed that no amendments were necessary.
7. To review Financial Regulations: Councillors agreed that no amendments were necessary.
8. Minutes of the meeting held on 2nd April 2012: The minutes of the meeting held on 2nd April 2012 were approved and signed by the Chairman.
9. Matters arising from the minutes:
 - a) Alconbury Airfield – Cllr. Baker and the Clerk had attended a Liaison meeting on 30th April. An application is being prepared for the first incubator building in the Enterprise Zone. This application will precede the Masterplan application. Brochures giving feedback and actions from the Design Enquiry Open Day held at the Airfield last year should be delivered to every household in the next few weeks. Urban and Civic will be holding exhibitions for local parishes to update residents on their plans. Alconbury and Alconbury Weston residents will be invited to attend the Alconbury Memorial Hall on Wednesday 20th June between 2.30pm and 9.30pm to view the exhibition and discuss any issues with Urban & Civic staff.
 - b) Diamond Jubilee celebrations and Commemorative tree planting.
Cllr. Baker reported that plans for the village celebration, to be held on Sunday 3rd June, were progressing well, with donations of £275 received from local businesses. Urban & Civic had agreed to donate giant Connect 4 and Jenga games. The next meeting of the Jubilee Committee will take place on Tuesday 15th May.
Cllr. Baker and Cllr. McGregor agreed to discuss possible sites for planting a commemorative tree or hedge.
 - c) Repainting of pump, railing and bollards on Hamerton Road.

The Clerk had received a response from Highways agreeing to carry out refurbishments once the weather improves.

10. Parish Council website: Councillors agreed that draft minutes should be displayed on the Parish Council website, as well as on the village notice boards. Cllr. McGregor advised that the current free website was not very user friendly and agreed to investigate alternatives.

11. Parish Paths.

Cllr. McGregor reported that there was a deep rut on Footpath 3 – Cllr. Baker to contact landowner. Cllr. McGregor advised that Ridge Way on Footpath 4 needed cutting – Landowner Keith Baker to deal. A complaint had been received that the footway from Sailor’s Rest along the old road, was impassable. Cllr. Baker to e-mail details to County Cllr. Kadic to deal.

The Clerk advised that copies of the order to vary the width of footpath 4 from 2 metres to 1.5 metres, had been placed on the notice boards.

12. Play Area.

Cllr. Lomas had inspected the play area and confirmed no action required.

Cllr. Baker proposed that a quote of £100 from Smallwork Services to paint the goal posts be accepted. Seconded by Cllr. Coulson, unanimously agreed.

13. Planning - Update on planning enforcement case.

0300179ENBCOM - Commercial building on Hamerton Road.

The Clerk had e-mailed Nigel Swaby again, asking for an update. Mr. Swaby had replied saying that he had not been able to make any progress due to the volume of other work.

14. Financial report.

a) Payment of outstanding debts.

Cllr. Mobius proposed approval of payment of items (1) & (2). Seconded by Cllr. Lomas, unanimously agreed.

(1) Brian Cox & Co - £60.00, internal audit fee. Cq. No. 100907

(2) Mrs. D. Benham - £280.33, wages and expenses of Parish Clerk for April. Cq. No. 100908

b) Current position.

A copy of the receipts and payments was handed to each councillor. A copy will be attached to the minutes.

c) Result of the internal audit.

Internal audit was completed by Brian Cox & Co. on 26th April with no issues raised.

d) Request for a donation from Alconbury Over 60s Club.

Councillors agreed that the Clerk should ask for further details before the request could be considered.

15. Police matters.

March crime report shows 4 recorded crimes in Alconbury Weston. Anti-social behaviour close to Highfield Ave, Anti-social behaviour close to West Close, Vehicle crime near to High Street and 1 “other” near Spires End.

16. Correspondence.

a. Huntingdon & Godmanchester Transport Survey – to be circulated and completed on-line.

b. Minutes of the Urban & Civic Liaison meeting – to be circulated.

c. Grass cutting public rights of way – letter passed to Cllr. McGregor for information.

d. Information on partnership funding opportunities for flood risk management schemes.

e. Huntingdonshire Local Plan to 2036, Parish Council briefings – Cllr. Lomas and Cllr. Bryan to attend on 22nd May at Pathfinder House, 7pm – 9pm.

f. Local Joint Committees – consultation on proposal document to be circulated. Councillors to return comments to the Clerk by 1st June.

17. Reports from councillors.

Cllr. Lomas reported damage to a concrete post in Church Way – Highways dealing.

Cllr. Bryan advised that prior to becoming a councillor, he had asked for a bus stop at Spice Land but had been told by CCC that it would be too dangerous to site one there.

Cllr. York noted that the street lighting project was taking a long time to complete in Alconbury Weston and that some of the old posts were beginning to lean.

Councillors agreed that the Clerk should contact the grass cutters to complain about the standard of the last cut. Cllr. Baker to contact a parishioner regarding two cars parked on the grass, preventing it from being cut.

Councillors were advised that the water leak on Vinegar Hill was still being investigated by Anglian Water.

Cllr. Baker advised that a parishioner had asked for permission to sell tea and cakes on the village green to raise funds for a year 6 end of school outing. Councillors raised no objections. Cllr. Baker had asked the parishioner to advise the date this will take place.

Clerk to report hole in the footway on Vinegar Hill to Highways.

Cllr. Mobius asked whether it would be possible to have a bus shelter at Hiltop. Cllr. Baker to e-mail County Cllr. Kadic asking for the bus shelter at Alconbury Hill, which is in an unsuitable position, to be moved to Hiltop.

Cllr. Baker advised that she had met with Mark Campbell, planning consultant to Anglian Water, who had advised that Anglian Water would be upgrading the village sewerage pipes later in the year. Details to follow. Cllr. Baker had informed Mr. Campbell that a manhole on Hamerton Road had overflowed.

18. Date of next meetings:

Monday 25th June 2012, Monday 6th August, Monday 17th September, Monday 29th October, Monday 10th December.

All meetings will start at 7.30pm at the Alconbury Memorial Hall.

Signed..... Date.....