

**Minutes of the Annual Meeting of Alconbury Weston Parish Council
held on Monday 16th May 2016 at Alconbury Memorial Hall.**

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

Also present: County Cllr. P. Ashcroft, County Cllr. P. Brown & Mrs. D. Benham (Parish Clerk).

1. Apologies for absence: Cllr. J. Baker (personal), Cllr. H. Mobius (work commitment) & District Cllr. K. Baker (personal).

2. Election of Chairman & Vice-Chairman: Cllr. McGregor proposed Cllr. Lomas for Chairman. Seconded by Cllr. Coulson and unanimously agreed. There being no other nominations, Cllr. Lomas was duly elected Chairman. Cllr. Lomas proposed Cllr. McGregor for Vice-Chairman. Seconded by Cllr. Coulson and unanimously agreed. There being no other nominations, Cllr. McGregor was duly elected Vice-Chairman. Councillors wished to record of vote of thanks to the outgoing Chairman, Jane Baker.

3. Declaration of Interests: None declared.

4. To approve the minutes of the last meeting held on 21st March 2016 : The minutes of the meeting held on 21st March 2016 were approved and signed by the Chairman.

5. To review Standing Orders: Councillors agreed that no amendments were necessary.

6. To review Financial Regulations: Councillors agreed that no amendments were necessary.

7. Matters arising from the minutes:

a) Alconbury Weald – The Clerk attended the last meeting held on 3rd May.

Residential – Seventeen of the eighteen homes available were reserved at the launch on 17th April.

Morris Homes will be the second builder on site, with an application for 165 homes due late May/June. Building is due to start in October. There will be an application in the summer for the first community hub, to include MUGA, allotments, shop and temporary library.

School – The Headmaster is in place, a Business Development Manager, Deputy Head and Site Manager have been appointed. Uniform is being discussed and meetings taking place with other local schools.

Enterprise Zone – IKO (Manufacturing company) have signed a deal. They produce insulation panels and will recruit locally for 250 – 300 jobs. MMUK site is progressing well. There will be an application for a smaller mid-tech building soon. There was a presentation on the new iMET building which will provide commercial and industrial training. Building to start in August and open September 2017.

HDC – Clara Kerr advised that the Local Plan was still on track for submission Spring 2017 and adoption early 2018. The Stukeleys Parish Council are doing a Neighbourhood Plan to include Alconbury Weald and Alconbury Base.

b) Repairs to roads and footpaths –

Worn sections on the footbridge opposite Salix House – the Clerk has reported this to CCC.

Substantial repair works will be carried out but the central pier is a scheduled ancient monument so the work may take longer due to consent applications. Repairs to the ford footbridge – CCC say that the cracks do not effect the structural integrity as the brickwork is merely a skin. Refurbishments will be carried out in the coming months and the bridge is being monitored weekly. The A14 improvement scheme has been given the go-ahead and work should start later this year. The new 40 mph speed limit is now in place on North Road between the villages and all signage and white markings are complete. The final cost was £4114.83 plus VAT. £3900 in grant money is held by

Alconbury Recreation Field Charity. The balance of £214.83 to be split between the two Parish Councils (£107.42 each). The broken bend warning sign near Buckworth Road has been replaced.

c) To consider a quote for a new noticeboard at Highfield Avenue – The Clerk had obtained three quotes. Cllr. Coulson proposed that the Parish Council order a 6 x A4 size noticeboard from The Noticeboard Shop at a cost of £801.02. Seconded by Cllr. McGregor and unanimously agreed.

d) Litter bin collection – The Clerk had replied to HDC saying that the Parish Council wished to retain all 6 of the Parish Council owned bins. HDC have confirmed that collection charges will be levied this financial year even though councils had not had the opportunity to include this in their budgets.

e) Grass cutting – HDC have commenced grass cutting. However, HDC have not yet resolved the issue of the five small pieces of land registered to Diamond Construction, but will continue to cut these in the meantime.

8. Flood event 9th / 10th March.

Jonathan Djanogly will chair a meeting on 3rd June to discuss the flood event and the aftermath. The meeting will be attended by Alconbury and Alconbury Weston Parish Councils, the Environment Agency, HDC, CCC and the Emergency Services. Cllr. Bryan and Cllr. Baker to attend on behalf of Alconbury Weston Parish Council.

9. Parish paths.

Cllr. McGregor reported that all paths were passable.

10. Play area.

The annual safety inspection was completed by Wicksteed Leisure on 12/5/16. Repairs were required to the turnstile and Wicksteed Leisure had supplied a quote of £240.54 which had been emailed to councillors for approval. The work had been completed on 18/5/16. Cllr. York proposed retrospective approval of the quote. Seconded by Cllr. Lomas and unanimously agreed.

11. Planning.

a) New application.

16/00752/REM Submission of reserved matters (appearance, landscaping, scale and mass) in respect of the construction of a mixed use Innovation, Manufacturing, Engineering Building (iMET) including office, research and development and a training facility. Alconbury Weald. Circulated to councillors and returned “No observations in favour or against”.

b) Update on previous applications.

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.

H/5013/15/CW Section 73 planning application to develop land without complying with conditions 7 (which restricts the numbers and types of deliveries on Saturdays, Sundays and Bank holidays) and 9 (to extend the opening hours), of planning permission H/5013/CW with continued use as a Waste Transfer Station and Recycling Facility with existing skip hire depot, outside storage, skip lorry parking, offices, maintenance building, aggregate storage and distribution, with existing permitted variation to building and layout. Alconbury Waste Transfer Facility, Stangate Business Park, Old North Road, Alconbury Weston. Consent given, with conditions.

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.

15/01901/S73 Variation of condition 2 of planning permission 0900339FUL to vary approved

drawings. Land at Chestnut Farm, Hamerton Road, Alconbury Weston. Approved by HDC.

c) Planning enforcement cases.

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

d) Neighbourhood Planning.

Cllr. McGregor and Cllr. Bryan had attended the workshop at HDC and the presentation slides had been forwarded to all councillors. Cllr. McGregor summarised the purpose of preparing a Neighbourhood Plan and the work involved. Councillors unanimously agreed that they did not want to prepare a Neighbourhood Plan at the present time.

12. Financial report.

a) Result of the internal audit.

Completed by Brian Cox & Co. on 13th April 2016, with no issues raised.

b) Risk Assessment.

Completed by the Clerk on 16th May 2016. A copy will be attached to the minute book.

c) Accounts for year ending 31st March 2016.

The Clerk had sent a copy of the accounts, bank reconciliation and receipts and payments for year ending 31st March 2016 to all councillors on 7th April 2016. Cllr. McGregor proposed that the accounts be accepted and signed by the Chairman and Clerk. Seconded by Cllr. York and unanimously agreed. Chairman and Clerk signed the accounts.

d) Annual Return.

The Clerk had sent copies of parts 1 & 2 of the completed Annual Return to all councillors on 9th May 2016. Cllr. York proposed that Alconbury Weston Parish Council has reviewed the effectiveness of the system of internal control and approved the Annual Governance Statement for 2015/16. Seconded by Cllr. Coulson and unanimously agreed. Cllr. Coulson proposed that Alconbury Weston Parish Council has considered and approves the Accounting Statement for 2015/16. Seconded by Cllr. York and unanimously agreed. The Chairman and the Clerk signed parts 1 & 2 of the completed Annual Return.

e) Payment of outstanding debts.

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

(1) Brian Cox & Co. - £72.00, internal audit fee. Cq. No. 101061

(2) Mr. S. Fry - £377.21, refurbishment of litter bins and benches. Cq. No. 101062

(3) askiT Services Ltd. – £115.20, webhosting, maintenance and domain registration. Cq. No. 101063

(4) Mrs. D. Benham – £164.32, wages & expenses of Parish Clerk for April. Cq. No. 101064

(5) HMRC - £39.20, PAYE/NI for April. Cq. No. 101065

(6) Alconbury Recreation Field Charity - £107.42, donation towards 40 mph scheme. Cq. No. 101066

(7) Balfour Beatty - £53.74, street light maintenance. Cq. No. 101067

(8) CAPALC - £248.97, Membership fees 2016/17. Cq. No. 101068

f) Current position - A copy of the receipts and payments was handed to each councillor.

13. Police matters.

The February crime report showed no recorded crimes in Alconbury Weston. Jason Ablewhite has been elected as the new Police & Crime Commissioner.

14. Correspondence.

a) Highways weed treatment schedule – forwarded to councillors on 23/3

b) Neighbourhood Planning workshop notes – forwarded to councillors on 23/3

c) Consultation for future model for Pharmacy Services in Cambridgeshire & Peterborough – forwarded to councillors on 24/3

- d) Memorial Hall AGM 25th April – Cllr. McGregor attended.
- e) Parish & Community Forum presentation – forwarded to councillors on 7/4
- f) Stukeleys Parish Council application for designation of a Neighbourhood Area – forwarded to councillors on 26/4
- g) Transforming Lives stakeholder briefing – forwarded to councillors on 29/4
- h) Flood Re briefing note – forwarded to councillors on 16/5
- i) New draft recommendations for Electoral Review of Cambridgeshire – can be viewed at <https://consultation.lgbce.org.uk/node/4143>

15. Reports from Councillors.

Clerk to report overhanging vegetation on Highfield Ave. footway. There had been reports of small motorcycles being ridden on the play area. The Clerk advised that incidences should be reported to the police. Cllr. Bryan had attended the liaison committee meeting held on 11th May, set up by Amey to monitor the operations of the Waste Transfer Site, which was a condition of the consent.

16. Dates of the remaining meetings for 2016.

Monday 11th July, Monday 12th September and Monday 14th November. All meeting start at 7.30pm in the Alconbury Memorial Hall.

Signed.....

Date.....