

**Minutes of the meeting of Alconbury Weston Parish Council
held on Monday 3 April 2017 in Alconbury Memorial Hall**

Present:

Councillors: M Bryan, R Coulson, C McGregor, S Lomas (Chairman), R Powley & L York

Clerk: A Benfield

Others: HDC - Cllr K Baker,

1.0 DECLARATIONS OF INTEREST

There were no declarations made

2.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J Baker (ill health)

3.0 PUBLIC PARTICIPATION

No members of the public wished to speak

4.0 MINUTES

The minutes of the meeting held on 20 February were confirmed as a correct record and signed by the Chairman

5.0 THE WHITE HART

The Clerk confirmed that the application to list the White Hart as a building of community asset had been submitted to HDC. She reported that they had suggested that the application was amended to include the car park and surrounding land and not confined to purely the building and confirmed that this had been done.

A discussion took place on what actions, if any, the Parish Council could carry out now when the building was not for sale but the fabric of the building is in need of repair and renovation. It was agreed that the Clerk should email the HDC Conservation Officer to establish what responsibilities the owner of a listed building had in terms of repairs and renovations and what actions could be taken if they continue to allow it to deteriorate.

resolved That the verbal report is received and noted and that the Clerk contact the HDC Conservation Officer.

6.0 FUNDAY – 4 JUNE 2017

Cllr Bryan and Helen Foster gave a verbal update on the arrangements and plans that had been completed so far by the Fun Day Committee. They stated that all suppliers were in place including bar, ice cream and tea/coffee and that all necessary licences and documentation was currently being submitted. Orion Automation have agreed to provide power for stall holders etc. from their offices. Charities to benefit from the day have been agreed as Alconbury Pre-School and the Thursday Club (CARESCo).

It was agreed that the Clerk should contact the Grand Fondo cycle race organisers and inform them that the event is taking place and that the village green would not be available for them to use for toilets or storage. It was also requested the Clerk contact the grass cutting contractor and request that the green is cut in advance of the event taking place.

resolved That the verbal report is received and noted.

7.0 PARISH PATHS AND TREES

Cllr McGregor thanks Cllr Powley for his assistance recently in walking all the paths in the parish in the last couple of weeks and the comprehensive notes provided:-

- Footpath 2 – the diversion is still in place with the alternative route currently going along the track to the side.
- Footpath 5 – there is some fallen hedgerow that needs to be cleared.
- Footpath 6 – ditch clearing that was causing blockages on this path have now been completed and it is now back in operation.
- Footpath 10 – there are 2 bird scarer's located on the edge of the path and these can be intimidating to walkers. HDC Cllr Baker was asked if he could assist with getting these scarer's relocated by the farmer responsible.
- Footpath 11 – not very clearly defined with the headland is now covered in slurry. This will be important once the Alconbury Weald footpaths are open. Urban & Civic have been asked when the Alconbury Weald footpaths will be opened and a response is awaited.

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Considering the verbal report above discussion took place on the general state of footpaths and inconsiderate blocking that takes place at times causing difficulties for walkers.

With regards the replacement Oak Tree for the village green Cllr McGregor and the Clerk updated Members on the progress since the last meeting. They confirmed that the prices received for Oak trees from the local nurseries were on the whole in excess of the agreed budget of £200 and that additional costs needed to be included for delivery to site and planting. The also commented that it was now too late in the season to plant a tree owing to the need to water regularly to assist it to establish.

As a result, it was agreed to increase the budget to £500 to cover purchase, delivery and planting and to defer this until the end of the year. It was also agreed to try and get local assistance with the unloading and planting to keep costs as low as possible.

- Resolved**
- 7.1 That the verbal report is received and noted
 - 7.2 That approval is given to increase the budget of the purchase and delivery of an Oak tree to £500 excluding planting and protection materials.
 - 7.3 That the purchase and planting of the tree is deferred until November/December 2017 due to the necessity for the tree to 'establish' during wetter weather.

8.0 ALCONBURY WESTON FLOOD MANAGEMENT

Cllr Bryan and Powley provided verbal updates on the meetings and actions that have taken place regarding flood risk management since the last meeting

Cllr Bryan informed those present that it had been agreed by the working party formed at the last meeting, due to the work required, that he will continue to be involved in the longer-term flood alleviation work whilst Cllr Powley will be involved in the Emergency Plan group. Next meeting of the emergency group is 10 May and it was confirmed that Cllr Powley and Clerk would be attending.

Cllr Powley provided an update on the Emergency Plan. He explained that the working party are planning to send a questionnaire to the people who are affected to ascertain what support they would require and when in a flood alert instance. It was agreed that all members would look at the questionnaire before it was circulated to residents.

Following the recent site meeting with the EA regarding the installation of a CCTV camera to monitor water levels on the ford that HDC have agreed to allow the new camera to be mounted on the CCTV camera pole and use its power. There is a 3 month lead time on delivery of the cameras so should be in situ by the end of the summer. It was noted that permission was still be sought from the owners of the white thatched cottage that will be in the cameras line of sight for it to be photographed. If permission was not forthcoming the angle of the camera would need to be adjusted downwards to avoid data protection issues.

A general discussion on the brook and maintenance of it then took place.

- Resolved**
- 7.1 That the draft minutes from the Alconbury Brook Partnership Meeting held on 23 February 2017 is received and noted
 - 7.2 That the written report from Cllr Bryan on the activities of the Alconbury Weston Flood Management Group is received and noted
 - 7.3 That the written report written report on the site meeting to discuss locations for mounting EA CCTV camera for monitoring flood levels at the Ford is received and noted

9.0 PLAY AREA

Cllr Lomas reported that he had inspected the play area on 6 March, 15 March and 2 April and found it to be in good condition. He also informed the meeting that the repairs to the log run have been completed by Wicksteed to a satisfactory level.

Resolved That the verbal report is received and noted

10.0 ORPHANED SITES

Members noted the email communication from Huntingdonshire District Council confirming that they will continue to take responsibility for the maintenance of all Orphaned Sites in Alconbury Weston

Resolved That the email communication is received and noted

11.0 Parking in Wheatsheaf and Highfield Avenue

Members consider parking congestion in the Wheatsheaf and Highfield Avenue areas of the village and various options and alternative solutions were considered. However on balance it was agreed that, whilst agreeing that it

was a problem for the residents and village as a whole, there was nothing practical that the Council could implement or support to reduce the problem.

12.0 The Woolley Hill Wind Farm Community Fund

Consideration was given to the documentation provided by the Wooley Hill Wind Farm Community Fund Committee regarding those groups who had requested grants and the minutes of the last 2 meetings. Cllr Lomas provided some additional verbal information as the Councils representative on the Committee.

Resolved That the documentation and verbal report is received and noted

13.0 PLANNING

Based on the comments received by the Parish Clerk following circulation of the details of the following response was sent to HDC:-

APPLICATION REF. 17/00344/HHFUL - Proposed two storey extension to the rear and garage conversion 13 West Close Alconbury Weston Huntingdon PE28 4JT – Recommend refusal on the following grounds –

- Plans indicate that the existing garage will continue to be used as a garage after the development once the garage door is removed.
- Reduction of parking spaces in a congested area – resident already parks on the pavement restricting access to pedestrians
- lack of access to the rear garden
- light blockage to adjoining neighbouring property

Resolved 13.1 That the recommendation on the above grounds is ratified

The following planning applications was considered:-

APPLICATION REF. 17/00434/FUL & 17/00435/LBC - Full planning application and listed building consent for the change of use of the former airfield watch office to community use (D1) and office use (B1a) along with internal and external works, demolition of boiler house outbuilding and ancillary works. Watch Office And Operations Room Alconbury Airfield Ermine Street Little Stukeley

Resolved 13.2 That no observation is made.

APPLICATION REF. 17/00363/HHFUL - Proposed conversion of existing garage to snug and utility room, proposed dormer conversion to extend existing bedroom including alterations to kitchen and addition of 2no. wood burning stoves 6 Butchers Close Alconbury Weston Huntingdon PE28 4JE

Resolved 13.3 That no observation is made.

14.0 POLICE REPORT

It was noted that it had been reported on the Police Neighbourhood Alert Crime updates that a van had been broken into on Hamerton Road opposite the ford.

15.0 ORDERS FOR PAYMENT

It was noted that no payments were made between meetings

The following payments were noted as requiring to be made:-

A Benfield – Feb & March Expenses	£188.80
A Benfield – March Salary	£511.46
SR Howell & Co – Professional charges to year end	£60.00
Balfour Beatty – Street light annual maintenance contract	£54.48
Cambridgeshire County Council – Street light energy 1 Oct to 30 Sept	£128.41
R Powley – Training expenses	£39.15
Hampton Parish Council – Cllr Training	£105.00
A Benfield – Jan expenses (replacement chq)	£66.61

Resolved That the above payments are agreed and made

16.0 BANK RECONCILIATION

The Clerk informed the meeting that the unrepresented cheque no. 101102 for £66.61 had been paid into the bank but that it had been 'lost' in the system. It was agreed that a replacement cheque should be issued at the meeting

Resolved 16.1 That the Bank Reconciliation up to 27 March 2017 is received and noted
16.2 That a replacement cheque for £66.61 be issued to the Clerk

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17.0 BUDGET REPORT

A request was made that in future the budget reports include a column that shows expenditure against budget as the current method does not show clearly when a budget heading is overspending. It was acknowledged that the precept had been set lower than the anticipated expenditure for the coming financial year to reduce the council reserves, but members were concerned that if this change is not incorporated the reserves could be run down to an unacceptably low level.

Resolved That the Budget Report up to 31 March 2017 is received and noted and that the method of reporting on the budgets in the next financial year is amended to include actual expenditure against budget heading for clarity.

18.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

As there were no district or county councillors present at this time in the meeting no reports were provided.

19.0 MATTERS FOR INFORMATION

- Resolved**
- 19.1 The letter from CCC Highways Dept regarding replacement of road markings and studs following surface dressing works on C103 Vinegar Hill was noted
 - 19.2 The Clerk make contact with the Grand Fondo cycle race organisers and request details on where the check points will be located in the village due to difficulties for some residents with access to their properties during the road closures

SIGNED: _____

Chairman - Alconbury Weston Parish Council