

**Minutes of the meeting of Alconbury Weston Parish Council
held on Monday 13 May 2019 in Alconbury Memorial Hall**

Present:

Councillors: J Baker (in the Chair), P Baker, S Brine, M Bryan, J Evans and L York

Clerk: A Benfield

Others: None

1.0 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllr B Powley be elected as Chairman for the forthcoming civic year. With no further nominations it was;

Resolved That Cllr B Powley be elected as Chairman of Alconbury Weston Parish Council for the 2019/20 Civic Year

2.0 DECLARATION OF OFFICE

Resolved That Cllr B Powley sign his Declaration of Office at a later date

3.0 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Cllr J Baker be elected as Vice Chairman for the forthcoming civic year. With no further nomination it was;

Resolved That Cllr B Baker be elected as Vice Chairman of Alconbury Weston Parish Council for the 2019/20 Civic Year

4.0 DECLARATIONS OF INTEREST

There were no declarations made

5.0 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr B Powley (personal)

6.0 PUBLIC PARTICIPATION

There were no members of the public in attendance

7.0 MINUTES

The minutes of the meeting held on 1 April 2019 were confirmed as a correct record and signed by the Chairman

8.0 REVIEW OF COUNCIL POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS

Resolved 8.1 that both Standing Orders and Financial Regulations are up to date and effective but that should any changes be recommended by NALC during the year these will be considered be noted

8.2 That all other policies and procedures be reviewed and adopted by the August meeting.

8.3 That membership of CAPALC should continue for a further year at a cost of £288.75

8.4 That the Council would continue to support the Clerk's membership of the SLCC

8.5 That the following appointment be made for the civic year 2019-20

- Amey Waste Transfer Station – Cllr Bryan
- Alconbury Weald Parish Liaison – Cllr J Baker
- Grass cutting & village green – Cllr P Baker
- Speedwatch – Cllr Brine
- Communication with Parishioners – Cllr Bryan
- Flood Planning – Cllr Powley
- A14 Legacy Fund – Cllr York

9.0 RISK ASSESSMENT

Members reviewed the Risk Assessment and considered that it was comprehensive in so much as it covered all possible risks and that those risks were mitigated. The format of the risk assessment was commented on and the Clerk agreed to present in a more recognisable format for the following year.

Resolved That the risk assessment be received and adopted

10.0 RECYCLING BANK

Following a brief discussion, it was decided that no parish council land is suitable and therefore to not respond.

Resolved That there was no suitable land available in the village that is the responsibility of the Parish Council

Chairman's Initials

11.0 INTERNAL AUDITOR'S REPORT

Resolved That the Internal Auditor's Report for the year ended 31 March 2018 be received and noted

12.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE

Members received and noted the documentation linked to the Annual Return circulation by the Clerk.

- Resolved**
- 12.1 that this Council formally certifies 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 2018/19 Financial Year
 - 12.2 that this Council formally notes 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 Section 2 of the Annual Return.
 - 12.3 that the Annual governance statement for 2018/19 be approved and signed
 - 12.4 that the Accounting statements for 2018/19 be approved and signed
 - 12.5 that following consideration of all the above documents, approval be given for the Annual Return to be signed by Chairman, Parish Clerk & Responsible Financial Officer

13.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2017/18

Resolved That Brian Cox & Co are appointed as Internal Auditors for the 2019-20 Financial Year

14.0 REPORT FROM REPRESENTATIVES

Grass cutting & village green – Cllr P Baker reported that the grass cutting is adequate at the moment based on the frequency that it is being cut. The arisings from the last cut were long but that is to be expected in the spring. He confirmed that the next cut would take place prior to the Tour of Cambridgeshire

Speedwatch – Cllr Brine reported that 3 sessions have taken place and were successful. Only 6 speeding cars were noted with about 300 cars passing. The feedback to the team has been positive and the new equipment is very easy to set up and use.

He further reported that he had looked at the 9 speed reduction measures detailed by CCC Highway for consideration of LHI bids and had considered the suitability of the different options available for the village. Following a discussion on the options it was agreed that consideration should be given to the installation of Speed Indication Devices (SID's) in the first instance to establish if there is a speeding issue within the village and if so where. an issue. It was further noted that CCC will not replace the existing speed indication devices when they fail.

Communication with Parishioners – Cllr Bryan reported that he was sent some information about the removal of the bus service. HACT are likely to continue to run the service but this will not be known before mid-July. There is an alternative service but it only provides 1 service a day at the current time.

Play Area report - Cllr Bryan reported that he had inspected the play area on 9 April and 13 April and no issues were found

Cllr Evans reported that he had carried out an informal survey on what play equipment was required within the village. This had indicated that there is a need for a range of equipment to cover all age groups. He commented that there are three potential outlets for grants and both Tesco and Waitrose offer some community funding that could be applied for and that he would be contacting other providers. It was also noted that there appeared to be no interest for outdoor fitness equipment to be installed.

Alconbury Weald Parish Liaison – No meeting held since the last meeting

A14 Legacy Fund – Cllr York reported that he had not discovered anything positive. Cllr J Baker suggested that a bid should be put in towards the purchase of a marquee and this was agreed as a good suggestion and that Cllr J Baker should provide a more detailed proposal for the next meeting.

Amey Waste Transfer Station – No meeting held since the last meeting

- Resolved**
- 14.1 That all reports be received and noted
 - 14.2 That funding for a Speed Indication Devices should be sought
 - 14.3 That Cllr J Baker provide more details for a grant application to be submitted to the A14 Legacy Fund at the next meeting

15.0 TOUR OF CAMBRIDGESHIRE

Cllr J Baker reported that a meeting had taken place in the last week and that plans were moving on. The Clerk reported that the insurance had agreed to cover the Scouts marquee for the day but that the cost of the marquee was required before the insurance was put in place

Comments were made on the lack of detail provided so far on the actual soft and hard road closures and also the lack of consultation of residents. It was requested that Tour of Cambridgeshire confirm the times of the closures within the village so that residents are aware.

- Resolved**
- 15.1 That the report be received and noted
 - 15.2 That the Clerk contact scouts to find out the value of the marquee
 - 15.3 That Cllr J Baker contact the Tour organisers to establish the actual time of the road closures that will affect the village

16.0 PLANNING

The following planning application was considered:-

19/00083/FUL RETROSPECTIVE - Erection of a double garage with home office, stables, garden room, swimming pool and tennis court. Change of use of to keep horses and change of use to garden. Retention of engineering operations to raise rear field. Land North Of 3 Spires End Alconbury Weston

During discussion it was agreed that the retrospective application was disingenuous and should be to regularize all of the planning matters that have not been resolved and not just cover the 'as built' situations. It was agreed that the Parish Council should recommend refusal of the application.

- Resolved** That the Parish Council recommend refusal on the following grounds:
1. The information contained within the application to raise the level of the field is inaccurate and incorrect.
 2. The retrospective application is incomplete, it does not include a change to the design and access statement to address the new access, outside of the original planning permission.

17.0 ORDERS FOR PAYMENT

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

Beam – grass cutting for March and April	£570.00
Payroll & HMRC - May	£273.59
CAPALC – Annual Membership	£288.75
HDC – Annual litter bin emptying	£1819.01
Brian Cox & Co – Internal Audit	£84.00

Resolved That the above payments are agreed and made by Cllrs Brine and P Baker

The Clerk reported that she had purchased a new printer and ink as the one that was owned by the Council had ceased to work some months ago and she was now not able to use her personal one. Members agreed that the invoice should be submitted for payment at the next meeting

20.0 BANK RECONCILIATION

- Resolved**
- 20.1 That the Bank Reconciliation up to 31 March 2019 be received and noted
 - 20.2 That the Bank Reconciliation up to 30 April 2019 be received and noted

21.0 BUDGET REPORT

Resolved That the Budget Report up to 31 March 2019 is received and noted

22.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

No reports had been received for either District or County Cllrs in advance of the meeting

23.0 MATTERS FOR INFORMATION

Resolved That the letter from CCC regarding the future of street light energy costs be noted and that the Clerk investigate other options.

SIGNED: _____

Chairman - Alconbury Weston Parish Council

Chairman's Initials
