

ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

Parish Clerk: Alison Benfield BA (Hons) FILCM

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12 May 2020

For the health, safety and well-being of our community as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020 all Parish Council meeting will be held remotely until further notice.

Alconbury Weston Parish Council have resolved to use Zoom to facilitate the holding of meetings with the next meeting scheduled for Monday 18 May 2020 starting at 7.00pm

Should you wish to participate in the meeting please feel free to do so by clicking on the link - <https://us02web.zoom.us/j/82280252228?pwd=NjY0dUpaN25VbWRuNFFrNkpnZ2hrZz09>

Meeting ID: 822 8025 2228

Password: 837225

One tap mobile

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Dial by your location

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+44 203 481 5240 United Kingdom

Alison Benfield

**Alison Benfield BA (Hons) FSLCC
PARISH CLERK**

AGENDA

1.0 ELECTION OF CHAIRMAN

To elect a Chairman for the forthcoming year

2.0 DECLARATION OF OFFICE

To receive the Declaration of Office from the Chairman and confirm that it be signed at a future meeting in person

3.0 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman for the forthcoming year

4.0 DECLARATIONS OF INTEREST

To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

5.0 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

6.0 PUBLIC PARTICIPATION

A maximum of 10 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting

7.0 MINUTES

To confirm as a correct record the Minutes of the Meeting of the Council held on 6 April 2020 (copy herewith) and agree these be signed at a future meeting in person

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

8.1 To note that Standing Orders are up to date

8.2 To note that Financial Regulations are up to date

8.3 To agree to review all other policies and procedures by the August meeting of the council.

8.4 To confirm continued membership of CAPALC and to confirm support of the Clerk's membership of the SLCC

- 8.5** To confirm appointment of Parish Council Representatives to the following groups and organisations for the municipal year:-
- Amey Waste Transfer Station
 - Alconbury Weald Parish Liaison
 - Grass cutting & village green
 - Speedwatch
 - Communication with Parishioners
 - Flood Planning
 - A14 Legacy Fund

9.0 RISK ASSESSMENT

To agree that the annual risk assessment be deferred to a later meeting as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020

11.0 INTERNAL AUDITOR'S REPORT

To note that the Internal Audit has not been completed as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020

12.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE (to follow)

To note that the Annual Return and Statement of Governance has not been completed as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020

13.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2020/21

To defer the appointment as a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020

14.0 Local Highway Improvement Scheme

To consider the submission of an application for speed reduction measures with the village via a County Council Local Highway Improvement Scheme (copy herewith)

15.0 COVID-19

To receive an update from Cllr J Baker on the village response to date

14.0 REPORTS FROM REPRESENTATIVES

14.1 Grass cutting & village green – Cllr P Baker

14.2 Speedwatch – Cllr Brine

14.3 Communication with Parishioners – Cllr Bryan

14.4 Flood Planning – Cllr Powley

14.5 Play Area – Cllr Bryan & Gillham

14.6 Parish Paths and Trees – Cllr P Baker

14.7 Alconbury Weald Parish Liaison – Cllr J Baker

14.8 A14 Legacy Fund – Cllr J Baker

14.9 Amey Waste Transfer station – Cllr Bryan

14.10 To consider any actions as required as a result of the above reports

17.0 ORDERS FOR PAYMENT

To ratify those payments made between meetings

Haven Power – Street Light Energy (direct debit) £9.83

To note and agree the following payments are made:-

BEAM – Grass cutting £285.00

Payroll & HMRC – May Salary £273.59

CAPALC – Annual Membership £315.33

Haven Power – Street Light Energy (direct debit) £9.41

18.0 BANK RECONCILIATION

18.1 To receive bank reconciliation up to 31 March 2020 (cop herewith)

18.2 To receive bank reconciliation up to 30 April 2020(copy herewith)

19.0 BUDGET REPORT

19.1 To receive and note Budget Report up to 30 April 2020 (copy herewith)

19.2 To note receipt of Precept and confirm the transfer of £16,000 to the CCLA Deposit Account to maximise interest received

20.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

To receive verbal reports from District and County Councillors in attendance.

21.0 MATTERS FOR INFORMATION

21.1 To note the following communications not previously circulated:-

- None to date

21.2 To receive comments from Councillors regarding matters affecting the village

21.3 To agree items to be brought forward to the next meeting for further consideration

Next meeting is Monday 22 June 2020

**Minutes of the meeting of Alconbury Weston Parish Council
held on Monday 6 April 2020**

As a result of Covid-19 and following the instruction of the Prime Minister's address on 23rd March 2020 the meeting was held remotely.

Present:

Councillors: J Baker, P Baker, S Brine, M Bryan, A Gillham, B Powley (Chairman) & A Stone

Clerk: A Benfield

Others: Cllr I Gardner (HDC & CCC Councillor) plus 1 member of the public

156.0 DECLARATIONS OF INTEREST

No declarations of interest were made

157.0 APOLOGIES FOR ABSENCE

All members were present at the meeting.

158.0 PUBLIC PARTICIPATION

No members of the public wished to address the meeting

159.0 MINUTES

The minutes of the meeting held on 24 February were confirmed as a correct record and will be signed at a future date when meetings are held in public again

160 .0 COVID-19

Cllr J Baker provided an update on the response received to the letter circulated to the village seeking to identify those in need and those volunteering to help. She confirmed that it had been delivered to all homes by the village postman. A number of contacts had been made so far and some support already provided to those who needed it. She stated that the resulting support scheme appeared to be working well so far and that a list of those offering help and requesting help would be circulated for Members information.

It was agreed that no further action was required at the current time

Resolved That the verbal report be received and noted

161.0 THE WHITE HART

Resolved That the decision as agreed informally that the Parish Council withdraw its interest as being treated as a potential bidder for the White Hart following the owner's agreement to issue a long-term lease for the property to be maintained as a public house be ratified.

162.0 PARISH PATHS AND TREES

Paths – Cllr P Baker reported that there had been a huge increase in the use of paths and as a result there had been some comments made regarding the state of the footpaths. In particular concern had been raised related to footpath no 3 from Hamerton Road to Vinegar Hill. The state of the underfoot conditions linked to the neighbouring development and the overhanging hedge were of concern. Cllr P Baker stated that he was going to speak to the owner about the overhanging hedge and hoped that this would be resolved quickly. In terms of the underfoot conditions this was more problematic as the rubble, bricks and concrete make it difficult for people who are not that steady on their feet. It was agreed that County Cllr Gardiner make contact with the Footpath Officer and investigate a solution.

A brief discussion took place on the need to close the path due to the state underfoot but it was felt that in the current climate the path needed to be open to enable residents to exercise as much as possible.

The narrowing of the bridleway between Church Way and the village was discussed. Comment was made that due to the grass and soil impinging on the edge's sections were now too narrow for people to walk 2 abreast. It was noted that a quote had been sought to rectify the situation at a cost of £200. County Cllr Gardner agreed to contact the Highway Officer to investigate if this would should be done by Highways. In the meantime, it was agreed that this was not a priority at the current time and should be reviewed at a future date.

Cllr J Baker reported that she had spoken to the residents concerned regarding damage to the footpath alongside High Street and it had been established the problem occurred due to a tanker reversing into the pumping station. The company concerned had undertaken to repair the damage but a date for this was unclear during the current lockdown scenario as a result of COVID-19.

Chairman's
Initials

Tree work – Cllr P Baker reported that the outstanding invoice had been received.

Resolved 129.1 That the reports be received and noted

163.0 PLAY AREA

Cllr Bryan reported that he had inspected the play area and had fixed a hole in the fence. The play area was now closed and no infringements had occurred

Cllr Gillham reported that plans for the play area development were on hold due to the current lockdown.

Resolved That the reports be received and noted

164.0 REPORT FROM REPRESENTATIVES

Grass cutting & village green – Cllr P Baker reported that one cut had been started this season but the contractor had been unable to finish due to a heavy downpour of rain. The areas as agreed around the memorial had not been cut as agreed for wildflower growth but it was agreed that a path did need to be cut within the area to allow people to access the memorial stone. It was agreed that Cllr Stone would do this with a hand mower. Cllr Gardner was asked to clarify what grass was being cut within the village by HDC and that an item be added to the next agenda to discuss grass cutting in more detail

Speedwatch – Cllr Brine reported that all activities had been suspended due to the current lockdown

Communication with Parishioners – Cllr Bryan reported that he was receiving a great deal of communications at the moment and it was taking a great deal of time to decide what should be posted on Nextdoor. It was noted that within the letter circulated to the village an item had been included to confirm that meeting or the parish council would continue online. Cllr Gillham reported that the facebook page was growing in popularity.

Flood Planning – nothing to report at the current time

Alconbury Weald Parish Liaison – no meeting held

A14 Legacy Fund – no further information available so assumption was that approaches had been so far unsuccessful

Amey Waste Transfer Station – no meeting held

Resolved That all reports be received and noted

165.0 ORDERS FOR PAYMENT

The following payments were noted as being made between meetings: -

Payroll & HMRC – March Salary	£273.59
Manor Farm Tree Services – Tree Maintenance Work	£1020.00
Haven Power – Street Light Energy (direct debit)	£9.15

The following payments were agreed to be made:-

Payroll & HMRC – April Salary	£273.59
BEAM – March & April grass cutting	£570.00
Stationary – Paper and Ink	£48.18
ZOOM – share of licence (St Ives Town Council)	£30.00
AskIT – website annual maintenance	£44.40
AskIT – Domain renewal and email accounts	£134.40

Resolved That the above payments be ratified and agreed

166.0 BANK RECONCILIATION

Resolved That the Bank Reconciliations for February and March be received and noted

167.0 BUDGET REPORT

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

168.0 PLANNING

No applications were considered

Chairman's
Initials

169.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Gardiner thanked Members for the invitation to attend the meeting and he provided a comprehensive report on matters involving both HDC and CCC.

170.0 MATTERS FOR INFORMATION

The Chairman commented that the discussion on the amalgamation of the villages and the work on the ford bridge had been deferred at the current time due to COVID-19

It was agreed that Cllr Stone should post any scam information she received directly on Nextdoor

It was agreed that the following items be included in the agenda for the next meeting:

- An application for LHI funding
- A review of the ongoing suitability of Council's current email system.

Resolved That the discussion be received and noted and relevant items be included on the next agenda for further discussion

SIGNED: _____

Chairman - Alconbury Weston Parish Council

Chairman's
Initials

	Purchase of one SID	£4,000.00
	Apply for permission to use sites: (L6LBX(Hamerton Rd), L8LBU)(North Road), L2LBN(Buckworth Road, L20LBU Vinegar Hill)	
A)	Removal of speed pillows	
	a) Vinegar Hill adjacent to junction of Tanglewood	
	b) Buckworth Rd (two sets near the junction of Springfield Rd.)	£15,000.00
B)	Construction of rubber road narrowing pads on Vinegar Hill North of Butchers Close lay-by	£12,000.00
C)	*Construction of road width gate for use with road closure during flooding	£12,500.00
	N.B. Costs include necessary Road Safety Audits where required	
	TOTAL	£43,500.00
	PC Contingency	£1,500.00
	Parish Council contribution:	£27,500.00
	Maximum Budgeted AWPC expenditure	£29,000.00
	Total LHI Funding	£15,000.00

Assumptions:

- Parish Council provide a minimum of 10% towards total cost
- Second SID no longer available from Police Commissioner funding
- Maximum LHI funding agreed
- Site surveys for all proposed works agreed
- Balfour Beatty permission granted for proposed use of poles
- Community Speedwatch continues to target "Hot Spots"
- Existing fixed speed signs retained until BER and removed by CCC Signals, ref. Clare Andrew
- * Used Cambs CC estimate for Priority Narrowing works, as equivalent.
- Removal of selected speed pillows also provides residents with an example of the PC listening & acting.
- Road Safety Audits concurr with chosen plans

Options

(assumes C is not considered an LHI and funded seperately)
 (assumes LHI funding remains at £15k max).
 (assumes SID is purchased in advance of the other measures).
 (assumes a "do nothing" option would erode confidence in the Parish

1-	A & B	£27,000.00
	Contingency	£1,000.00
	LHI contribution.	£15,000.00
	Parish Council contribution.	£13,000.00
2-	A(a) & B	£17,000.00
	Contingency	£750.00
	LHI contribution.	£15,000.00
	Parish Council contribution.	£2,750.00
3	A(b) & B	£22,000.00
	Contingency	£1,000.00
	LHI contribution.	£15,000.00
	Parish Council contribution.	£8,000.00

Benefits:

- Removal of designated speed pillows provides an example of the PC listening and acting
- New safety measures re-focusses speed limits to drivers
- Esthetic benefits of the removal of some speed pillows
- Greater flexibility to hit perceived speeding hot spots
- Meaningful thru traffic volume data for all routes through the village

ALCONBURY WESTON PARISH COUNCIL

BANK RECONCILLIATION

Year End Bank Reconciliation

Total of balances in bank accounts as at 31 March 2020		£ 21,791.89
	Unity Trust: £	1,504.50
	CCLA: £	20,287.39
Less unrepresented cheques:		£ -
Less outstanding payment:		£ 1,020.00
Plus outstanding receipts:		£ -
Net bank balance at 31 March 2020		<u>£ 20,771.89</u>

Cash book

Opening balance: 1 April 2019		£ 17,250.05
Add: receipts to date		£ 17,473.59
Less: Payments to date		£ 13,951.75
Balance per cash book as at 31 March 2020		<u>£ 20,771.89</u>
	Diff:	<u>£ -</u>

ALCONBURY WESTON PARISH COUNCIL

BANK RECONCILIATION

Bank Reconciliation

Total of balances in bank accounts as at 30 April 2020		£ 37,503.30
	Unity Trust: £	18,005.24
	CCLA: £	19,498.06
Less unrepresented cheques:		£ -
Less outstanding payment:		
Plus outstanding receipts:		£ -
Net bank balance at 30 April 2020		<u>£ 37,503.30</u>

Cash book

Opening balance: 1 April 2020		£ 20,771.89
Add: receipts to date		£ 17,763.63
Less: Payments to date		£ 1,032.22
Balance per cash book as at 31 March 2020		<u>£ 37,503.30</u>
	Diff:	<u>£ -</u>

