

**Minutes of the meeting of Alconbury Weston Parish Council
held on Monday 15 May 2017 in Alconbury Memorial Hall**

Present:

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

Clerk: A Benfield

Others: None

Absent: Cllr J Baker

1.0 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllr Steve Lomas be elected as Chairman for the forthcoming civic year. With no further nominations,

Resolved That Cllr Steve Lomas be elected as Chairman of Alconbury Weston Parish Council for the 2017/18 Civic Year

2.0 DECLARATION OF OFFICE

Resolved That Cllr Steve Lomas sign his Declaration of Office at a later date

3.0 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Cllr Charles McGregor be elected as Vice Chairman for the forthcoming civic year. With no further nominations,

Resolved That Cllr Charles McGregor be elected as Vice Chairman of Alconbury Weston Parish Council for the 2017/18 Civic Year

4.0 DECLARATIONS OF INTEREST

There were no declarations made

5.0 APOLOGIES FOR ABSENCE

No apologies for absence were received

6.0 PUBLIC PARTICIPATION

There were no members of the public in attendance

7.0 MINUTES

The minutes of the meeting held on 3 April 2017 were confirmed as a correct record and signed by the Chairman

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

It was noted that at the present time both Standing Orders and Financial Regulations are up to date and effective. However, Members did acknowledge that there are other policies and procedures that do need to be introduced in line with current legislation. It was agreed that the Clerk would bring these items to Members attention for consideration at a future meeting with a view to them being adopted by August at the latest.

It was agreed that membership of CAPALC should continue for the following year and that the Council would support the Clerks membership of the SLCC.

- Resolved**
- 8.1 To note 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.
 - 8.2 All other policies and procedures considered to be necessary would be introduced and adopted by the August meeting of the Council.
 - 8.3 That membership of CAPALC should continue for a further year at a cost of £250.44

- 8.4 That the Council would support the Clerk's membership of the SLCC but would not contribute financially at the current time to the annual membership costs.

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.

Resolved That the risk assessment be received and adopted

10.0 FUNDAY – 4 JUNE 2017

Cllr Bryan provided a verbal report. He indicated that a risk assessment has been produced and there are no risks that are of concern. This document includes a Stewards guide and emergency flow chart which now makes the Management Plan complete. Stalls have been booked to provide 3 ales and spirits, tea, coffee and hot food amongst other refreshments. Additional volunteers are being recruited along with more Stewards from the Parish Council. Arrangements have been made for a litterpick to take place throughout the village before and after the event.

He reported that the event will run from 12.00 to 16.00 with the roads closure for the Gran Fondo in effect from 11.30 and 16.00

Resolved That the verbal report is received and noted

11.0 PARISH PATHS AND TREES

Cllr McGregor commented that all the footpaths he had checked since the last meeting appeared to be in good condition. He had noted that the hedge along footpath 5 was down in some places but that it was not stopping anyone from passing at the current time, although it would require clearing at some point.

The email from the HDC Tree Officer was noted. It was agreed that the council did need to put in place a tree management policy as liability is a problem. Discussion took place on the need to have all the trees the Council is responsible for inspected on a 3-year basis.

It was further agreed that the Parish Council would attend and support financially the Tree Safety Seminar that the HDC Tree Officer was trying to organise on the proviso that the date agreed was not a Saturday due to the nominated Cllrs other commitments.

- Resolved**
- 11.1 To receive a verbal update from Cllr McGregor on the current state of footpaths.
 - 11.2 That the Parish Council arrange to have the trees that fall under its responsibility inspected for safety and health every three years.
 - 11.3 That a financial contribution to a Tree Safety Seminar organised by HDC addressing the legal responsibilities of Parish Councils be supported
 - 11.4 That Cllr McGregor be the nominated representative at the Seminar with Cllr York to act as Deputy should Cllr McGregor not be able to attend once the date is formalised.

12.0 ALCONBURY WESTON FLOOD MANAGEMENT

Cllr Bryan provided a verbal report on the Alconbury Weston Flood Management Group and indicated that the work of the group was of a long term nature. It was noted that the first meeting of the group was yet to take place with is scheduled for the following day.

Cllr Powley provided an update on the Alconbury Weston Flood Management Emergency Plan and the Alconbury Emergency Response and Planning sub-group. He commented that the data collection and analysis is pretty much complete and that the group is now working with Alconbury Parish to agree a joint format for the plan and a joint command post, with a view to using the Alconbury Sports and Social Club. He informed those present that in a flood situation the Chief Fire Officer would be the Commander not the Police. He informed those present of process currently followed for flood warnings which were dependant on the level of the water at Hamerton to allow time for people to react. If the levels in the village were used it would be too late for people to react. However, the EA are open to negotiation with the village and more work will be done on this within the sub-group. Once all the details are agreed the

plan will be circulated to all those who need to be informed and made available on the Parish Council website.

The meeting was informed that agreement had been reached to install the CCTV camera over the brook in the village but that negotiations were still ongoing for the one scheduled to be installed in Alconbury. It was hoped that agreed for both could be reached soon to allow the installations to go ahead at the same time. If not it was likely that they would have to be done at different times.

- Resolved** 12.1 That the verbal report from Cllr Bryan on the activities of the Alconbury Weston Flood Management Group are received and noted
- 12.2 That the verbal report from Cllr Powley on the activities of the Alconbury Weston Flood Management Emergency Plan and the Alconbury Emergency Response and Planning sub-group are received and noted

13.0 PLAY AREA

Cllr Lomas informed the meeting that he had inspected the play area on 13 April, 2 May and 15 May. He had removed some litter from the area during the last visit but otherwise everything appeared to be in good condition.

Members received the certified annual inspection report carried out by Wicksteed Leisure and note the comments therein. It was noted that the bearings on the roundabout required greasing again and Cllr --- undertook to carry this out.

- Resolved** 13.1 That the verbal report is received and noted
- 13.2 That Cllr ---- grease the bearings as necessary

14.0 INTERNAL AUDITOR'S REPORT

Resolved That the Internal Auditor's Report for the year ended 31 March 2017 is received and noted

15.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE

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

- Resolved** 15.1 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.
- 15.2 that the Annual governance statement for 2016/17 be approved and signed
- 15.3 that the Accounting statements for 2016/17 be approved and signed
- 15.4 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

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

Resolved That Brian Cox & Co are appointed as Internal Auditors for the 2017-18 Financial Year

17.0 PLANNING

The following planning application was considered:-

17/00802/REM - Application for approval of appearance, layout, landscaping, access and scale in respect of the construction of 31 flats (of which 8 affordable), 6 townhouses and all associated engineering and earth works, including ground remodelling, hard and soft landscaping and ancillary works. Alconbury Weald Ermine Street Little Stukeley

Resolved 17.1 That no observation is made.

APPLICATION REF. 17/00808/HHFUL

Detaching garage from neighbours dwelling and creating alleyway adjacent neighbours dwelling. New roof over garage and rear extension to provide first floor space and garage conversion and infill. New front porch. 16 Tanglewood Alconbury Weston Huntingdon PE28 4LB

Resolved 17.2 Recommend Approval – in keeping with the street scene and appropriate development of the site.

18.0 POLICE REPORT

It was noted that no items relating to crime in Alconbury Weston have been reported on the Police Neighbourhood Alert Crime updates since the last meeting

19.0 ORDERS FOR PAYMENT

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

Four Seasons – Grass cutting	660.00
A Benfield – April Salary	376.04
A Benfield – April/May expenses	165.09
askIT – Webhosting and domain renewal	72.00
askIT - Annual Maintenance	43.20
Wicksteed – repairs to log run	1000.30
Brian Cox & Co – Internal Audit 2016-17 financial year	72.00
CAPALC – Annual Membership	250.44
1 st Alconbury Scouts – Marquee hire for Fun Day	15.00
1 st Alconbury Scouts – Marquee deposit for Fun Day hire	50.00

Resolved That the above payments are agreed and made

20.0 BANK RECONCILIATION

The Clerk informed the meeting that following her report at the last meeting of the lost unrepresented cheque no. 101102 for £66.61 within the banking system it had now subsequently been cashed and she would therefore be repaying the overpayment that had now occurred.

Resolved 20.1 That the Bank Reconciliation up to 31 March 2017 is received and noted

21.0 BUDGET REPORT

Discussion took place on the amended way the budgets were now being presented. It was agreed that it was an improvement but a request was made to include the expected income as well on future reports.

Resolved 21.1 That the Budget Report up to 31 March 2017 is received and noted
21.2 That the 1% pay rise negotiated by NALC/SLCC for Town and Parish Council staff appointed on the national terms and conditions is noted and backdated to 1 April 2017

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

The Clerk brought to Members attention the 'Village of the Year' competition being run by Channel 4 TV at the current time. After a brief discussion, it was agreed that the Council did not wish to enter at the current time

Discussion took place regarding the email received regarding the emptying of the dog bin on the public footpath adjacent to Alconbury Hill Kennels and Cattery. Comment was made that this bin had been installed by the previous owners of the kennels and had always been emptied by them also. It was requested that the Clerk inform the new property owners of this information.

It was noted that the village verges had recently been cut and that a good job had been done.

Resolved 23.1 That the Parish Council does not enter the Channel 4 TV 'Village of the Year' award at the current time.
23.2 That the owners of Alconbury Hill Kennels and Cattery are updated on the ownership and responsibility of the dog bin adjacent to their property.
23.3 That the listing of the White Hart as a community asset be added to the agenda for the next meeting

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