

**Minutes of the meeting of Alconbury Weston Parish Council  
held on Monday 25 June 2018 in Alconbury Memorial Hall**

Present:

Councillors: P Baker, M Bryan & R Powley (Chairman)

Clerk: A Benfield

Others: 2 members of the public and HDC Cllr White were in attendance

**23.0 DECLARATIONS OF INTEREST**

No declarations of interest were made

**24.0 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Cllr J Baker (other commitment)

**25.0 PUBLIC PARTICIPATION**

No members of the public were present at the meeting

**26.0 MINUTES**

The minutes of the Annual Meeting of the Parish Council held on 10 May 2018 were confirmed as a correct record and signed by the Chairman

The minutes of the Annual Parish Meeting held on 10 May 2018 were received and it was noted that no actions relevant to the Parish Council were contained therein

**27.0 CO-OPTION POLICY**

**Resolved** That the Co-option Policy as circulated is adopted with immediate effect

**28.0 VACANCIES and CO-OPTION**

Members noted that there were currently 3 vacancies on the Parish Council that were eligible for co-option following the uncontested election in May.

The Clerk confirmed that prior to the agenda for the meeting being issued one complete application had been received from Mr Steve Brine and that since publication a further application had been received from Mr Larry York who had been a Council for a number of years previously.

Both applicants introduced themselves to the meeting individually and explained their reasons for wishing to be considered for co-option.

**Resolved** That Mr Steve Brine and Mr Larry York are co-opted on the Parish Council with immediate effect.

**29.0 INTERNAL AUDITOR'S REPORT**

**Resolved** That the Internal Auditors report on the 2017-18 Financial Year is received and noted

**30.0 ANNUAL RETURN AND STATEMENT OF GOVERNANCE**

- Resolved**
- 30.1 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 2017/18 Financial Year
  - 30.2 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 4 of the Annual Return
  - 30.3 that the Annual governance statement for 2017/18 be approved and signed
  - 30.4 that the Accounting statements for 2017/18 be approved and signed
  - 30.5 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

**31.0 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2018/19**

**Resolved** That Brian Cox & Co are re-appointed as Internal Auditors for the financial year 2018/19

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**32.0 COUNCILLOR AREAS OF RESPONSIBILITY AND REPRESENTATION ON OUTSIDE BODIES**

A discussion took place on Councillors taking responsibility for areas of interest to the Parish Council including both representation on outside bodies as well as reporting on matters of importance and concern within the village. It was noted that with the Clerk not being resident in the village it is difficult for them to understand local concerns fully. It was also noted that Members would need to be careful to ensure they did not act ultra-vires by taking action as an individual and not as part of the corporate body of the Parish Council.

- Resolved**
- 32.1 That Cllr York investigate and monitor if the Parish Council is eligible for funding from the A14 Legacy Project and advise accordingly
- 32.2 That Cllr York be nominated to represent the Council on the Wooley Hill Wind Farm Community Fund Panel until the next scheduled election in 2022
- 32.3 That Cllr P Baker be nominated with responsibility for reporting on the state of Highways in the Parish and the Parish Paths and Trees until the next scheduled election in 2022
- 32.4 That Cllr J Baker be nominated to represent the Council on the Alconbury Weald Parish Council Liaison Group until the next scheduled election in 2022.
- 32.5 That Cllr Bryan represent the Council on the Amey Waste Transfer Station Liaison Group until the next scheduled election in 2022.
- 32.6 Individual Councillors would act as the first point of contact for the areas against their names, as below:
- |              |                                   |
|--------------|-----------------------------------|
| Cllr P Baker | Grass Cutting and Village Green   |
| Cllr Brine   | Speedwatch                        |
| Cllr Bryan   | Play Area,                        |
|              | Communication (With Parishioners) |
|              | Planning Applications             |
| Cllr Powley  | Flood Planning                    |

**33.0 FUNDAY – 3 JUNE 2018**

Due to Cllr J Baker having given apologies this matter was deferred to the next meeting

**34.0 PARISH PATHS AND TREES**

Following discussion, it was agreed that the original tree report should be recirculated to all Members and that no decision is made on the appointment of Dan Maynard Tree Surgery until the next meeting to allow the opportunity for more quotes to be sourced.

**35.0 PLAY AREA**

Cllr Bryan stated that he had inspected the play area and that there were no matters to report. Comment was made that the new play area sign was looking very smart

Members considered the 2 matters raised within the RPII report and noted that both were considered to be medium risk. Discussion took place on the requirement for ongoing greasing on the rocker and the painting of the goal posts. It was agreed that the costs quoted by Wicksteed Play to carry out this work was excessive and it was agreed that someone local would be appointed to carry out the work

- Resolved**
- 35.1 That the installation of the new play area sign is received and noted
- 35.2 That the verbal report from Cllr Bryan on the current state of the play area is received and noted
- 35.3 That the annual RPII reports and risk assessment scores is received and noted
- 35.4 That Cllr Bryan investigate a local person to undertaking the greasing of the bearings and the painting of the goalposts.

**36.0 POLICE MATTERS**

- Resolved**
- 36.1 That it is noted that between 13/06/2018 17:15 to 14/06/2018 07:00 Monks Wood Road, Alconbury Weston - Unknown suspect/s have entered a business premises and removed items from within.
- 36.2 That the notes of meeting with Cambs Constabulary held on 14 December 2017 are received and noted

**37.0 FLOODING BEHIND CHEQUERS COURT**

Cllr P Baker provided some additional information to that contained in his report regarding his investigation into the current situation.

Following discussion, it was agreed that Cllr P Baker should continue to investigate this matter with HDC to establish who is responsible for the culvert at the current time

- Resolved** 37.1 That the verbal and written reports from Cllr P Baker are received and noted  
 37.2 That Cllr P Baker contact District Councillor White and HDC Operation Team to establish who is responsible for the culvert

### 38.0 CCTV INSTALLATION

Cllr Bryan provided a verbal report on his request to have this matter discussed by the Parish Council. He commented that having CCTV cameras on the entry and exit points to the village would assist the detection and reduction of crime within the village. He commented that there was already a CCTV point installed in the village by the brook by HDC and that requesting they increase the number of cameras in the village should be investigated.

- Resolved** That Cllr Bryan contact HDC to request they provide a cost for the installation of additional CCTV cameras on all entry and exit points to the village.

### 39.0 ORDERS FOR PAYMENT

Members noted that those payments agreed to be made at the last meeting had not been made due to ongoing difficulties with getting changes made to the bank mandate caused by Barclay's Bank not acting corporately.

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

BEAM – Grass cutting May & June	£570.00
Payroll & HMRC – June & July Salary	£462.38
HDC – Litter bin emptying 2018/19	£1819.01
Brian Cox & Co – Internal Audit	£84.00
The Cambridge Sign Co – Play area sign	£405.60
A Benfield - expenses	£81.00

- Resolved** That the above payments are agreed and made.

### 40.0 BANK RECONCILIATION

The Clerk reported on the difficulties that have occurred with changing the bank signatories since the election with Barclays Bank having caused Cllr J Baker to have to attend the branch on 3 occasions to date. She acknowledged that it has been resolved to have all Cllrs as bank signatories but said until the current issues are resolved it would not be possible to add any others. Members expressed their displeasure in the situation. It was agreed that as soon as practicable that the Councils account is moved from Barclays and that the new account should allow for internet banking also.

- Resolved** 40.1 That the bank reconciliation up to 31 May 2018 is received and noted  
 40.2 That the Clerk investigate other banking options for the Parish Council that includes the option of online banking and that the current Barclays account is closed as soon as practicable

### 41.0 BUDGET REPORT

The Chairman requested that lead Councillors bring proposals for future expenditure, including costs, to the August meeting for discussion so that the consideration of the budget for the next financial year in October is well considered, to avoid the need to draw monies from reserves.

Some discussion took place on the cost of the £12 per annum per email account for spam filters. It was noted that this expenditure was not budgeted for in this financial year and that not all Cllrs found the level of spam unmanageable. It was agreed that this should be brought back to the next meeting for further consideration.

- Resolved** 41.1 That the bank reconciliation up to 31 May 2018 is received and noted  
 41.2 That the Clerk investigate other banking options for the Parish Council that includes the option of online banking and that the current Barclays account is closed as soon as practicable  
 41.3 That the matter of spam filters on council email accounts is reconsidered at the next meeting

### 42.0 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

HDC Cllr White introduced himself to members and stated that it was his intention to take matters of concern from the parish council that were the responsibility of HDC to the relevant Member or Head of Service and report back on the outcome

### 43.0 MATTERS FOR INFORMATION

- 43.1 The Clerk had no matters to report at the current time.

- 43.2 The situation of a resident planting up a section of verge on the corner of Highfields Avenue was raised. Following discussion, it was agreed that the matter did not fall within the remit of the Parish Council and therefore no further action should take place
- 43.3 It was requested that an item should be added to the next agenda to consider the installation of additional notice boards in the village that could be used by residents for advertising matters relevant to the village.

SIGNED: \_\_\_\_\_

**Chairman - Alconbury Weston Parish Council**

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