

ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

Parish Clerk: Alison Brown

46 Oakdale Avenue, Peterborough PE2 8TA

parishclerk@alconburywestonparishcouncil.co.uk

Tel: 01733 346483

Minutes of the Annual Alconbury Weston Parish Council meeting held on Monday 9th May 2022 at Alconbury Hall, School Lane, Alconbury PE28 4EQ at 7.00pm

PRESENT: Councillors: M. Waring (Chair), A. Stone (Vice Chair) J. Baker, P. Baker, K. Brine, N. Morton, B. Powley (Outgoing Chair) and A. Brown (Clerk)

Also present: 4 x Members of public.

1.0 Cllr Mark Waring ELECT CHAIR AND SIGN ACCEPTANCE OF OFFICE

2.0 Cllr April Stone ELECT VICE CHAIR AND SIGN ACCEPTANCE OF OFFICE

3.0 CONFIRM PARISH COUNCILLORS AND SIGN DECLARATIONS OF ACCEPTANCE

4.0 DECLARATIONS OF INTEREST

None.

5.0 APOLOGIES FOR ABSENCE

None.

6.0 CO-OPTION OF PARISH COUNCILLORS

To receive and consider any application for co-option Paul Harper-Harris

7.0 PUBLIC PARTICIPATION

None.

8.0 MINUTES

RESOLVED: The minutes of the Alconbury Weston Parish Council meeting held on 11th April 2022 were agreed as a correct record of the meeting and signed by the Chair subject to the following amendments:
Agenda item 130.1 – Full stop after Fun day. Replace 'and the contractor' with 'Cllr P. Baker'
Agenda item 133 – Last sentence change 'Cllr J. Baker' to 'Cllr P. Baker'.

9.0

REPORTS FROM DISTRICT AND COUNTY COUNCILLOR

None.

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

1. **RESOLVED:** Cllr Brine will review all policies and procedures of the council and advise which require updating or are missing. A deadline of 2 weeks was set for Cllr Brine to compile the list.

2. **RESOLVED:** Appointment of Parish Council Representatives to the following groups and organisations for the municipal year: -

- Grass cutting & village green – Cllr P. Baker
- Speedwatch & SID – Cllrs Stone, Harper-Harris, Morton
- Communication with Parishioners- Cllr Brine
- Flood Emergency Planning – Cllr Morton
- Flood Alleviation – Cllrs P. Baker, Brine, Waring
- Play Area- Cllr J. Baker
- Parish Paths, Trees, Benches – Cllrs Harper-Harris, Morton
- Planning – Cllr Harper-Harris
- Highway Liaison - Cllrs Stone, Harper-Harris, Morton
- Woolley Hill Wind Farm Grant Body Liaison
- Alconbury Weald Liaison – Cllr Brine
- Planters' maintenance – Cllr Brine, Waring
- Parish Council IT systems – Cllr Morton
- Fibre Broadband – Cllr Waring
- Wildflower meadows – Cllr Harper-Harris, Stone

Cllr M. Waring will create a template 'job specification' for each responsibility which councillors will complete. This will benefit councillors when taking over the roles in the future.

11.0 REPORTS FROM REPRESENTATIVES

1. Grass cutting and village green – Cllr P. Baker confirmed that the grass schedule can be adjusted for the Jubilee party on the village green organised by resident Mr Mark Mobius. Cllr J. Baker reported that the party is in the early stages of planning and that Mr Mobius had applied for a Temporary Event's Notice (TEN's) from Huntingdonshire District Council for the event, however there would be no road closures. Mr Mobius has asked Cllr J. Baker to lend him the Parish Council large games (Connect 4 and Jenga) which were donated to the Parish Council by Alconbury Weald developers. There will be a marquee on the village green and Dan Maynard is to provide electric for the event.
2. Highways and Speedwatch SID – Cllr Stone will provide dates of the next Speedwatch sessions. More Speedwatch volunteers are required. Cllr Stone will contact the Speedwatch Co-ordinator to arrange the relevant training for any new volunteers which come forward. The SID is to be moved to Vinegar Hill.
3. Communication with parishioners – **RESOLVED:** Cllr Brine will update residents via social media with details of the new Parish Council and reiterate in a positive way, that the Parish Council is not organising any events for the Jubilee as there are plenty events already been organised by the Sports & Social club and the Fun Day the following week. It was noted that the noticeboard required updating. Suggested communications for future discussions – Parish Council Facebook page, councillor surgeries, Parish Council stall at Fun Day.
4. Flood alleviation (including TABFG report) – TABFG AGM 10th May 2022, all residents are encouraged to attend.
RESOLVED: The Parish Council agreed that TABFG need to confirm that they are working on behalf of the Parish Councils as it is them which gave the group legitimacy.
5. Flood Emergency Planning – No update.
6. Play Area – It was noted that regular inspections of the play area are required.
7. Parish Paths and Trees – **RESOLVED:** Cllr Stone will purchase a Queen's Canopy commemorative plaque and a small additional plaque bearing the name of the Parish Council for the tree which she has purchased for the Jubilee. The tree will be planted on the village green during the Fun Day. A budget of £60.00 was agreed for the purchase.
8. Planning - Clerk to provide all councillors with CAPALC planning training.
9. Woolley Hill Wind Farm Grant Body Liaison – **RESOLVED:** That Councillors will put forward grant ideas to improve the community as a whole.
10. Planter's maintenance – **RESOLVED:** Cllr Brine will purchase red, white and blue flowers for the planters to commemorate the Queen's Platinum Jubilee. Cllr Waring will organise the planting. The existing volunteers will be contacted and asked if they wish to continue maintaining them.
11. Parish Council IT systems – **RESOLVED:** Cllr Morton will obtain costs for upgrading to Microsoft Office 365, improvements to the website and Parish Council laptop.
12. Fibre Broadband – **RESOLVED:** Cllr Waring will investigate which Fibre Broadband providers may be able to connect the village to give residents choice.
13. Wildflower meadows – Cllr Stone reported that she had tried to create a wildflower area around the memorial without success. **RESOLVED:** Signage is needed to inform residents not to cut the grass in this area.

12.0 TOUR OF CAMBRIDGESHIRE CYCLE RACE

Cllr J. Baker reported that Strava will have a presence in the village during the cycle race. Approximately 50m of barriers will be erected and dressed with Strava bright banners and inflatables on Vinegar Hill. These will be the responsibility of the tour organiser. Cllr P. Baker has already provided the tour organiser Malcom Sergeant with a risk assessment for the Fun Day and they will cover any shortfalls. Cllr J. Baker will ensure that the tour organiser carries out a leaflet drop to all residents in Alconbury Weston informing them of the cycle race coming through the village.

13.0 PARISH COUNCIL MEETING DATES

Future meeting dates at Alconbury Sports & Social Club (subject to availability)

20th June

27 July or 1st August

5th September

17th October

28th November 5th December

14.0 CRIME STOPPERS

To receive request for volunteers and agree action- Deferred to next meeting.

15.0 PLANNING

22/00937/HHFUL: The construction of a single storey timber clad contemporary garden building at 78 Hamerton Road Alconbury Weston Huntingdon PE28 4JD

RESOLVED: To recommend approval.

16.0 FINANCE AND ADMINISTRATION

1. **RESOLVED:** Payments ratified made between meetings:

April 2022

1. Salary & expenses – A Brown	£248.25
2. HMRC PAYE	£57.80
3. Drax Ltd - Street lighting March 2022 (DD)	£9.79
4. Alconbury Hall hire 09/05/2022	£14.00

2. **RESOLVED:** Orders for payment May 2022:

1. Beam grass cutting	£285.00
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3. **RESOLVED:** That the bank reconciliation be confirmed as correct.

Income received: Precept:	£16,500.00
CIL:	£7161.74
Bank interest:	£11.26

4. **RESOLVED:** Expenditure against budget was reviewed.

5. **RESOLVED:** Banking mandate to be updated with new councillor details. Former councillor details to be removed.

6. **RESOLVED:** To purchase Scribe Accounting Software package for Parish Council accounts. First year cost £375.00 + VAT. Ongoing annual subscription and maintenance cost £228 + VAT. This is a Cloud base system which gives Councillors access to view financial reports.

17.0 MATTERS FOR INFORMATION

RESOLVED. A letter of thanks to be sent to the outgoing Chair. Cllr Brine will draft the letter.

18.0 DATE AND TIME OF NEXT MEETING

20th June 2022, 7.00 pm, Alconbury Sports & Social Club.