

# ALCONBURY WESTON PARISH COUNCIL

www.alconburywestonparishcouncil.co.uk

**Parish Clerk: Alison Brown**

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Minutes of the Annual Alconbury Weston Parish Council meeting held on Monday 9<sup>th</sup> 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 ELECT CHAIR AND SIGN ACCEPTANCE OF OFFICE

Nominations were called. Cllr Waring and Cllr Stone were proposed.

**RESOLVED:** To elect Cllr Waring as Chair.

## 2.0 ELECT VICE CHAIR AND SIGN ACCEPTANCE OF OFFICE

Nominations were called. Cllr Stone was proposed. There were no further nominations.

**RESOLVED:** To elect Cllr Stone as Vice Chair.

## 3.0 CONFIRM PARISH COUNCILLORS AND SIGN DECLARATIONS OF ACCEPTANCE

Following the uncontested election, members signed their Acceptance of Office in the presence of the Clerk.

## 4.0 DECLARATIONS OF INTEREST

None.

## 5.0 APOLOGIES FOR ABSENCE

None.

## 6.0 CO-OPTON OF PARISH COUNCILLORS

One applicant attended the meeting.

**RESOLVED:** To co-opt Paul Harper-Harris onto Alconbury Weston Parish Council. Cllr Paul Harper-Harris signed his Acceptance of Office and joined the Parish Council for the remainder of the meeting.

## 7.0 PUBLIC PARTICIPATION

None.

## 8.0 MINUTES

**RESOLVED:** The minutes of the Alconbury Weston Parish Council meeting held on 11<sup>th</sup> 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 – Insert 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
- Highways, Speedwatch, and 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
- Woolley Hill Wind Farm Grant Body Liaison – Cllr Stone
- Alconbury Weald Liaison – Cllr Brine
- Planters' maintenance – Cllr 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 we understand that Dan Maynard will provide electric for the event.
2. Highways, Speedwatch and 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 clarify as to why the Parish Council is not organising any events for the Jubilee weekend. Cllr Brine will also update the noticeboard. 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 10<sup>th</sup> May 2022, all residents are encouraged to attend.  
**RESOLVED:** The Parish Council agreed that TABFG need to confirm that the TABFG is working on behalf of Parish Councils.
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 already purchased. The tree will be planted on the village green during the Fun Day. A budget of £60.00 was agreed for the plaque purchase.
8. Planning - Clerk to provide all councillors with details of CAPALC planning training.
9. Woolley Hill Wind Farm Grant Body Liaison – **RESOLVED:** That Councillors will put forward grant ideas to the next Parish Council meeting to improve the community as a whole.
10. Planter's maintenance – **RESOLVED:** Cllrs Brine and Waring will purchase and organize planting of, red, white and blue flowers for the planters to commemorate the Queen's Platinum Jubilee. The existing volunteers will be contacted and asked if they wish to continue maintaining the planters.
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 when Open Reach will provide FTTP broadband to Alconbury Weston.
13. Wildflower meadows – Cllr Stone reported that she had tried to create a wildflower area around the memorial without success. **RESOLVED:** Cllr Harper-Harris will ask the grass cutting contractor to stop cutting grass in this area and Cllr Stone to arrange signage to inform residents not to cut the grass in this area. Cllr Harper-Harris to investigate a wild flower area on the triangle next to the ford on High Street.

## 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 so that they can 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)  
20<sup>th</sup> June 2022.  
Remainder of dates to be confirmed.

## 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.

Update on previous planning applications:

**22/00145/S73:** Removal of conditions 3 (Material), 4 (Landscape), 5 (levels) ,6 (ecology), 7 (tree protection), 10 (architectural details) to 18/01946/FUL as the majority of the works are now complete on site – Awaiting response from HDC to Parish Council comments.

## 16.0 FINANCE AND ADMINISTRATION

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

April 2022

1. Salary & expenses – A Brown	£248.05
2. HMRC PAYE	£57.80
3. HMRC PAYE Backpay - C Copley	£4.00
4. Drax Ltd - Street lighting March 2022 (DD)	£9.79
5. 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 based system which gives Councillors access to view financial reports.

## 17.0 MATTERS FOR INFORMATION

**RESOLVED.** A letter of thanks to be sent to all outgoing Councillors. Cllr Brine draft letters.

## 18.0 DATE AND TIME OF NEXT MEETING

20<sup>th</sup> June 2022, 7.00 pm, Alconbury Sports & Social Club.

The meeting closed at 9.22 pm.