

MINUTES OF ICKLETON PARISH COUNCIL

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall on Wednesday 17th August 2022 starting at 7.30pm

Present: Cllr Sian Wombwell, Cllr Terry Sadler, Cllr Tim Pavelin, Cllr Philly Hamilton, Cllr Steven Heaney, Leanne Smith (Clerk)

059/22-23 To Receive Apologies for Absence

Apologies received ahead of the meeting from Cllr Simon Cheney, Cllr Edmund Harcourt, Cllr Lucy Davidson, Cllr William Wombwell and District & County Cllr Peter McDonald.

060/22-23 Councillors Declarations of Interest and Requests for Dispensation

Cllr Pavelin:

agenda item 69/22-23 v.

agenda item 072/22-23 i.

agenda item 72/22-23 iv.

061/22-23 Open Forum for Public Participation Including Youth Representation

None.

062/22-23 To approve minutes of meeting held on 20th July 2022

It was resolved that the minutes of the meeting held on 20th July 2022 are approved and signed by the Chair.

063/22-23 Matters Arising

i. Planning application - Boro Farm, Newmarket Road, Great Chesterford

Application Ref: ESS/20/22/UTT

Essex County Council has given notice of its decision to refuse permission for change of use of land to allow the construction of a recycled aggregate production facility including storage bays and HGV parking at Boro Farm, Newmarket Road, Great Chesterford, Saffron Walden, CB10 1FN. Essex County Council Enforcement Team have served Norwood Construction Group and the Landowners of Boro Farm with an Enforcement Notice which will take effect on the 16th September 2022. There is a right to appeal which may be taken before the notice takes effect.

ii. Clerks report

The Surveyor has visited the Cemetery Chapel and the Clerk is awaiting the valuation report.

The playground fencing maintenance is still outstanding but has been scheduled.

The Privately Funded Local Highways Initiative for the Grange Road/Coploe Road/Abbey Street junction has been sent by recorded delivery.

The Parish Council has purchased additional bats and balls for the outdoor table tennis table on the recreation ground.

The potholes and overgrown vegetation at the railway crossing near to Great Chesterford are still outstanding. The site falls into Essex and is the responsibility of Essex County Council. Cllr Sian Wombwell has subsequently made contact with Cllr Gadd from Essex County Council and the Great Chesterford Parish Council Clerk.

064/22-23 Defibrillator check

Defibrillator check carried out by the Clerk on 5/8/2022 and 17/8/2022. Chargepak and adult pads replaced on 5/8/2022.

065/22-23 Traffic and Highways Issues

i. Speedwatch

The Speedwatch Team have carried out sessions over the last month. A member of Cambridgeshire Constabulary Safer Speeds Team has recently hand delivered a third warning letter to a speeding motorist.

- 066/22-23 Rural Crime Report**
Cambridgeshire Constabulary has reported an increase in tool thefts from vehicles over the last week. Thieves are breaking into vans in particular using drills or forcing doors causing significant damage to vehicles in the process.
- 067/22-23 Reports from County and District Councillors**
County and District Cllr Peter McDonald sent apologies ahead of the meeting and did not submit a report for the month of August 2022.
- 068/22-23 Correspondence Received**
- i. **Greater Cambridge Shared Planning - Call for Sites Parish Council Survey 2022**
Ickleton Parish Council is invited to complete a Call for Sites Parish Council Survey. The deadline for completion is the 12th of September 2022. Cllr Sadler will complete the survey on behalf of Ickleton Parish Council. He has noted that some factual information relating to the site on Brookhampton Street is incorrect.
 - ii. **Cambridgeshire County Council Highways – Duxford Battle of Britain Air show – 10th and 11th September 2022 and Duxford Flying Finale – 8th October 2022**
Cambridgeshire County Council Highways has notified the Parish Council of forthcoming events at the Duxford Imperial War Museum. More information can be found on the County Council Highways website. Noted by the Parish Council. ACTION – Clerk to include in scene report.
 - iii. **Gigaclear – Fibre broadband for rural communities**
Correspondence received from Gigaclear regarding their upcoming network build in the area. Openreach approved the Ickleton gigabit fibre broadband scheme last year and installation has started. Therefore, the Parish Council felt that there is no reason to engage with Gigaclear.
- 069/22-23 Planning Information**
- i. **For consideration**
Reference: **22/02648/FUL**
Proposal: Installation of 8no roof lights to Unit 4
Site address: Abbey Barns, Duxford Road, Ickleton, Cambridgeshire
The Parish Council unanimously supports this application.
Reference: **22/02649/FUL**
Proposal: Retrospective planning application for 4no roof lights to Unit 2.
The works were undertaken during the Covid lockdown to improve ventilation rates to office and research areas. The buildings were occupied during Covid lockdowns undertaking essential medical equipment work for the Government.
Site address: Abbey Barns, Duxford Road, Ickleton, Cambridgeshire
The Parish Council unanimously supports this application.
Reference: **22/02959/HFUL**
Proposal: Demolition of existing side element. Single storey front and rear extensions, replacement doors and windows, and veranda to side.
Site address: 14 Frogge Street, Ickleton, Cambridgeshire, CB10 1SH
The Parish Council unanimously supports this application.
 - ii. **Information only applications**
Reference: **22/02950/CL2PD**
Proposal: Certificate of lawfulness under S192 for Removal of existing French Doors and Sidelights and two windows to create one large opening for installation of new bifolding doors.
Site address: 36 Abbey Street, Ickleton, Cambridgeshire, CB10 1SS
Noted by the Parish Council.
 - iii. **Planning Decisions**
Reference: **22/02056/HFUL**
Proposal: Installation of 3no. new windows, 3no. replacement windows, 1no. new roof light, replacement front door and replacement of front boundary fence with wall.
Site address: 14 Brookhampton Street, Ickleton, Cambridgeshire, CB10 1SP
Granted permission. Noted by the Parish Council.
Reference: **21/03276/CONDB**
Proposal: Submission of details required by condition 3 (Traffic Management Plan) of planning

permission 21/03276/FUL.

Site address: 12 Frogge Street, Ickleton, CB10 1SH

Discharge condition in full. Noted by the Parish Council.

Reference: **22/00970/FUL**

Proposal: Installation of a modular housing unit to be used for demonstration purposes only
At company offices.

Site address: Abbey Barns, The Courtyard, Duxford Road, Ickleton, Cambridgeshire

Granted permission. Noted by the Parish Council.

iv. Planning Appeals

None.

v. Tree Works

Reference: **22/0781/TTPO**

Proposal: Mature walnut between 4 and 6 Church Street. Crown reduction 3m as appropriate to remove growth which is touching our tiled roof.

Site address: 4 Church Street, Ickleton, Cambridgeshire, CB10 1SL

Noted by the Parish Council.

070/22-23 Wellcome Genome Campus expansion – Community Liaison Group and attendance at September 2022 Parish Council meeting

Urban and Civic have been working with South Cambridgeshire District Council (SCDC) to agree the broad terms of a Community Liaison Group. The Group is proposed to comprise of the Local Parish Councils, Urban and Civic representatives and the local District Councillors, with SCDC and CCC officers also invited to the meetings. It is proposed that the Group meets every quarter or on an ad hoc basis if necessary. Urban and Civic would like to take the opportunity to hold an initial meeting of the Community Liaison Group in September 2022. Cllr Sian Wombwell and Cllr Hamilton will attend on behalf of the Parish Council. In addition, a representative from Urban and Civic will attend the Parish Council meeting in September 2022 to meet with the Parish Councillors.

071/22-23 Reports from Councillors

Cllr Pavelin:

A ditch on Brookhampton Street needs clearing of debris. ACTION – Clerk to contact landowners. The application to South Cambs District Council for a Zero Carbon Communities Grant for the Village Hall solar panel project was not initially considered due to a technical error when the application was submitted. Cllr Peter McDonald has assisted the Village Hall Committee and they are now awaiting a decision.

The lock to the recreation ground storage unit needs replacing as it can be temperamental. It was resolved that the lock can be replaced.

Has completed the e-learning course on planning and thanked the Parish Council for allowing him to do it.

Cllr Hamilton:

The Village Hall wi-fi is now connected and instructions on how to connect have been provided to the Parish Council. ACTION – Clerk to leave a set of instructions in the meeting room for other users.

Cllr Sadler:

Hedges to properties on Abbey Street and Frogge Street are overhanging and hindering use of footways. ACTION – Clerk to write to occupants.

A bench on the recreation field is broken and in need of repair. ACTION – Clerk to request a quote from Bob Calladine.

The Frogge Street bus shelter downpipe and gutter are not connected and may need replacing. ACTION – Clerk to ask Bob Calladine to assess.

Cllr Wombwell:

The report submitted to Highways regarding the condition of the road on Royston Lane and recent accident involving a cyclist has been acknowledged. They have stated that there is a 3-month time scale for repair. The cyclist spent 11 days in hospital and had to have a hip replacement. He is said to be making an injury claim.

Financial Matters

- i. **To approve payments of August 2022 accounts**
 Clerk's salary (confidential)
 Clerk's expenses – £57.50
 Tim Pavelin (Empty bins) - £80.00
 E&E Plumridge (Icene printing) - £145.00
 Charles Frankau (Grass cutting) - £2,474.40
 Andrew Deptford (Defibrillator battery and pads) - £118.80
 It was resolved that all the payments listed be made.
- ii. **Bank reconciliation (bank accounts)**
 Unity Current Account - £17,346.21
 Unity Instant Access Account - £25,124.94
 Total - £42,471.15
 It was resolved that the bank reconciliation for July 2022 is approved by the Parish Council.
- iii. **Bank reconciliation (cash card)**
 Total - £114.84
 It was resolved that the bank reconciliation for July 2022 is approved by the Parish Council.
 Cllr Sian Wombwell proposed, Cllr Pavelin seconded and it was resolved that the cash card is topped up with £100.00
- iv. **Quotation for replacement Churchyard gates and Hundred Parishes grant application**
 Quotes received as follows:
 Chip and Chisel - £10,440.00 (wooden gates)
 Compass Joinery - £6,600.00 (wooden gates)
 Helions Forge - £3,771.35 (iron gates)
 Another quote was requested but not provided. ACTION – Clerk to make contact.
 It was noted that planning permission may need to be obtained for replacement with iron gates.
 The Hundred Parishes are considering the grant application. They have asked if repair of the gates has been considered as opposed to replacement. The Parish Council is of the opinion that the gates are beyond repair and should be replaced. The Parochial Church Council requested replacement and an inspection last week by an architect has noted that they are not in a good condition. The Parochial Church Council are meeting next month and will discuss the gates.
- v. **Quotation to treat woodworm at Cemetery Chapel**
 A company attended the day before the meeting and will provide a written quote. They gave a ballpark figure of £1,000-1,200. The Parish Council will need to have a bat survey carried out as droppings were seen. Cllr Sian Wombwell made contact with the Bat Conservation Group who stated that the survey should be carried out by an ecological consultancy professional. To be carried over to September 2022 for the quote to be received and further enquiries to be made regarding the bat survey. The Chapel chairs damaged by woodworm have been removed.
- vi. **Purchase play area bark**
 The cost to have loose bark delivered for storage at Rectory Farm on behalf of the Parish Council would be £57.95 +VAT per m3 for 40m3 and £56.95 +VAT per m3 for 50m3. The Parish Council decided against a bulk order of these amounts. Cllr Sian Wombwell will measure the area and use the online mulch calculator to decide on the amount to order but proposed that up to £800.00 was spent. The proposal was seconded by Cllr Sadler.
- vii. **SLCC membership**
 Society of Local Council Clerks (SLCC) annual membership is due for renewal at a cost of £134.00. It was unanimously resolved that membership would be renewed.
- viii. **External audit arrangements**
 All authorities require an appointed external auditor. Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022.

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA and now all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period.

It was unanimously resolved that the Parish Council would remain with the current arrangements and not opt out.

073/22-23 Policy and procedure

i. Testing the Emergency Plan

The Parish Council will carry out a discussion-based exercise with a small group of Councillors and the Clerk in September 2022. ACTION – Clerk to email the current plan to all Councillors and provide paper copies for the exercise.

074/22-23 DATE OF NEXT MEETING:

Wednesday 21st September 2022

Any business and payments to be considered at the Parish Council Meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

The meeting closed at 9.25pm