MINUTES OF ICKLETON PARISH COUNCIL

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall on Wednesday 15th March 2023 starting at 7.30pm

Present: Cllr Sian Wombwell, Cllr Terry Sadler, Cllr Tim Pavelin, Cllr Simon Cheney, Cllr Lucy Davidson, Cllr Edmund Harcourt, Leanne Smith (Clerk)

John O'Toole and Ray Hackett

177/22-23 To Receive Apologies for Absence

Apologies received ahead of the meeting from Cllr Steven Heaney, Cllr Philly Hamilton, Cllr William Wombwell and District & County Cllr Peter McDonald.

178/22-23 Councillors Declarations of Interest and Requests for Dispensation

Cllr Pavelin – agenda item191/22-23 i.

179/22-23 Open Forum for Public Participation Including Youth Representation

John O'Toole and Ray Hackett attended the meeting to speak about Coploe Pit. Both have attended the pit on previous occasions on an informal basis to undertake work with the Cambridge Conservation Volunteers. They would like to make a formal arrangement with the Parish Council to act as wardens. They will provide a management plan and risk assessment.

180/22-23 To approve minutes of meeting held on 15th February 2023

It was resolved that the minutes of the meeting held on 15th February 2023 are approved and signed by the Chair.

181/22-23 Matters Arising/Clerk's report

i. Clerks report

EV charging points:

The Clerk attended an online EV charging point event hosted by Cambs ACRE and led by Luke Waddington from South Cambridgeshire District Council's Climate and Environment team. Of relevance to the Parish Council is the On Street Residential Charge Point Scheme. The County Council would bid for funding from the Government and then the Parish Council would bid for a charging point to be installed in Ickleton. To be discussed with Cllr Peter McDonald.

Cemetery and chapel:

A review of burial plots puts the number of plots available at approximately 17. Cemetery expansion to be added to the April 2023 agenda for further discussion.

The bat survey and woodworm treatment at the cemetery chapel is outstanding. In addition, damage has been caused to the roof and brick work.

ACTION – Clerk and Councillors to find a tradesman to complete repair works.

ACTION - Cllr Pavelin to put up new cemetery sign.

Commemorative trees:

Two ornamental pear trees and an oak tree have been planted on the recreation field. The oak tree was supplied by the South Cambs District Council 'six free trees scheme' so the amount agreed for the purchase of an oak was reallocated to purchasing the ornamental pear trees.

ACTION – Clerk to add the oak tree in commemoration of Queen Elizabeth II to the Queens Green Canopy map.

ii. South Cambs District Council – Delivery of magazine

Smart Distribution have not been delivering the South Cambs Magazine to Ickleton as per their contract with SCDC. They were directed to redeliver the Winter edition to the Parish in early January 2023. The Spring edition is due at the end of February/beginning of March 2023. A copy will be delivered by Smart Distribution and a second copy will be posted. Therefore, Parishioners should receive the next edition. SCDC are considering the best way forward for future editions and have asked if any Parishioners would like to act as a delivery agent employed by Smart Distribution to deliver the magazines as part of the SCDC contract. The possibility of incorporating delivery of the SCDC magazine with Icene was considered but the delivery dates were not compatible.

Councillors confirmed that the Spring edition has not been delivered. ACTION – Clerk to notify SCDC.

182/22-23 Defibrillator check

The defibrillator was checked on 13/3/2023. The infant pads have been replaced. A new cabinet was installed on 13/3/2023.

183/22-23 Traffic and Highways Issues

i. Speedwatch

Reduced sessions have been held over the last few weeks due to the cold weather. Cllr Sadler wished to remind Councillors that speedwatch was set up in order to evidence parish support for traffic calming initiatives.

184/22-23 Rural Crime Report

Fly tipping on Grange Road was reported to Environmental Health (EH) last month. EH Officers attended six weeks later but the waste had already been removed by unknown persons.

Bollards on the verge outside the entrance to Caldrees Manor on Abbey Street appear to have been hit by a vehicle. ACTION – Clerk to report to Highways.

185/22-23 Reports from County and District Councillors

Report received from Cllr Peter McDonald and circulated to Parish Councillors ahead of the meeting. See Appendix A.

Cllr Cheney has sent correspondence to Cllr McDonald regarding the following matters:

The necessity of the McDonalds roundabout improvements

The bus service for Ickleton

Cllr McDonald's vote on closing Mill Road bridge and the Cambridge Congestion charge

186/22-23 Correspondence Received

i. Cambs Home Improvement Agency – service information

Cambs Home Improvement Agency is a not-for-profit shared service for South Cambs. They provide advice, support and assistance to the elderly, people with disabilities and vulnerable people to help them repair, improve, maintain and adapt their homes to meet their changing needs. The purpose of the service is to help people remain independent, warm, safe and secure in their own homes. They undertake a wide range of activities ranging from stairlifts, level access showers and ramps to heating systems, guttering and electrical safety related works. Information can be found on their website. Noted by the Parish Council.

ii. Cambs County Council – Civil Parking Enforcement

Cambridgeshire County Council in partnership with South Cambridgeshire District and the Greater Cambridge Partnership has resolved to bring Civil Parking Enforcement to the District of South Cambridgeshire. Noted by the Parish Council.

187/22-23 Planning Information

i. <u>For consideration</u>

Reference: **23/00614/HFUL**

Proposal: Single storey side link extension with one and a half storey rear extension and new rear dormer.

Site address: 68 Abbey Street, Ickleton, Cambridgeshire, CB10 1SS

The Parish Council supports this application.

Reference: **23/00482/FUL**

Proposal: Construction of two bridges and all associated structures, ramped walkways, stairs, lifts, boundary wall, footway and cycle paths, lighting, utilities, construction access, construction compound, hard and soft landscaping works, planting, tree removal, earthworks, drainage infrastructure, surface water drainage features and all necessary enabling works and demolitions.

Site address: Wellcome Trust Genome Campus, Cambridge Road, Hinxton, Cambridgeshire, CB10 1RQ

The majority of Councillors wanted to note this application and not pass comment. There was a general feeling that the landscaping around the A1301 was an improvement upon the original plans that had been given outline permission. The removal of three pedestrian/cycle crossings at roadway level and provision of two bridges over the A1301 for pedestrians and cyclists was seen as less of an impediment to road traffic than the original concept.

The Parish Council did not receive formal notification of this application. ACTION – Clerk to contact planning to request notification of all the Wellcome development planning applications.

ii. Information only applications

None.

iii. Planning Decisions

Reference: **22/05565/HFUL**
Proposal: Ground and first floor extensions, roof extension and replacement of external Finishes with amendment to the application - revised red line.
Site address: 111 Frogge Street, Ickleton, Cambridgeshire, CB10 1SH
Granted permission. Noted by the Parish Council

Reference: **23/00030/PRIOR**
Proposal: 5G telecoms installation: H3G 15m street pole and additional equipment cabinets.
Site address: Duxford Road, Ickleton, Cambridgeshire
Prior approval refused. Noted by the Parish Council.

iv. Planning Appeals

None.

v. Tree Works

Reference: **23/0162/TTCA**
Proposal: Ash - Reduce building side crown by 1-2m to clear building Sycamore - Remove tree to near ground level Prunus 1 - Reduce height by 2m Prunus 2 - Reduce height by 2m Prunus 3 - Reduce height by 2m Prunus 4 - Reduce height by 2m Prunus 5 - Reduce height by 2m Prunus 6 - Reduce height by 2m
Site address: Chapel House, Frogge Street, Ickleton, Cambridgeshire
Noted by the Parish Council.

188/22-23 **Wellcome Genome Campus Expansion update**

The Community liaison Meeting due to be held on the 8th of March was cancelled and will be re-arranged. Cllr Sian Wombwell has sent correspondence to the representative at Urban & Civic about a traffic survey and has not received a response to date.

189/22-23 **Boro Farm Aggregate site**

Reference: ESS/109/22/UTT Change of use of land to allow the construction of a recycled aggregate production facility including storage bays and HGV parking. Permission refused. Noted by the Parish Council.
Cllr Sadler will circulate the comments submitted by the Parish Council on the original application to Councillors for the purpose of considering re-submitting the comments to the appeal.

190/22-23 **Reports from Councillors**

Cllr Cheney:
Parishioners have reported that the train crossing lights on Mill Lane are noticeably bright. Another Councillor noted that the time between the lights activating and a train passing is very quick. ACTION – Clerk to contact Network Rail about the matters.
Pot holes in and around the village were repaired last month. The standard of repair appears to be poor and the holes have re-appeared. ACTION – Clerk to report to Highways.

191/22-23 **Financial Matters**

i. **To approve payments of March 2023 accounts:**

Clerk's salary (confidential)
HMRC - £24.00
Clerk's expenses – £41.75
Tim Pavelin (empty bins) – £80.00
Red Shoes Accounting (Payroll services) - £46.80
Practical Plants - £826.20
The following invoices were received after the publication of the agenda and brought to the meeting for consideration:
E & E Plumridge (Icene printing February 2023) - £153.00
E & E Plumridge (Icene printing March 2023) - £153.00
Andrew Deptford (Defibrillator pads) - £110.40

It was resolved that all the payments listed be made.

ii. Bank reconciliation (bank accounts)

Unity Current Account - £13,782.71
Unity Instant Access Account - £25,244.50
Total - £39,027.21
It was resolved that the bank reconciliation for February 2023 is approved by the Parish Council.

iii. Bank reconciliation (cash card)

No money was spent on the cash card last month. The total remains at £207.10. Noted by the Parish Council.

iv. Asset Register review

It was resolved that the following items that were purchased in the current financial year will be added to the Asset Register:
Defibrillator cabinet – Purchase price £600.00
Outdoor table tennis table – Purchase price £820.20
ACTION – Clerk to update register.
The insurance company has been updated about the purchase of the outdoor table tennis table. The defibrillator cabinet is covered with the insurance under standard cover.

v. Burial fee review

Cllr Sadler proposed, Cllr Davidson seconded and it was resolved to increase the burial fees as follows:
Exclusive right of burial in earthen grave (99 years) - increase to £200.00
Interments Adults (18 years and over) - increase to £200.00 Children (17 years and under) - remain no charge
Interment of cremated ashes in a grave space of another interred member of the family to which exclusive right of burial has been granted - increase to £80.00
For the right to erect a Headstone not exceeding 3 feet in height - increase to £100.00
For the right to erect kerbing in line with Memorial conditions - increase to £100.00
For the right to erect a monument in the form of a vase not exceeding 12 inches in height - increase to £80.00
For the right to erect an additional memorial plaque eg to denote the interment of ashes - increase to £80.00
Any inscription after the first - increase to £80.00

vi. Purchase of defibrillator cabinet

The Clerk exercised the power to authorise expenditure on behalf of the Parish Council of up to £500 in cases of extreme risk to the delivery of council services by ordering a new defibrillator cabinet at a cost of £500 +VAT. The Chair and others Councillors were notified and agreed to the expenditure by email correspondence.

vii. Purchase plastic verge posts

Following on from a discussion at the January 2023 Parish Council meeting, Councillors resolved at the February 2023 Parish Council meeting to purchase number of plastic bollards for various locations in the Parish. The Clerk sourced prices from various different suppliers. Cllr Sadler proposed, Cllr Heaney Seconded and it was resolved to purchase 20 bollards at a cost of £535.00 +VAT.

viii. Cam Valley Forum Membership

Cllr Sian Wombwell proposed, Cllr Sadler seconded and it was resolved to pay the £10.00 annual subscription fee to Cam Valley Forum.

192/22-23 Recreation Field and Play Area

i. Skate ramp repairs

Repairs to the skate ramp are required. In the long term the Council will consider replacement of the ramp for a modular pump track. In the short term the ramp will need to be re-painted and repaired. ACTION - Clerk and Councillors to find a tradesman to complete work.

193/22-23 Maintenance

i. Coploe Pit warden services

Please see agenda item 179/22-23. The Parish Council agreed to this arrangement in principle awaiting the plans and were grateful for the offer.

194/22-23 Policy and procedure

i. Burial Guidelines review

The Cemetery Guidelines document was circulated ahead of the meeting for review. The Clerk proposed some minor additions relating to memorials. It was resolved that the additions were accepted and approved.

ii. Risk Assessment review

The Risk Assessment document was circulated ahead of the meeting for review. The Clerk proposed some minor administrative amendments. It was resolved that the amendments were accepted and approved.

195/22-23 DATE OF NEXT MEETING:

Wednesday 19th April 2023

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 9.55pm

Appendix A

Report for Parish Councils – March 2023.

South Cambs District Council

Further £200,000 proposed for cost of living support

Plans for a further cost of living support package for residents, worth more than £200,000, have been published by South Cambridgeshire District Council. The proposals include a roadshow of cost of living talks, support to transform some Warm Hubs into Community Wellbeing Hubs, increasing awareness of Council Tax support, more free energy saving appliances and the creation of a South Cambridgeshire Sustainable Food Network. The plans will be presented to Cabinet on 20 March.

The proposals build on a package of almost £400,000 of support agreed by the Council in November. Just over half of that initial funding came from the Cambridgeshire and Peterborough Integrated Care System (ICS) to support community-based programmes.

The new plans set out the Council's next steps for cost-of-living support. The ICS have indicated that they will provide further grant funding that the Council will bid for, to continue projects for the next financial year. These will continue to focus on prevention of poor health resulting from financial hardship and living in cold homes.

Housing plans for 2023/24

The Council's Housing Revenue Account is ring-fenced and used to maintain its stock of around 5,600 Council homes. Plans for housing include:

• Having doubled the number of new Council homes built from 35 in 2019/20 to 70 in 2021/22, the new target is for at least 75 new energy-efficient Council homes to be delivered every year.

• During the next two years, more than £2 million has been allocated to continue to upgrade existing housing stock, as part of continuing carbon reduction efforts.

Asylum Seekers Hotel Housing

The Home Office has informed local councils that they are now using the Cambridge Bar Hill Hotel as accommodation for asylum seekers. This is part of a national programme throughout the UK to deal with an increase in the number of people arriving in the UK and the decision by the Home Office to 'disperse' asylum seekers across the country.

The hotel, which has 136 rooms, will be used to house a maximum of 272 people who have arrived in England after crossing the Channel by boat. The Home Office has informed the Councils that the new arrivals will be families and

single females. However, the people who stay in the hotel is determined by needs and pressures within the asylum system and is a Home Office decision.

If the hotel is used for mainly families, the number of people at the hotel will be less than the maximum capacity. The hotel will not be open to other guests for overnight accommodation.

South Cambridgeshire District Council, Cambridgeshire County Council and the Cambridgeshire & Peterborough Integrated Care System are now working together to provide support, including:

- Applying for school places
- Ensuring appropriate healthcare is available
- Keeping the local community informed of the Home Office's plans
- Considering the social needs of asylum seekers and working with the voluntary sector, Bar Hill Parish Council and other groups to address these where possible

Those staying at the hotel will remain there as asylum claims are assessed. During that time, the Home Office will provide them with three meals a day, toiletries, a laundry service and £9.10 per week.

The day to day arrangements at the hotel in Bar Hill will be overseen by Serco, who are working with the Home Office to deliver the asylum accommodation scheme. There will be security provided at the hotel for 24 hours a day, seven days a week.

Children who arrive at the hotel in Bar Hill will be given access to education, as anyone arriving in the area would be. This could be through attendance at local schools and colleges. Asylum seekers will apply for school places for their children in the same way as all other residents. Support will be provided.

Asylum seekers will also be able to access local health services in the same way that any person visiting South Cambridgeshire on a temporary basis would. Health partners are working on the best way to accommodate this locally, whilst considering and being conscious of existing demand for local services.

Following their time at the hotel, the asylum seekers will be moved to other temporary dispersal accommodation provided by the Home Office as it becomes available. This could be anywhere in the country. This future accommodation will not be provided by local Councils.

Cambridgeshire County Report

Secondary School Places
The number of pupils offered a place at one of their preferred Cambridgeshire secondary schools has risen. In total, 6459 pupils have been allocated a place at their first-choice secondary school for September 2023, compared to 6285 last year.

This represents 87 per cent, compared to 90 per cent last year – but the total number of places allocated has increased from 6983 last year to 7413 this year. The percentage of pupils offered a place at their second or third choice school has also risen – from 7.2 per cent (501 pupils) in 2022 to 8 per cent (619 pupils) in 2023. Year 6 students will hear 1st March which secondary school has offered them a place for September 2023.

Highways Update
The March Highways Committee has a number of updates relevant locally:

https://cambridgeshire.cmis.uk.com/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1925/Committee/62/Default.aspx

1. **Civil Parking Enforcement**

Final stages of this now being implemented and so we will write to the SoS to ask for implementation this year.

Document.ashx (cmis.uk.com)

As discussed the Enforcement Team from Cambridge will enforce parking regulations.

2. Highways Capital Programme

The proposed programme for 2024/25 is as below:

Document.ashx (cmis.uk.com)

South Cambridgeshire Works Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	Budget 2023/24 £	Budget 2024/25 £
Contact Officer: Josh Rutherford						
Drainage schemes						
C232	Fulbourne	Station Road	Various locations through road	Drainage investigations/design	included	£ -
Unc	Fulbourne	Geoffrey Bishop Avenue	Throughout road	Drainage investigations/design	included	£ -
A1198	Shingay cum Wendy	Ermine Street	At Shingay turn	Drainage improvement scheme	included	£ -
B1053	Linton	High Street	Nr PH and no. 54	Drainage improvement scheme	included	£ -
Unc	Linton	Lambsfair	Throughout road	Drainage improvement scheme	included	£ -
C186	Willingham	Over Road	Various locations through road	Drainage improvement scheme	included	£ -
C210	Waterbeach	Chapel Street	From Londis	Drainage improvement scheme	included	£ -
Footway/Cycleway schemes						
C210	Horningsea	High Street	Through village	Footway resurfacing	£ 180,000	£ -
Unc	Willingham	FP6 at rear of church	Full length of footway link	Footway resurfacing	£ 30,000	£ -
Unc	Castle Camps	High Street	Through High Street	Footway resurfacing	£ 90,000	£ -
Unc	Swavesey	Whitton Close	Full estate	Footway resurfacing	£ 220,000	£ -
Unc	Horseheath	Haverhill/Linton Road	Full length	Footway resurfacing	£ 110,000	£ -
Unc	Cottenham	Pelham Way	All length	Footway resurfacing	£ 92,000	£ -
C284	Whittlesford	Duxford Road	Village to Royston Rd crossroads	Footway resurfacing	£ -	£ 190,000
A1303	Bottisham	Newmarket Road	Bell Road to High Street	Footway resurfacing	£ -	£ 200,000
C236	Fulbourne	Cow Lane	full length	Footway resurfacing	£ -	£ 175,000
B1102	Stow cum Quy	Church Road	From traffic signals to/including Orchard St	Footway resurfacing	£ -	£ 105,000
C273	Steeple Morden	Station Road	From Ashden Road to end of houses	Footway resurfacing	£ -	£ 23,000
A1307	Little Abington	Cambridge Road	From 17 to 49 and from 10 to 6	Footway resurfacing	£ -	£ 130,000
Carriageway schemes						
A10	Milton	Milton Interchange/Bypass	Interchange over A14 to Butt Lane	Carriageway resurfacing	£ 1,458,406	£ -
A1307	Little Abington	Cambridge Road	Between speed limits through village	Carriageway resurfacing	£ -	£ 433,000
A10	Milton	Ely Road	From Denny End to just past Waterbeach Lodge	Carriageway resurfacing	£ -	£ 425,000
					£ 2,180,406	£ 1,681,000

Additionally there will be surface treatments for Whittlesford (Church Lane) Fowlmere (Chrissal Rd) and Footway Slurry sealing in Foxton (Station Rd).

3. Highways Maintenance Programme

The works programme for S Cambs for 25/56 is as follows:

South Cambridgeshire Works Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	2025/26	2026/27	2027/28
Contact Officer: Josh Rutherford							
Drainage schemes							
Further highway drainage and flood prevention schemes will be identified and programmed following assessments of flood reports and drainage investigations							
Footway/Cycleway schemes							
Years 3 to 5 of the footway and cycleway programme are being developed to identify and prioritise those busier routes in poor condition							
C232	Fulbourne	Station Road	From bend to level crossing	Footway resurfacing	£		110,000
Unc	Barton	Kings Grove		Footway resurfacing	£		88,000
Carriageway schemes							
B1050	Willingham	Earith Road	From Caravan Pk to village	Carriageway resurfacing	£		558,000
A1303	Madingley	St Neots Road	At A428 roundabout, approach and old alignment	Carriageway resurfacing	£		345,000
A1301	Great Shelford	Tunwells Lane/High Green	From Grahams Road to traffic signals junc	Carriageway resurfacing	£		351,000
A505	Pampisford	Causeway	From Pampisford junc to joint nr Babraham junc	Carriageway resurfacing	£		470,000
A603	Barton	Cambridge Road	From layby past B1046 junc	Carriageway resurfacing	£		290,000
C178/Unc	Bourn	Alms Hill/High Street/Caxton End	Various sections of failed carriageway	Carriageway resurfacing	£		258,000
C186	Over	Station Road	Traffic calming at busway to Church End	Carriageway resurfacing	£		380,000
Unc	Croydon	Croydon Hill	From High St to reservour on top of hill	Carriageway resurfacing	£		335,000
C192	Longstanton	School Lane	From village to B1050	Carriageway resurfacing	£		250,000
C184	Boxworth	High Street	From traffic calming to Manor Lane	Carriageway resurfacing	£		71,000
C178	Bourn	Broadway	From Sunday Market to FILCRIS	Carriageway resurfacing	£		130,000
					£		3,636,000

There will be re surfacing of Pampisford Causeway in this programme.

Document.ashx (cmis.uk.com)

4. County wide Programmes

There is £41m allocated to County wide programmes:

Countywide Works Programme

Carriageway & Footway Maintenance including Cycle Paths

Works	2025/26	2026/27	2027/28
Contact Officer: Jon Clarke			
Countywide capitalised road patching	£		2,474,312
Minor capital schemes	£		1,546,785
Countywide Surface Treatment programme - current schemes listed under District/City areas. Schemes for future years to be confirmed	£		8,056,524
Preparation for surface treatment schemes, as above	£		1,726,398
Additional surface treatment programme - Schemes being identified	£		5,802,808
Countywide Retread programme - Schemes being developed	£		2,855,600
Countywide safety fence renewals - programme for future years to be developed from latest condition inspections	£		1,200,000
Countywide footway slurry seal programme - current schemes listed under District/City areas. Schemes for future years to be confirmed	£		1,500,000
Additional footway slurry sealing programme - Future schemes being identified	£		6,000,000
Additional footway resurfacing programme - Schemes for future years to be confirmed	£		6,000,000
Contact Officer: Josh Rutherford / Barry Wylie			
Drainage Improvements - Schemes listed under District/City areas. Schemes being designed or under development for later years.	£		3,000,000
Survey, Investigation and design for schemes	£		960,000
	£		41,122,426

Rights of Way

Document.ashx (cmis.uk.com)

5. 20 MPH Programme

Details of this has been published. There will be £100k in 2023 and £150k in the following 2 years.
https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/20mph-funding

6. Other Work

There will be £40k for improvement access to Whittlesford Station.

Document.ashx (cmis.uk.com)

7. Active Travel Strategy

There is a new Active Travel Strategy for the County including a Strategy for New Developments.

ATS (cmis.uk.com)

Great Chesterford Hardcore Site : ESS/109/22/UTT
This was again refused. Planning Appeal:
https://acp.planninginspectorate.gov.uk/ViewCase.aspx?CaseID=3306988&CoID=0

Peter McDonald
March 5th 2023