

MINUTES OF ICKLETON PARISH COUNCIL

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall on Wednesday 19th July 2023 starting at 7.30pm

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

Mr Lewis Duke.

One other parishioner.

Andrew Lee – Chair of Whittlesford Warriors Football Club.

042/23-24 To Receive Apologies for Absence

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

Cllr Edmund Harcourt gave notice of his resignation in writing to the Chair on Monday 17th July 2023 with immediate effect. The Clerk will publish the Notice of Vacancy as soon as possible.

043/23-24 Councillors Declarations of Interest and Requests for Dispensation

Cllr Hamilton – 052/23-24 i.

Cllr Pavelin – 056/23-24 i.

044/23-24 Open Forum for Public Participation Including Youth Representation

A parishioner new to the village introduced himself.

Mr Lewis Duke attended to ask if Councillors had an update regarding the Cemetery extension. The matter would be discussed under agenda item 059/23-24.

Andrew Lee attended to ask for use of the football pitches by three Whittlesford Warriors FC youth team's next season. He asked if the Council would consider entering a long-term agreement with the football club. He also asked if the pitch size could be reduced.

045/23-24 To approve minutes of meeting held on 21st June 2023

It was resolved that the minutes of the meeting held on 21st June 2023 are approved and signed by the Chair.

046/23-24 Matters Arising/Clerk's report

Reference: 23/02014/FUL

Proposal: Demolition of existing bungalow and erection of one and a half storey dwelling on similar footprint.

Site address: 12 Church Street, Ickleton, Cambridgeshire

Application withdrawn.

Cllr Heaney has made enquiries with South Cambs District Council regarding electric vehicle charging points.

The Mill Lane crossing lights are still causing light pollution. It was resolved to escalate the matter to Anthony Browne MP.

047/23-24 Defibrillator check

Defibrillator check carried out by the Clerk on 19/07/2023.

048/23-24 Traffic and Highways Issues

i. Speedwatch

A member of Cambridgeshire Constabulary Safer Speeds Team has recently hand delivered a third warning letter to two speeding motorists.

Cllr Heaney received correspondence from a member of public complaining about Speedwatch practises.

ii. LHI 2023/24 application

The bid for funding to enable village gateways to be installed in the Parish was once again unsuccessful.

049/23-24 Rural Crime Report

Cllr William Wombwell asked that as we move into harvest season, parishioners are vigilant and

report incidents of hare coursing. Parishioners should ring the police by dialling 999 if they see hare coursing, describing the vehicle and using a what3words location if possible. ACTION – Clerk to include in Icene.

Parishioners should also be mindful of the risk of field fires at this time of year.

GPS systems were recently stolen from farm machinery in the parish.

050/23-24 Reports from County and District Councillors

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

A Councillor noted the following:

The District Council is running a trial deployment of recycling bins for village public spaces and proposed that the Parish Council takes part in the trial. ACTION – Clerk to obtain more information about the initiative.

A new mobile food hub will visit Duxford Community Centre every Thursday from 11am-12pm.

ACTION – Clerk to include in Icene.

The District Council's Communities Team have created a new leaflet advising residents of support available during the cost-of-living crisis. ACTION – Clerk to request leaflets to distribute.

A Councillor had several matters to raise with Cllr Peter McDonald, who was not in attendance, as follows:

South Cambs District Council 4 day working week, and specifically the impact on the on speed of planning decisions.

East West Rail

Cambourne to Cambridge Public Transport Link

ACTION – Cllr Heaney to arrange a meeting with Cllr Peter McDonald.

A Councillor stated that the monthly reports do not acknowledge the views of the Parish Council.

A Councillor raised the ongoing issue of potholes in the parish.

051/23-24 Correspondence Received

i. Great Shelford Parish Council – funding for the Shelford & Stapleford Youth Initiative

Six young people from the Parish benefit from the activities of the Shelford and Stapleford Youth Initiative (SSYI). Great Shelford Parish Council, who support SSYI, have asked for if Ickleton Parish Council would consider giving SSYI a grant in the next financial year. ACTION – Clerk to contact SSYI.

ii. Greater Cambridge Partnership – Making Connections update

The Executive Board have requested that officers develop a revised package of measures reflecting the public's feedback to the Making Connections consultation and following discussions with the Joint Assembly. In the autumn a detailed proposal will be brought back to the GCP's Joint Assembly for scrutiny before the Executive Board decides whether and how to proceed with any scheme.

The updated proposal could include changes to the operating hours of a Sustainable Travel Zone and a more extensive package of exemptions.

Noted by the Parish Council. ACTION – Clerk to include in Icene.

052/23-24 Planning Information

i. For consideration

Reference: **23/01620/FUL** and **23/01621/LBC**

Proposal: Change of use of agricultural building to residential use ancillary to the host dwelling (part-retrospective), internal and external alterations to create guest accommodation on the ground floor, internal and external alterations to create a study/home office on the first floor (retrospective).

Site address: The Old Grange, Grange Road, Ickleton.

Cllr Hamilton left the meeting briefly while the application was discussed.

The application has been amended following comments from the Conservation Officer. The Parish Council continue to support the application.

ii. Information only applications

None.

iii. Planning Decisions

None.

- iv. **Planning Appeals**
None.
- v. **Tree Works**
Reference: 23/0600/TTCA
Proposal: Eucalyptus - Remove.
Site address: 37 Frogge Street, Ickleton, Cambridgeshire.
Noted by the Parish Council who had no comment.
- 053/23-24 Wellcome Genome Campus Expansion update**
Landscape works associated with the existing Campus have commenced. This will involve the transfer of topsoil from the Expansion Land to the existing campus through the new construction access and movement of spoil from the existing Campus to the Expansion land, as part of the enabling works and initial earthworks. The intention is to consolidate the movement of spoil and topsoil from the east and west sides of the A1301 to minimise movements and therefore reduce the total period for undertaking the works.
Vehicle movement on the expansion site outside of construction hours is not construction activity. Changes to the watering strategy, following recent high temperatures have meant that temperate trees and seedlings on site require watering in the evening.
Urban & Civic have organised a community day on Thursday 21st September 2023 in which the Project Team and contractors can help with a small community project. Councillors will suggest help with skate ramps repairs, maintenance of Coploe Pit and/or clearance on the recreation ground.
- 054/23-24 Boro Farm Aggregate site**
Nothing to report regarding the planning applications. There was a notable increase in HGV traffic through the village to the site when the A1301 was recently closed. A Councillor reported that activity on the site continues without apparent reduction.
- 055/23-24 Reports from Councillors**
Cllr Sadler:
Cllrs Sadler, Pavelin and Hamilton attended a meeting at Abbey Barns regarding an upcoming planning application. The meeting was attended by Lewis Duke, representatives from Team Consulting and an architect. Team Consulting are expanding and also wish to have more laboratory space to allow work that is currently outsourced to be performed onsite.
The Parish Councils main concern is traffic and parking. A traffic plan has been carried out to be included in the application and the application should include plans for laybys and bus stops on Duxford Road.
- 056/23-24 Financial Matters**
- i. **To approve payments of July 2023 accounts**
Clerk's salary (confidential)
Clerk's expenses – £41.75
Tim Pavelin (Empty bins) - £80.00
E & E Plumridge (Icene printing) - £184.00
Dominic Pallett (Grass cutting) - £1,775.00
Npower (Street lighting) - £56.20
Village Hall (Room hire) - £75.00
Pest Professionals (Woodworm treatment) - £1,680.00
CAPALC (Internal Audit) - £159.00
It was resolved that all the payments listed be made.
- ii. **Bank reconciliation (bank accounts)**
Unity Current Account - £20,862.05
Unity Instant Access Account - £25,505.81
Total - £46,367.86
It was resolved that the bank reconciliation for June 2023 is approved by the Parish Council.
- iii. **Bank reconciliation (cash card)**
Total - £185.00
It was resolved that the bank reconciliation for June 2023 is approved by the Parish Council.

- iv. Budget review – First quarter April - June 2023**
The quarterly budget review was circulated to the Parish Council ahead of the meeting and noted. All spending is as expected. The LHI application was unsuccessful and therefore the money budgeted for the project will not be spent.
- v. Refund to Hundred Parishes Society**
The Parish Council received a grant from Hundred Parishes Society to purchase a tree popper. The Clerk has noted that tax was paid which can be reclaimed by the Parish Council and advised the Parish Council to reimburse Hundred Parishes Society the tax amount of £64.80. It was resolved that the tax amount would be refunded.
- vi. Information Commissioners Office membership**
The cost of registering a Parish Council is £40.00. There was a lengthy discussion regarding the necessity of registration. Advice from the ICO is that if the Parish Council is processing personal data electronically, they would be required to register. Due to a differing opinion a vote was taken by show of hands with the majority in favour of registering.
- vii. CPRE membership**
Cllr Hamilton proposed, Cllr Heaney seconded and it was resolved that membership with CPRE would be renewed at a cost of £36.00.
- viii. Pitch hire fees**
The pitch hire fees were reviewed for use by three Whittlesford Warriors FC youth teams for matches next season with some training in September 2023.
Cllr Sadler proposed, Cllr Sian Wombwell seconded and it was resolved that a season fee of £400.00 would be charged.
Whittlesford Warriors have requested that the length of the 11v11 pitch is shortened and the Parish Council did not object. The Parish Council will await a draft long term agreement proposal to consider.
- 057/23-24 Recreation Field and Play Area**
- i. Skate ramp repairs**
Herts & Cambs Ground Maintenance were asked to quote the Council for repairs. They have advised the Council to wait until the next playground inspection has been undertaken before spending any money on repairs. The playground inspection is due in August 2023. It was resolved to wait until after the inspection to decide whether the ramp can continue to be used.
- ii. Horse chestnut tree**
The Cricket Club have requested that low level branches are cut back. Cllr William Wombwell will carry out the work in the winter.
- 058/23-24 Policy and procedure**
- i. Grievance Policy**
The Grievance Policy was drafted by the Clerk and presented to Councillors at the June 2023 Parish Council Meeting. Amendments were proposed by Cllr Pavelin and a further draft circulated to Councillors. It was resolved to approve the Grievance Policy with the proposed amendments.
- 059/23-24 Cemetery extension**
The Parish Council is minded to purchase a plot of land to allow the cemetery to be extended. The Council will seek input from absent Councillors before responding to the landowner.
- 060/23-24 Clerk & RFO resignation**
Leanne Smith is stepping down from the role of Parish Clerk and Responsible Finance Officer on 28th July 2023. The vacancy is currently being advertised. In the interim period Beckie Whitehouse is joining the Parish Council as a Locum Clerk provided by Cambridge and Peterborough Association of Local Clerks.
- 061/23-24 DATE OF NEXT MEETING:**
Wednesday 16th August 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.

Appendix A

Report for Parish Councils – July 2023

South Cambs District Council

Public recycling bin trial

The District Council is running a trial deployment of recycling bins for village public spaces, which will begin later this year. These will be blue bins for mixed recycling, following the same rules and colour as our domestic blue bins. The aim of the trial is to assess demand and whether or not the bins are used correctly before adapting collection vehicles for full scale deployment if the trial is successful. During the trial there will be a limit of two recycling bins per parish. Parish Councils that would like to take part in the trial are invited to contact Sarah Phillips at sarah.phillips@scambs.gov.uk.

Mobile Food Hub

A new Mobile Food Hub, funded by the District Council and run by not-for-profit organisation, Hope CIC, is being launched to further support communities during the cost of living crisis. Fresh produce and essential items, some of which will be free and others at below retail price, will be brought directly to villages around South Cambridgeshire to help people with rising food prices. It is the first service of its kind in the district. The initiative was launched amid figures from the Consumer Prices Index in April which showed food shopping bills have risen by almost 20% in the last year.

The Mobile Food Hub will visit Papworth, Orchard Park and Duxford weekly, with further locations to be confirmed. It will be open in Duxford every Thursday from 11am to 12noon. The villages have been selected based on Census deprivation data, mapped against where current foodbanks and food hubs operate from.

Any resident struggling with increasing costs, including those who live outside of these villages, can access this Mobile Food Hub by turning up on the day. No vouchers or referrals are needed. There will be a mix of fresh and long-life food on offer. Food is coming from both donations and purchasing from local suppliers. Residents will also be able to buy essential affordable items.

Review of achievements in 2022/23

The council has produced two videos summarising its achievements during 2022/23 to give an overview to taxpayers of how their money is being used to deliver and improve services. These can be watched here:

<https://www.youtube.com/watch?v=mlB6auWfV8>

<https://www.youtube.com/watch?v=-a2zup0xTGc>

Cost of Living support

The District Council's Communities Team have created a new leaflet advising residents of support available during the cost-of-living crisis. There is a push this year to encourage more people to apply for Council Tax support as many who are eligible for this scheme are unaware it exists. If you are able to assist with distributing this leaflet within your parish, please email chris.riches@scambs.gov.uk who will arrange for leaflets to be printed.

Cambridgeshire Fire and Rescue Service survey

Cambridgeshire Fire and Rescue Service have asked the council to share details of their latest public survey to help improve their service in preparation for their next five-year plan. The survey should take 10-15 minutes to complete. There are three £50 shopping vouchers which you can have a chance of winning by completing it.

Four-day working week update

Last month I reported that the four-day working week trial at the District Council had been extended by a year, following the success of the initial three-month pilot. In those three months, the scheme had generated direct savings of £300,000 thanks to an improvement in recruitment and retention. Further savings on the £2 million annual bill for agency staff are anticipated as the trial continues. Additional indirect savings are also expected as we see the broader benefits of moving away from a high turnover of temporary staff. The independent assessment of the trial reported significant improvement in most of the Key Performance Indicators assessed, with no serious outliers of concern. The council was therefore surprised to receive a letter on 1 July from Lee Rowley MP, Parliamentary Under-Secretary of State for Local Government and Building Safety, requesting a halt to the trial. This letter generated significant media attention. The District Council Leader, Bridget Smith, has requested a meeting immediately to understand the reasons behind this request in light of the range of benefits for taxpayers that the trial has demonstrated. The four-day working week is an example of modern working practice that has demonstrated productivity benefits in the private sector. South Cambridgeshire District Council is the first council to assess its effectiveness in the public sector. The extended trial will determine whether this change in working practice can continue to deliver significant service quality improvements while reducing costs for the council and taxpayer

Planning Delegations

Recent meetings here:

<https://www.greatercambridgeplanning.org/planning-applications/step-by-step-guide-to-permissions/delegated-planning-decisions/#A2>

Cambridgeshire County Report

Holiday Activity and Food (HAF)

This summer, the Holiday Activity and Food (HAF) programme is offering free spaces for children in Cambridgeshire who are eligible for free school meals, to enjoy enriching experiences and nutritious food. This continuing initiative offers primary and secondary school children in Cambridgeshire the chance to enjoy a range of exciting experiences. With a focus on providing healthy meals alongside engaging activities, this programme is ideal for children who want to stay healthy and active this summer. Each session will include a nutritious meal, a variety of exciting activities or sports and the opportunity to socialise with other children.

Subject to availability of places, any child receiving income-related free school meals is eligible for the programme. The programme will run from 20th July to 31st August, with the exception of bank holidays. Eligible children can attend a holiday scheme for free for up to 64 hours.

Funded by the Department for Education (DfE), the HAF scheme enables local authorities to coordinate free holiday childcare and enriching experiences locally.

As part of the programme, eligible children will be able to access:

- Fun and entertaining play opportunities or new experiences that help children to develop their skills and knowledge.
- At least one meal a day.
- Guidance on increasing awareness of healthy eating, lifestyles, and positive behaviours.
- Parents will be supported with information and signposting to other services and support which might be helpful to families.

Further information can be found at Cambridgeshire Holiday Activities and Food (HAF) Programme 2023 - Cambridgeshire County Council.

LHI Scoring

The LHI scoring for complex & non-complex schemes was published in the July 4th Highways Committee:
<https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2105/Committee/62/Default.aspx>

Additionally, there are safety programmes including the A505 crossing between Duxford & Whittlesford:
https://cambridgeshire.cmis.uk.com/CCC_live/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=17px2YotiRuRtu6KKTdZYlFAHsHWj8%2fSWrBqvCad%2bMrH6U4ouCVF3Q%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNlh225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9IXnlg%3d%3d=hFflUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFflUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJff55vVA%3d&FgPlIEJYlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJff55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJff55vVA%3d&WGewmoAfeNQ16B2MHuCpMRKZMwaG1PaO=ctNJff55vVA%3d

The 20 mph scheme scores will be published later.

Peter McDonald
July 8th 2023