

MINUTES OF ICKLETON PARISH COUNCIL

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

Present: Cllr Emily Gittins, Cllr Philly Hamilton, Cllr Steven Heaney, Cllr Tim Pavelin, Cllr Terry Sadler, Cllr Sian Wombwell

In attendance: SCDC/CC Cllr Peter McDonald, Barbara Benn (Clerk), and two members of the public.

Open

- 122/23-24** Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council. Only items on the agenda were discussed

Formalities

- 123/23-24** **Apologies for absence.**
Received in advance, and accepted for personal reasons, Cllr William Wombwell
Notification of late arrival received in advance and accepted, Cllr Lucy Davidson (arrived 8pm)
Notification of late arrival received in advance and accepted, Cllr Simon Cheney (arrived 8.10pm)
- 124/23-23** **Councillors' Declarations of Interest**
Cllr Pavelin – 132/23-24 ii. Invoice 25 - Bin emptying
Cllrs Pavelin and Cheney – 134/23-24 i. 23/04112/S73
Cllrs will not take part in the decision making.
- 125/23-24** **To approve the Minutes of the meeting held on 18th October 2023.**
It was resolved that the minutes of the meeting held on 18th October 2023 were a true record and these were signed by the Chair

Agenda

- 126/23-24** **Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCClrs)**
Please see appendix A
It was resolved with all in agreement to move item 134/23-24 xii. Email received from a resident, 9th November 23, concerning the Teepee at Riverside Barns.
Correspondence to be sent to Cllr Peter McDonald who will contact Environmental Health and Planning
Action Cllr McDonald
Reply to be drafted to member of public.
Action Clerk
- 127/23-24** **Health and Safety**
i. Defibrillator check (Cllr Pavelin)
Completed by Cllr Pavelin 15th November 2023
ii. Correspondence from Healthwatch Cambridgeshire and Peterborough who are launching a survey on 1st November 2023 to gather people's experiences of accessing Primary Care services, such as GP services. This survey will remain open until 17th December 2023.
Noted. To be advertised on website and in Icene.
Action Clerk
- 129/23-24** **Services and amenities**
i. *Ickleton Lion*
Establishing formal right of way through car park (Cllr Sadler). Useful advice had been obtained from the relevant official at Cambridgeshire County Council. A lot of paperwork is involved. Forms to be downloaded and completed in draft to scope size of task. **Action Cllr Sadler**
Correspondence with Greene King (Cllr Heaney).
Ickleton Lion now advertised as open to let. It was decided to write to Greene King to request they remove the skip and tidy the garden area.
Action Cllr Heaney
ii. *Telecoms*
Proposed upgrade to existing radio base station installation at ctil 10968704, M11 junction 9, greenfield site off Coploe Road, Abbey Farm. The proposed works comprise the removal and replace 3 x Antenna and add 3no antenna (6 in total) with height increase and additional steelwork. Installation of no.15 x RRU's. Installation of no2 x 0.3m Dishes. Correspondence received with a deadline of 14th November for comment. Distributed to Cllrs 1st November 23.
Noted
- 130/23-24** **Policy and procedures**

i. *Information Management*

Website accessibility review undertaken by Cllr Heaney and Clerk 24.10.23

Noted

ii. ICO FoIA Publication scheme update

Draft document to be reviewed by Cllrs Heaney and Gittins.

Action Cllrs Heaney and Gittins

131/23-24 Projects

i. *Cemetery*

Cemetery extension progress report (Cllr Cheney)

It was resolved with all in agreement to defer this item until Cllr Cheney's arrival.

Taken after the Tax and Finance session later in the meeting.

132/23-24 Tax and finance

i. *Audit*

Proposal to instruct CAPALC for the 2023–2024 year internal audit.

Approved with all in favour.

Action Clerk

ii. *November accounts:*

CAPALC, invoice 4333, £490.98 (paid 23.10.23)

Unity Bank payment, 4.6.23 to 3.9.23, direct debit taken 30.9.23, £18

Plumridge, INV-3221, Icene Sep 23, £157.50

Plumridge, INV-3299, Icene Oct 23, £199.50

Plumridge, INV-3372, Icene Nov 23, £173.00

CAPALC, invoice 4389, new clerk training, £250

Rialtas, invoice 31128, clerk training, £144.00

Amazon (Equals card), DS-ASE-INV-GB-2023-444361152, Table tennis balls, £7.99

Amazon (Equals card) INV-GB-509596005-2023-91153, hazard tape, £9.90

Amazon (Equals Card) INV-GB-144513081-2023-95738, A4 paper, £11.98

D Pallet, 011123, grass cutting Jul 23 to Sep 23, £1524.51

SLCC, MEM246270-1, Clerk's membership fee, £149.00

David Archer Associates, INV-3396, tree inspection and report, £750.00

T Pavelin, Invoice 25, empty bins, £80

Clerk's Salary November 23 (confidential)

Payments approved with all in favour.

Action Clerk

Banking

iii. Bank reconciliation (bank accounts) to 31st October 23 – Current £25,437.08

It was resolved that the bank reconciliation for October 2023 is approved by the Parish Council.

iv. Bank reconciliation (Equals cash card account) – October 23

It was resolved that the bank reconciliation for October 2023 is approved by the Parish Council.

v. Proposal to add Steven Heaney (Chair) as bank signatory.

Approved with all in favour.

Action Clerk

vi. Proposal to change banking Key Contact to new clerk's details

Approved with all in favour.

Action Clerk

vii. Remove previous clerk's access

Approved with all in favour.

Action Clerk

Budget

viii. Budget review (Second review July-October 2023) The second budget review was circulated to the Parish Council ahead of the meeting with notes on larger variances.

Noted and agreed.

ix. Finance Working Group to meet before the December meeting to look at the 2024-25 budget.

It was resolved to meet in late November. Clerk to email suggested dates.

Action Clerk

x. Proposal to purchase a pay as you go sim card for use by the clerk on Council business.

Approved with all in favour.

Action Clerk

xii. Proposal to adopt the new 23-24 Local Government Services Pay Agreement 2023 and backdate to April 23.

Approved with all in favour.

Action Clerk

Deferred item 131/23-24

Cemetery

Cemetery extension progress report (Cllr Cheney)

Funding:

A meeting is scheduled with Thalia WB Community Fund.

Action Cllr Cheney

Explore possible levelling up funding.

Action Cllr Cheney

Solicitors:

Awaiting full response from other party

Environment

133/23-24 District developments

- i. Wellcome Genome Campus Expansion Update (Cllr Hamilton) – no update
- ii. Boro Farm – still with planning inspectorate. Decision awaited.
- iii. Great Chesterford – plan for 350 homes going before UDC planning committee next week. Recommendation for refusal made by planning officer.
- iv. Uttlesford local plan – draft local plan consultation starts 3.11.23 and ends 18.12.23. Parish Council response to be discussed at next meeting, 13th December 2023.

134/23-24 Land and premises

Planning information from SCDC:

i. For consideration

Reference: S/4329/18/COND21

Proposal: Submission of details required by condition 21 (Design Guide) of planning permission S/4329/18/OL

Site address: Wellcome Genome Campus Hinxtton Saffron Walden Cambridgeshire CB10 1RQ

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/S/4329/18/COND21>

Amendment – updated design guide. Closing date for response 13th November.

No comment required.

Reference: 23/04112/S73

Site address: 10 Church Street Ickleton Cambridgeshire CB10 1SL

Proposal: S73 to vary condition 2 (Approved plans) of planning permission 22/03827/HFUL (Part single storey, part two storey rear extension and velux roof windows to front elevation) removal of work to first floor level except a small dormer window.

Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/04112/S73>

It was resolved to support this application.

Action Clerk

ii. Information only applications

Reference: 23/01028/CONDA

Site: Valance Farm Elmdon Road Ickleton Cambridgeshire CB10 1TB

Proposal: Submission of details required by condition 3(External Material) of planning permission 23/01028/FUL

Web Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01028/CONDA>

Noted.

Reference: 22/05270/CONDA

Proposal: Submission of details required by condition 3 (Protection and Support) and 4 (Timber Frame Repairs) of listed building consent 22/05270/LBC

Site: 27 Church Street Ickleton Cambridgeshire CB10 1SL

Web Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/05270/CONDA>

Noted.

Reference: 22/05269/CONDA

Site: 27 Church Street Ickleton Cambridgeshire CB10 1SL

Proposal: Submission of details required by condition 4 (Roof Details), 5 (Roof Details), 6 (Render details) and 8 (Scheme of Ecology Enhancement) of planning permission 22/05269/HFUL

Web Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/05269/CONDA>

Noted.

Reference: 23/01620/CONDA

Site: The Old Grange Grange Road Ickleton Cambridgeshire CB10 1TA

Proposal: Submission of details required by condition 4(Biodiversity Enhancements) of planning permission 23/01620/FUL

Web Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01620/CONDA>

Noted.

Reference: 23/01699/CONDA

Site: 31 Frogge Street Ickleton Cambridgeshire CB10 1SH

Proposal: Submission of details required by conditions 4(Biodiversity Net Gain), 8(Surface Water Drainage) and 10 (Carbon Emission) of planning permission 23/01699/FUL

Web link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01699/CONDA>

Noted.

iii.

Planning decisions

Reference: 23/03399/FUL

Site: Land At Duxford Road Ickleton Cambridgeshire

Proposal: Erection of a general purpose agricultural building

Web link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/03399/FUL>

Decision: Granted Permission

Noted.

iv.

Planning Appeals

- none

v.

Tree Works

Reference: 23/1260/TTCA

Proposal: Dying Catalpa - Fell

Site address: 7 Church Street Ickleton Cambridgeshire

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/1260/TTCA>

No comment.

Reference: 23/1261/TTCA

Proposal: Silver Birch - Reduce spread on side overhanging neighbouring garden (7 Church Street) by up to 2.5m and taper into each side to retain spread along fence line

Site address: 1 Mill Lane Ickleton Cambridgeshire

Public Access link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/1261/TTCA>

No comment.

Parks and Open Spaces

- viii. Proposed works to horse chestnut trees on public land owned by the PC following receipt of arboriculturists report.

One quotation received awaiting further two. To be finalized at next meeting.

Action Clerk

It was further noted that the Village Green horse chestnut tree and surrounding seat have been proposed to be included in Cambridgeshire's Local Heritage List by a member of the public.

- ix. Request for funding from Coploe pit volunteers to fund a new strimmer/ brush cutter costing around £380.

Funding agreed in principle. It was proposed that the PC enquire whether an electric device would be preferable to the suggested petrol strimmer.

Action Clerk

- x. Correspondence from South Cambs District Council who are offering Six Free Trees (or one larger potted tree) to all parish councils in South Cambridgeshire.

It was agreed that the offer would be accepted.

Action Cllr

Cheney

Natural Environment

- xi. Cambridge Carbon Footprint are offering the opportunity to borrow and learn how to use a thermal imaging camera, for free.

Noted. To be displayed on village notice board, on website and in Icene.

Action Clerk

Cllr Heaney to attend training session.

Action Cllr Heaney

- xii. Email received from a resident, 9th November 23, concerning the Teepee at Riverside Barns. Taken after the Report form Councillors session earlier in the meeting.

Leisure and culture

135/23-24 Sports

Cricket club nets funding (Cllr W. Wombwell). – No update

Policing and public safety

136/23-24 Police

- i. PCSO visibility in Ickleton – response to enquiry received and circulated to Councillors 6.11.23. Noted.
- ii. Update from Cllr Mallam following Neighbourhood Policing team online meeting. Meeting postponed to 28th November 2023

Action Cllr Gittins

Social issues

137/23-24 Ethnic Communities

i. Travellers

South Cambridgeshire District Council & Cambridge City Council have appointed a survey to carry out a Gypsy and Traveller Accommodation Assessment (GTAA). The survey was shared with Councillors for comment by 10th November 2023. Noted.

ii. Vulnerable residents

Request received from Royston and District Community Transport for funding support.

Clerk to establish whether this service used by residents.

Action Cllr

Sadler

- iii. Correspondence received from South Cambs District Council encouraging residents to apply for all cost-of-living support they are entitled to. Noted.

To be displayed on notice board, website and in Icene

Action Clerk

Transport and Streets

138/23-24 Traffic calming

- i. Speedwatch update - over 1500 reports of speeding have been made since January 2023.

Cllr Sadler to write a report for Icene.

Action Cllr Sadler

- ii. Update following Urban&Civic Meeting held on 25th October at 2pm to look at public realm improvements/traffic calming in Ickleton. (Cllrs Heaney and Sadler)

Awaiting presentation from street improvements consultant focusing on three areas for potential improvement.

Action Cllr Heaney

- iii. LHI application round 2024/2025 is live. Closing date 12 January.

It was resolved to find costs for potential Butcher's Hill junction improvements. **Action Cllr Sadler**

139/23-24 Road and Highways

- i. M11 Babraham to Six Mile bottom resurfacing - The next phase of work will take place on the A11 southbound between Granta Park and Stumps Cross from Monday 20 November to Monday 27 November. Work will be carried out on weeknights between 8pm and 6am. The A11 between Granta park and Stumps Cross, will be closed one direction at a time.

Noted. To be displayed on notice board, website and in Icene.

Action Clerk

140/23-24 Public transport

- i. Damage to bus stop on Abbey Street (Cllr Davidson). Update at next meeting. **Action Cllr Davidson**

141/23-24 Action list and Clerk's report

Modernisation

Initial costings for Microsoft 365 £550 per annum for basic licence. Action Cllr Heaney

All other items covered elsewhere on the agenda

The Parish Council would like to extend their thanks to the retiring vice chair and treasurer of the Village Hall Committee for their work on behalf of the community.

142/23-24 Date and time of next Parish Council meeting: Wednesday 13th December 2023 at 7.30pm

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.

Close The meeting closed at 9.45pm

Signed:

Date: 13th December 2023

Parish Council Report – November 2023.

Planning Application queries

The Greater Cambridge Planning authority processes well over 3000 planning applications every year, and most of these applications run smoothly. However, occasionally there are problems with the handling of planning applications. Concerns about the planning application process should initially be referred to the application case officer, whose name is listed on the application and whose contact details can be found here

<https://www.greatercambridgeplanning.org/about-us/contact-us/development-management-area-teams/>

(we are in Area Team East). Any concerns that have not been dealt with satisfactorily by the case officer should be referred to the Area Manager (Jane Rodens). If there is still a problem at this stage then please contact either Cllr Hawkins (the Cabinet Member for Planning) or myself and we will investigate. In the event of any problems it is much better to follow this process while the application is still being considered. Once an application has been decided, the mechanisms available to revisit the decision are very limited.

Council Financial Health

Councils across the UK are facing a collective budget gap of over £3 billion, according to recent research by the Local Government Association and Unison. This is affecting most of the 50 councils across the East of England, 29 of which face budget shortfalls of over £1 million, and 41 of which face a budget shortfall of some kind, which is likely to lead to a cut in service provision. South Cambridgeshire District Council is one of only 9 councils in the region that has no shortfall, with a balanced budget for the forthcoming financial year, thanks to our administration's careful financial management and well-designed investment strategy.

Youth engagement workshops

As part of the council's youth engagement programme, planning officers have been running workshops in local schools introducing children to some of the design challenges and career options in development and planning. One of these was held recently at Leys School and Fowlmere Primary School, where the children were given presentations about a current development proposal, were taken on a site visit, and took part in a competition to design some visual elements of the proposals.

Continuous Improvement and Key Performance Indicators

The District Council regularly monitors its performance across all services as part of a philosophy of continuous improvement. Performance is tracked by a set of 31 Key Performance Indicators (KPIs), which are examined quarterly along with the other members of the Scrutiny and Overview Committee.

In the last assessment we examined the council's performance for the period April–June 2023, including scrutinising the KPIs and performance against the business plan for the year. Overall, the council is maintaining excellent performance levels when compared with other councils, with most KPIs showing steady good performance or gradual overall improvement. Many of these targets are set at ambitious levels designed to stretch the performance for South Cambridgeshire well above typical levels for local government. Performance improvement highlights include reducing the average time it takes to determine householder Planning Applications from 11 weeks to 9 weeks in the past year, and reducing the average time to re-let vacated Council Houses from 100 days to 22 days over the past 3 years. The council will continue to work on improvements like these that make a real, positive difference to the lives of residents. Serious questions are asked in these committee meetings if any KPI appears to be showing a trend in the wrong direction. The questioning is summarised in the minutes which can be examined for all previous meetings. <https://scambsmerngov.co.uk/ieListDocuments.aspx?CId=417&MId=9799&Ver=4>

Homes for Ukraine update The war in Ukraine may no longer be on the front pages of our newspapers but the crisis continues for those families who have been displaced by

ongoing hostilities. The council has recently launched a Homes for Ukraine Landlord Incentive Scheme, designed to make more options available to guests who are moving on after their initial stay with a host. Landlords who are able to provide properties in South Cambridgeshire to Homes for Ukraine guests resident in the district will qualify for a financial incentive. The incentives differ depending on the size of the property, and whether the property is provided at market rent or at local housing allowance rate. The landlord must also provide a minimum tenancy of 6 months from the outset. To express interest, please sign up here, email HFULiaison@Scams.gov.uk or call the Home for Ukraine team on 01954 71341

Cambridgeshire County Report

Cambridgeshire County Council's estimated budget gap for 2024/5 has increased from a predicted £16m to more than £23m – largely due to increases in demand for services and inflationary pressure.

In papers published for last week's Strategy, Resources and Performance committee, the Council is also estimating that without action being taken this gap will grow, and is predicted to be more than £20m in the following year, and a further £19m+ the year after that.

In 2023-24, pressures on our budget have arisen principally due to several very high-cost children's social care placements and a delay in receiving income from a newly constructed solar farm (which requires connection to the electricity grid). In addition, we are seeing that demand for bed-based care for older people is also rising, following a period of reduction in demand and then stability stretching back for some time, to the beginning of the pandemic.

It also points to wider national and even international issues which have impact on the council's pressures – such as interest rates which the Bank of England has said are likely to remain above 5% until 2026, which impact on all goods and services the council buys, the cost of borrowing as well as pay award costs for both council workers, and a large externally commissioned workforce which includes residential care for vulnerable adults and children.

Proposals to set the Council's 2024/5 budget will be discussed by Members in December before a period of scrutiny, throughout January, including an opportunity for residents to comment on the plans.

Fostering Teenagers

The Cambridgeshire Fostering Service is asking parents whose own children have flown the nest, either to attend university or gain independence in other ways, to consider fostering vulnerable young people.

In Cambridgeshire, there are currently more than 400 young people in the 12-18 age range who, for reasons beyond their control, are unable to continue living with their birth families. These young people would benefit hugely from the invaluable experience of people who have raised teenagers and supported them on their journey to independence.

Quality Of Life Survey

Most Cambridgeshire residents feel happy and safe in the county, well connected to their local communities, and believe it's a great place to raise children – according to the County Council's first annual Quality of Life survey involving more than 5,500 residents. But unsurprisingly this is less likely to be the case for people in some specific groups, with a stark finding that loneliness in Cambridgeshire is far higher than the national average. Loneliness was most likely to be reported by those aged 18 to 25, who also reported more struggles with their mental health.

Satisfaction with Council services was mixed. It was highest across library, waste management, street lighting and registration services, and lowest in road and pavement maintenance.

A snapshot of results

- 84% of residents feel safe in, and 75% feel they belong to, their local community - defined as the area within 15-minute walk of their home.

- 72% of residents reported high or very high levels of happiness, with an average score of 7.25, in line with the Office of National Statistics (ONS) 2022 national benchmark of 7.45.
- 29% of residents indicated they often feel lonely - higher than national ONS data, of 8% feeling lonely always or often, and 25% felt lonely always, often or some of the time.
- Younger age groups are more likely to report loneliness – including 52% of 18-24s – compared to only 18% of those aged 55+ years.
- 37% of residents reported struggling with their mental health in the last year. This rose to 61% for 18-24s and 59% for 25-34s reporting struggling with mental health in the last year. A significantly smaller proportion of 65+ years report similar struggles (11%).
- 30% of parents reported their child has faced mental health problems in the last year.
- 52% of residents trust CCC to make decisions about services.
- 44% agree that the council delivers value for money, slightly higher than the Local Government Association (LGA) national benchmark of 42%.
- 45% agree that the council acts on the concerns of residents against 40% who disagree, with a high number of don't knows (16%). This is below the LGA average of 52%, with only 2% unsure - but the two surveys use different answer scales and so are not directly comparable
- 84% of those who use the services say they are satisfied with libraries and registration services, with 83% satisfied with waste management and 78% with street lighting. Park & Ride, the guided busway and trading standards also scored satisfaction levels above 70%
- 76% are dissatisfied with road and pavement maintenance – both a local and national concern. In open questions at the end of the survey, improving road maintenance and fixing pot holes were the most often raised concern.
- 86% of residents are concerned about cost of living increases, as a result 48% have cut back on heating use, 27% have cut back on nutritious food, 8% have used a foodbank and 9% have stopped using prescription medicines.

Peter McDonald
Nov 5th 2023