

MINUTES OF ICKLETON PARISH COUNCIL MEETING

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall, Frogge Street, Ickleton. CB10 1SH

Wednesday 17th April 2024 starting at 7.30pm

Present: Cllr Lucy Davidson, Cllr John Gidley, Cllr Emily Gittins, Cllr Simon Cheney, Cllr Philly Hamilton, Cllr S Heaney, Cllr Tim Pavelin, Cllr Terry Sadler, Cllr Sian Wombwell.

In attendance: Barbara Benn (Clerk) and three members of the public (two members of the public arrived after the Open Forum had been closed).

Open

227/23-24 Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council. No representations were made.

Formalities

228/23-24 Apologies for absence. None received.

229/23-24 Councillors' Declarations of Interest. Cllr Pavelin 235/23-24 ii.

230/23-24 To approve the Minutes of the meeting held on 20th March 2024. It was resolved that the minutes of the meeting held on 20th March 2024 be approved and signed as a true and accurate record.

Agenda

231/23-24 Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCCllrs). Cllr Davidson suggested exploring a grant application to the Zero Carbon Communities grant scheme for funding towards the costs of the cemetery extension. It was resolved to discuss this further at the May meeting. **Action**
Cllr Davidson

Council

232/23-24 Policy and procedures

- i. Review privacy policy. It was proposed by Cllr Davidson and seconded by Cllr Sadler that this policy be approved. **Clerk**
- ii. Review and adopt draft publication scheme. It was resolved to make some minor changes to wording in relation to access to planning applications and adopt the draft policy. Proposed by Cllr Cheney and seconded by Cllr Hamilton. **Clerk**
- iii. Review cemetery guidelines. It was proposed by Cllr S Cheney and seconded by Cllr Sadler that this policy be approved. **Clerk**
- iv. Consider if the parish council wish to make comments on the Statement of Gambling Act Policy published by South Cambs District council. It was resolved that the Parish Council did not wish to comment on this policy.

233/23-24 Projects and initiatives

- i. Update on funding bid for cemetery extension. Awaiting decision following a funding application made to Thalia. **Cllr Cheney**
- ii. Consider the quotation received, from Aubergine, for a possible new Parish Council website. Cllr Heaney gave a summary of the offer from Aubergine. It was resolved that this be discussed further at a future meeting. **Cllr Heaney**
- iii. Consider County offer for EV charging infrastructure. It was resolved that the Parish Council express an interest in this scheme. It was further resolved that the Parish Council contact the Village Hall committee in relation to this funding opportunity. **Cllr Gittins & Clerk**

234/23-24 Collaborations and affiliations

- i. Decide whether an application should be made to The Hundred Parishes for grant funding within the scope of the charitable objectives of the organisation. It was resolved that an application should be made for the costs of the chapel repairs. Cllr Wombwell to get quotes for these and the matter be further discussed at the May meeting. **Cllr Wombwell**

235/23-24 Tax and finance

- i. To note receipts from:
Salvation Army Collection Bank, £36.08, 25th March 2024. Noted
- ii. To approve payment of April accounts:
Equals card payments -
Cambridge Past Present and Future annual membership - £40. Approved for payment. **Clerk**
Bank payments –
Unity Trust Bank – service charge £18.00 (DD taken 31.03.24)
CAPALC, Affiliation fee 24-25, £353.92
DG Pallett, 030424, grass cutting, £600.00
E&E Plumridge, Icene printing, INV-3876, £173.00

Rialtas, finance system, SM29600, £192.00 (total of £230.40 inc VAT)
 Ickleton Village Hall, room hire, 23-24/45, £25.00
 Citadel, IT support, 16597, £40.00 (total of £48 inc. VAT)
 Tim Pavelin, empty bins, £80.00
 C Frankau, Invoice 16, grass cutting, £2062.00
 Clerk's salary – confidential

It was resolved that the payments should be made.

Clerk

The following invoices were received for payment after publication of the agenda:

nPower Business Solutions, electricity, IN10123576, £111.62 (Direct debit)

ICCM, membership fee for 24/25, SO72/2024/24, £100.00

It was proposed by Cllr Sadler and seconded by Cllr Hamilton that these invoices be paid.

Clerk

- iii. To note and approve the email received from Red Shoes accounting in relation to the price increase for payroll services. It was resolved that the increase was approved.
- iv. Bank reconciliation – Current account £14,179.26, Instant Access account £26,034.27. Total £40,213.53. It was resolved that the bank reconciliation for March 2024 is approved.
- v. Equals card reconciliation – Balance £276.04. It was resolved that the Equals cash card reconciliation for March 2024 is approved.
- vi. VAT126 reclaim for quarter 4 23-24 - £146.23. It was resolved that the VAT126 reclaim for quarter 4 23-24 is approved.
- vii. Budget review for the year 23-24. It was resolved that the budget review for the year 23-24 was approved.

236/23-24 Meetings and decision making

- i. Update on the arrangements for the Annual Parish Meeting. It was resolved that the advert for the APM be updated to include a list of proposed speakers and advertised in Icene and on Village Facebook group, Village WhatsApp group, Village Notice Board and the Parish Council website. **Clerk**
 Cllr Hamilton confirmed that the village shop would provide refreshments on sale or return. It was resolved that Cllr Hamilton order refreshments up to the agreed budget of £300.00. **Cllr Hamilton**

237/23-24 Safety and risk management

- i. Emergency Plan review. It was resolved to review this at the May meeting. **Cllr Heaney**
- ii. Review and approve asset register. Reviewed an approved with minor changes: the addition of market values, where known, the correction of the location of the bus shelters and addition of the purchase price for the telephone box. **Clerk**

238/23-24 Collaborations and affiliations

- i. Consider the invitation to become a member of the Rural Services Network at £50.00 per annum. It was resolved that the Parish Council not to become a member of the Rural Services Network.

Community

239/23-24 Health and Safety

- i. Defibrillator check (Cllr Pavelin) – checked 16th April 2024 and ready for use.
- ii. Update on the Village Hall hire charge for the clean-up event. This was paid for by the Ickleton Society. The Parish Council would like to thank the Ickleton Society and the volunteers who supported this event with particular thanks to Clare Driver for organising the Litter Pick.

240/23-24 Church and cemetery

- i. Update and agree actions re works required to cemetery gravestones, walls and trees. It was resolved that a second opinion and quotation be sought for the work to the trees. It was resolved that no works were required to the wall or gravestones.
- ii. Update and agree actions re the works required to the chapel. Awaiting costs. **Cllr Wombwell**

241/23-24 Services and Amenities

- i. Discuss and agree actions arising from the notification that the Ickleton Lion Public House is to be put up for sale. The time limit for a constituted community organisation to notify SCambs of an expression of interest to bid ends 5 May. An expression of interest will trigger the full moratorium period (ends 25/09/2024). The Parish Council have been advised that there is local interest in constituting a community organisation to purchase the pub. In the absence of such an organisation, at present, the Parish Council resolved to express an interest as a potential bidder thus triggering the full moratorium period. It was proposed by Cllr Cheney and seconded by Cllr Gidley, and agreed by all, that Cllr Sadler would notify South Cambs District Council of this interest. **Cllr Sadler**
- ii. Update on Right of Way application for Ickleton Lion car park - Cllr Sadler has now collected sufficient statements for a draft application to be made. It was agreed that Councillor Sadler would

make the application on the Parish Council's behalf, and possibly hand deliver this to the County Council offices.

Environment

242/23-24

District development

- i. Boro Farm Appeal update. Cllr Sadler gave an update following the adjourned appeal held on 25th & 26th April during which there was a village walkabout. A decision is expected in the summer.
- ii. Wellcome Genome Campus Expansion update. No update. It was noted that Urban & Civic will be presenting at the Annual Parish Meeting.

243/23-24

Land and premises

Planning information from SCDC:

- i. Information only applications:
Reference: 23/03746/CONDA. Site: 7 Church Street. Proposal: Submission of details required by condition 3 (External Materials) and 4 (Roof/Wall Junctions) of planning permission 23/03746/LBC.
- iii. Planning decisions:
Reference: 24/0187/TTCA. Decision: Decline to Determine. Site: 57 Church Street. Proposal: Tree maples were part of boundary hedge. We trimmed last year but school children queue for bus underneath and now infringes on house and street light. Fearful of accidents wish to bring right down (children are climbing) overgrown hedge boundary field maples 6 trunks.
This decision was discussed at the meeting.
Reference: 24/00233/FUL. Decision: Granted Permission. Site: 12 Church Street, Ickleton. Proposal: Demolition of existing bungalow and erection of replacement dwelling.
Decision noted.
- iv. Agree response to the consultation on application for Approval of Reserved Matters Reference: 24/01226/REM Proposal: Approval of appearance, landscape, layout and scale in respect of strategic green, grey and blue infrastructure and the construction of an undercroft car park and associated accesses at the Wellcome Genome Campus Expansion (S/4329/18/OL).
The Councilors agreed to make no comment.
Reference: 23/00233/FUL – 12 Church Street Ickleton to record and discuss the decision of the planning delegation meeting held on 26th March 2024. The decision of the Planning Authority was noted, however, the Parish Council felt that their concerns had not been fully addressed.
- v. To discuss the email, dated 5th April, from Greater Cambridge Shared Planning in relation to The Statement of Community Involvement and decide a Parish Council response. It was resolved that no response is required.
- vi. To consider the two quotations for the annual weed spraying at the village recreation field, Ace Of Spade Landscapes £525 and Complete Weed Control £600, and agree on appointment. Following representations made by a member of the public, it was resolved to postpone any weed spraying at the recreation field and seek further advice. **Clerk**
Consider and revised quotation from D Pallet for grass cutting 24-25 £5,000. Acceptance proposed by Cllr Cheney and seconded by Cllr Gittins with all in agreement. Cllr Pavelin raised the issue of an overgrown verge and it was agreed that the Clerk would ask if this could be mown. **Clerk**
- vii. Update and action to be taken in relation to the minor playground repairs, repairs to the swings and renewal of play bark. Minor repairs not yet undertaken. Quotation for swing repairs awaited. Clerk to contact a company to get a quotation for the replacement bark.

Cllrs Cheney, Pavelin, Wombwell & Clerk

244/23-24

Water and sewerage

- i. Update in relation to the continuing issues with overflowing manholes. Cllr Heaney updated the meeting. The Parish Council will continue to press for a full resolution to this problem. A member of the public asked if the water seeping from the manholes had been tested. Cllr Heaney confirmed the Environment Agency had tested, at one location in Brookhampton Street, and it was within safe limits so no enforcement was necessary. A member of the public stated that they had noticed unusually high water levels in their meadow. Cllr Heaney stated that Cambridge Water had not detected any water leaks in the village.

Transport and Streets

245/23-24

Traffic calming

- i. Update re Speedwatch. Speedwatch sessions have been affected by poor weather and volunteer absence.

- | | | |
|------------------|--|------------------------|
| ii. | Update on the presentation received concerning potential public realm improvements. The report has been circulated to all Councillors. Actions arising from the report to be discussed at the May meeting. | All Councillors |
| 246/23-24 | <u>Road and Highways</u> | |
| i. | Consider response to request for views on Licensing Authority review of Council's Street Trading Policy. It was resolved that no response is required. | |
| 247/23-24 | <u>Transport planning</u> | |
| i. | Consider if the Parish Council wish to respond to the consultation by the Department for Transport Night Flights Consultation. It was resolved that Cllr Sadler would draft a response to the consultation for submission by the Parish Council. | Cllr Sadler |
| 248/23-24 | Action list and Clerk's report – Quotation awaited for bus shelter repairs | Cllr Wombwell |
| 249/23-24 | Date and time of next Parish Council meeting: Wednesday 15th May 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 11pm**

Signed: **S Heaney**

Dated: **15th May 2024**

Appendix 2

Parish Council Report April 2024

South Cambs District Council

Zero Carbon Grants

Zero Carbon Communities grant scheme launches for 2024

Community groups are being empowered to take action on climate change through a grant scheme encouraging local sustainability initiatives.

The popular Zero Carbon Communities grant scheme by South Cambridgeshire District Council is into its sixth year and opens for applications on Tuesday 2 April.

Last year, the total given through the grant since the scheme began topped more than half a million pounds.

The scheme underscores the Council's commitment to being green to the core and encourages residents, community groups and parish councils to find ways to reduce carbon emissions and raise awareness to meet the climate challenge.

Projects are invited under two themes:

- Reducing carbon emissions or locking up carbon.
- Community engagement around climate change.

Grants of between £2,000 and £15,000 are available to parish councils and community groups in the District, with a total pot of £125,000 available.

Whether it's promoting sustainable active travel, implementing renewable energy solutions, hosting educational workshops or planting community gardens, the Council encourages creative and impactful ideas that promote environmental stewardship.

Previous projects have included community building retrofits, food waste and climate-friendly cooking education, as well as e-bike rental schemes. Examples include:

- In 2023, Cambridge Carbon Footprint received £15,000 to expand their network of repair cafes in the district, diverting items from landfill and educating residents on sustainability and repair culture in a sociable setting.
- Duxford Community Centre, Landbeach Village Hall and Wysing Arts Centre each received £15,000 to install solar panels and reduce their buildings' grid electricity consumption.
- Hope Against Poverty CIC, who operate a mobile foodbank, received £15,000 to replace their current diesel van with an electric vehicle.

Anyone interested in applying is encouraged to attend an online application support workshop on Wednesday 24 April from 7 to 8:30pm. Sign up via Eventbrite. Tickets available from April 2.

<https://www.eventbrite.com/e/zero-carbon-communities-grant-application-workshop-tickets-853545175597?aff=oddtcreator>

All applicants should consult the updated application guidance and criteria when making an application. Applications can be made via the eform on the South Cambridgeshire District Council website. The form goes live from April 2. <https://www.scambs.gov.uk/climate-emergency-and-nature/zero-carbon-communities/zero-carbon-communities-grant-guidance-notes-and-criteria/> For questions or support, please email zcc@scambs.gov.uk

Statement of Community Involvement

South Cambridgeshire District and Cambridge City Councils have formally adopted a new key planning document – which sets out how they will help residents have their say on a wide range of planning matters during the next five years.

This Statement of Community Involvement (SCI) has been prepared by the Greater Cambridge Shared Planning Service. Councillors have said that increasing participation in planning will always be good for communities and this SCI sets out how the Councils will achieve this.

A draft version of the SCI was open for public consultation from 18 October to 29 November 2023, inviting residents of Cambridge and South Cambridgeshire to share their perspectives on how they could actively participate in planning decisions. During this period, two in-person consultation events were held, providing opportunities for face-to-face discussions, while an online webinar facilitated a virtual question-and-answer session with council representatives.

The feedback gathered from the public during the consultation period played a crucial role in shaping the final version of the SCI. The councils carefully considered the comments and suggestions received, ensuring that the document accurately reflects the people of Greater Cambridge. The Councils aspire, through the aims of the SCI, to:

- Ensure that engagement is managed efficiently by consulting at the earliest possible stages of the planning process, providing clear information about the proposals and by conducting early engagement with Councillors, stakeholders, community groups, applicants, and individuals in a meaningful way.
- Set clear and concise objectives of consultations in order to be transparent by keeping people informed, being clear on what the councils are asking for responses on, publishing outcomes, and setting realistic timelines for consultations and being open and clear about decision making.
- Be proportionate and cost effective in resource and promote best practice by exploring new and evolving methods of consultation and communications including digital to engage more easily with local communities.
- Ensure consultation is inclusive, fair, equitable and supports local communities in feeling heard through consultation methods that are consistent to all, including those people without access or find it difficult using digital communication.
- Be accountable in the decision-making process, by explaining how the responses to consultations will be considered, how people will be informed of outcomes or decisions, and ensure that the planning stages are robust, justified, and consistent.
- The new SCI marks a significant milestone in Greater Cambridge Shared Planning's efforts to strengthen community engagement in planning matters. Through extensive consultation and collaboration, the shared service between South Cambridgeshire District and Cambridge City Councils has crafted a framework that empowers residents to play an active role in shaping the future of Greater Cambridge.

<https://www.greatercambridgeplanning.org/about-us/statement-of-community-involvement/>

County Council Report

An agreement has been reached whereby Cambridgeshire County Council will host the High Intensity Users (HIU) team on behalf of the Integrated Care Board (ICB).

High intensity users, in this context, are people who frequently present themselves at hospital Accident and Emergency departments. These individuals often have complex - but not necessarily exclusively medical - needs, which cannot be met by the emergency departments.

Last year, Cambridgeshire & Peterborough Integrated Care Board spent an estimated £28m of NHS funding on emergency care for the 4,500 people attending emergency departments 5-10 times per year - an average of £6,200 per person.

Early identification of high intensity users of services has shown to reduce avoidable Accident and Emergency attendances and non-elective admissions by at least 40% within the NHS.

By hosting the HIU Operational Team, the county council will help to ensure that people receive a more targeted and personalised approach to their care and support.

In October 2023, the council's Communities service submitted an expression of interest to host the HIU Operational Team. The application highlighted how hosting the team would complement the work already taking place locally alongside the Integrated Neighbourhood Teams, and support the Council's approach to decentralisation, bringing support closer to communities.

The council was subsequently chosen to host the team. During the 18-month pilot, the team will contribute to an external evaluation process that will help to determine the future of the work.

However, to enable recruitment of the team to take place and the work to begin, the council needs to agree to receive funding from the ICB.

The council's Communities, Social Mobility and Inclusion Committee has therefore agreed to authorise the request to receive funding of £900,000 to host the team for a period of 18 months.

Household Financial Hardship

Proposals to fund support for Cambridgeshire residents experiencing financial hardship were discussed by the Communities, Social Mobility and Inclusion Committee (CoSMIC) Thursday (21 March).

The committee discussed plans to provide Cambridge Housing Society with an additional £150,000 and issue the Citizens Advice Bureau with a grant of £400,000.

This initial spend follows the council's budget setting last month when Full Council approved £2.2m to fund anti-poverty work across the county and support the council's ambition of helping people out of poverty.

Since October 2021, the council has been receiving money from the national Household Support Fund (HSF). The current round of HSF runs until 31 March 2024; in the spring budget earlier this month, a six-month extension was announced to run from April to September 2024. This funding extension will be considered at a future meeting of the Strategy, Resources and Performance Committee.

The HSF scheme has been complemented by work delivered by the Citizens Advice Bureau in the form of income maximisation and the Cambridgeshire Local Assistance Scheme, delivered by Cambridge Housing Society.

Cambridgeshire Local Assistance Scheme works with Cambridge and District Citizens Advice Bureau, Citizens Advice Rural Cambridgeshire, Cambridge Re-Use, The Ferry Project and Cambridgeshire Community Reuse and Recycling Network. They help to identify and reach people and families in crisis and not wait for them to turn up.

The Citizens Advice Bureau's income maximisation work provides income advice, including support with budgeting, as well as helping with some of the practicalities like budget checks and advice on increasing income or reducing spend.

Peter McDonald April 9th 2024