

MINUTES OF ICKLETON PARISH COUNCIL MEETING
Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall, Frogge Street, Ickleton. CB10 1SH
Wednesday 15th May 2024 starting at 7.30pm

Present: Cllr Lucy Davidson (arrived later), Cllr John Gidley, Cllr Philly Hamilton, Cllr S Heaney, Cllr Tim Pavelin, Cllr Terry Sadler.
In attendance: Barbara Benn (Clerk) and one member of the public

Open	Action
001/24-25	To elect the Parish Council Chair and receive the Declaration of Acceptance of Office. Cllr Sadler proposed Cllr Steven Heaney as Chair and this was seconded by Cllr Pavelin.
002/24-25	To elect the Parish Council Vice Chair and receive the Declaration of Acceptance of Office. Following receipt of confirmation that Cllr Cheney wished to stand, Cllr Pavelin proposed Cllr Cheney as vice chair and this was seconded by Cllr Hamilton.
003/24-25	Open Forum for Public Participation – 15 minutes will be made available for members of the public to address the council. A member of the public notified the Parish Council that the Churchwarden has advised that a survey of the churchyard will be undertaken and details of the graves therein will be published in due course. Cllr Davidson arrived during the Open Forum.
Formalities	
004/24-25	Apologies for absence were received, and accepted for personal reasons, from Cllr S Cheney, Cllr E Gittins and Cllr S Wombwell.
005/24-25	Declaration of Interests. i. All Councillors to confirm or update their register of interests. Councillors present confirmed that there are no changes required to their declarations of interest. ii. To receive any ‘personal’ or ‘pecuniary’ interests relating to items on the agenda. Cllr T Pavelin declared a pecuniary interest in agenda items 012 ii and 012 iv.
006/24-25	To approve the Minutes of the meeting held on 17 th April 2024. It was resolved that the minutes of the meeting held on Wednesday 17 th April be approved and signed as a true and accurate record.
007/24-25	To approve the minutes of the Extraordinary Meeting held on 1 st May 2024. It was resolved that the minutes of the extra ordinary meeting held on Wednesday 1 st May be approved and signed as a true and accurate record
Agenda	
008/24-25	Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCCllrs). Please see appendix A.
Council	
009/24-25	<u>Policy and procedures</u> i. To review and approve the Standing Orders. It was resolved that the Standing Orders are reviewed and approved. It was further resolved that the Clerk will amend the Standing Orders to consistently use gender neutral terms throughout the document. Clerk ii. To review the proposed email disclaimer to be used for external emails. It was resolved that the Clerk would circulate a revised form of words for review and approval at the June meeting. Clerk iii. To review and adopt the revised Privacy Policy. It was resolved that the Privacy Policy has been reviewed and approved for adoption.
010/24-25	<u>Projects and initiatives</u> i. To discuss the response received from the Village Hall committee in respect of EV charging units. It was resolved that the Parish Council welcomed the feedback for the Village Hall Committee and would use the assessment service on offer to ascertain the potential impact on car parking. Clerk ii. Update in respect of the cemetery extension. An application for £10,000 has been made to the Lichfield Trust and a decision is expected in June 2024. iii. To consider the Parish Council response to the Ickleton Lion Hearted group’s request for a letter of support in relation to the bid for the Ickleton Lion Public House. It was resolved that the Clerk and the Chair would draft a response in support of this project. Chair & Clerk
011/24-25	<u>Collaborations and affiliations</u> i. Consider if an application to The Hundred Parish association be made for the cost of the Chapel repairs. It was resolved that this would be discussed at the June meeting following receipt of a quotation for the works. Cllr Wombwell
012/24-25	<u>Tax and finance</u> i. To note receipts from:

Salvation Army £28.50
SCDC Precept, payment one, £25,000
Noted.

- ii. To approve payment of May 2024 accounts:
T Pavelin Invoice 31 £80.00 – Councillor Pavelin abstained from comment on this agenda item.
Clerk's salary (confidential)
Clerk's mileage claim £20.70
E&E Plumridge, Icene printing, INV-3730, £199.50
Renewal of Hundred Parishes membership, 15/06/2024 to 14/06/2025, £10.00
It was resolved that the payments should be made. **Clerk**
The following invoices were received for payment after publication of the agenda:
Ickleton Village Hall, invoice 23-24/52, £25.00
It was proposed by Cllr Sadler and seconded by Cllr Pavelin that this invoice be paid
Costcutter Ickleton, invoice 78, £146.38
It was proposed Cllr Davidson and seconded by Cllr Hamilton that this invoice be paid **Clerk**
- iii. Bank reconciliation for April 2024. Current account £34,548.90, Instant access account £ £26,034.27.
It was resolved that the bank reconciliation for April 2024 is approved and signed.
- iv. Equals cash card reconciliation. Card balance £236.04. It was resolved that the Equals cash card reconciliation for April 2024 is approved and signed.
- v. Review, accept and make payment for insurance quotation for the period from 1st June 2024 to 31st May 2025. £1,801.97. It was resolved that the adequate insurance cover was in place and the premium be accepted and paid. **Clerk**
- vi. Review and approve annual contract for emptying the recreation ground bins 2024-2025. It was resolved that this contract should be renewed. Proposed by Cllr Davidson and seconded by Cllr Sadler. Councillor Pavelin abstained from comment or discussion of this agenda item.
- vii. To review and approve the response to the auditor 'except for' matters from 2022-23. Cllr Sadler, having reviewed the documentation in relation to the except for matters and updated the Council it was resolved that a response was not required. It was further resolved that the information required for the prior year asset valuation for 23-24 should be investigated by the Clerk. **Clerk**
- viii. To review and approve the explanation of variances for the Annual Return. It was resolved to move this item to the June meeting whilst the figure required for the asset valuation is confirmed.
- ix. To receive the Internal audit report. It was resolved that the internal Auditor report had been received by Councillors and the points raised would be considered at the June 2024 meeting.
- x. To approve the Annual Governance Statement. It was resolved to move this item to the June meeting whilst the figure required for the asset valuation is confirmed.
- xi. To approve the Annual Accounting Statement. It was resolved to move this item to the June meeting whilst the figure required for the asset valuation is confirmed.
- xii. To confirm date of Exercise of Electors Rights. It was resolved to move this item to the June meeting whilst the figure required for the asset valuation is confirmed.
- 013/24-25** Organisation and Roles
- i. Approve CAPALC contract for Clerking cover 16th to 20th September 2024. It was resolved to approve this contract. **Clerk**
- ii. Consider request from Clerk for Time Off In Lieu. It was resolved to approve this request. Proposed by Cllr Heaney and seconded by Cllr Gidley.
- 014/24-25** Safety and risk management
- i. Emergency Plan review. Cllr Davidson offered to review the Emergency Plan and report back to Councillors at the next meeting. **Cllr Davidson**
- 015/24-25** Community
- Health and Safety
- i. Defibrillator check (Cllr Pavelin). Checked on 15th May 24, by Cllr Pavelin, charged and operational.
- 016/24-25** Services and amenities
- i. Update on Ickleton Lion Public House. Assets of community value register listing due to lapse during moratorium period. Cllr Sadler has made an application for renewal.
- ii. Update on the Public Right of Way application. Some documents require further information prior to submission. **Cllr Sadler**
- 017/24-25** Church and cemetery
- i. Consider reports and quotations for cemetery tree work. It was resolved to consider this at the June meeting once the second quote was received. **Clerk**

- ii. Consider quotation for works to the Chapel. It was resolved to consider this at the June meeting once the second quote was received. **Cllr Wombwell**

018/24-25 Groups and Societies

- i. Consider if the Parish Council wish to support the application to the Community Chest, by the village Hall Committee, for funding towards a new clock on the Village Hall. The Parish Council resolved to support this application. **Clerk**

Environment

019/24-25 District development

- i. Wellcome Expansion Site, Hinxton, Cambs - Planning Application 24/01226/REM – Hinxton Parish Council comments on Infrastructure RMA 24:01226:REMI. Consider whether there are any additional responses Ickleton Parish Council wish to make in relation to these comments. Having been made aware of the Hinxton Parish Council response, it was resolved, that no further comments are made by Ickleton Parish Council on this planning application.

020/24-25 Land and premises

- i. Update on minor playground repairs, repairs to the swings and renewal of play bark. A price is awaited for the swing repairs and renewal of bark. It was requested that the clerk would seek a quotation for a replacement swing set. **Clerk**
- ii. *Planning information from SCDC:*
Planning appeal - Reference: 23/03132/PRIOR Proposal: Change of use of agricultural building to 1 No. dwellinghouse (use class C3) and associated operational development. Site address: Rectory Farm Grange Road Ickleton. Consider if the Parish Council wish to make comments, or modify/withdraw your previous representation. It was resolved that the Parish Council wished to make no further comment on this application.

021/24-25 Water and sewerage

- i. Consider invitation from Anglian Water to join a Multi Agency Group as local representative. Cllr Heaney confirmed that he will be joining this group and will share the meeting link with other Councillors. **Cllr Heaney**

Transport and Streets

022/24-25 Traffic calming

- i. Consider actions arising from the presentation on potential public real improvements. It was resolved that this report, and a supporting cover sheet, should be published on the Parish Council website and feedback from residents sought. **Cllr Sadler & Clerk**

023/24-25 Road and Highways

- i. Update on Local Highways Initiative application following the meeting on 8th May. Cllrs Gidley and Sadler attended this online meeting with a panel of County Councillors and were given a very brief opportunity to speak. The outcome is awaited.

024/24-25 Action list and Clerk's report. All matters covered elsewhere on the agenda.

025/24-25 **Date and time of next Parish Council meeting: Wednesday 19th June 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

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Close: **The meeting closed at 10.30pm**

Signed: **S Heaney**

Dated: **19th June 2024**

Appendix 2

Parish Council Report May 2024

South Cambs District Council

Housing trajectory and five year land supply

Greater Cambridge Shared Planning has just published a report on the housing trajectory and land supply for Cambridge and South Cambridgeshire. This includes an evaluation of the 5-year land supply for this area, which is now at 6.5 years. The land supply is being kept safely above 5 years to ensure that the local authorities retain control over planning issues, something the previous administration had failed to do, leading to a flurry of speculative development. Further information on the housing trajectory and land use can be found on the council's web site.

Planning department shortlisted for award

Greater Cambridge Shared Planning has been shortlisted for the Planning Awards 2024 Local authority planning team of the year. The Planning Awards celebrate outstanding achievements within the planning industry.

Vape recycling introduced at recycling centres

Vape recycling has just been introduced at all of the county's recycling centres, including our local centre at Thriplow. The new vape recycling bins offer a safe and environmentally friendly way for residents to dispose of single-use and reusable vapes. Disposable vapes contain lithium-ion batteries which can catch fire if damaged. Please help to publicise this within our villages to keep them free of litter.

Zero Carbon Communities Grant

The 2024 application window for Zero Carbon Communities Grants is open until 2 June. Grants of between £2,000 and £15,000 are available to parish councils and community groups to help take local action on climate change and biodiversity. More information on the scheme and previous successful applications can be found on the web site. I encourage parish councils and community groups within the ward to apply, as this is a substantial funding stream that can help improve our village facilities and natural spaces.

Shared Prosperity Fund green space improvement funding

The council has secured funding of around £100,000 from the Cambridgeshire and Peterborough Combined Authority to help improve up to six green spaces in South Cambridgeshire during the current financial year. The first phase of the project covered improvements in Great Shelford, Little Wilbraham, Coton and Orwell. Parish Councils can bid for funding in the second phase if they have land available that they would like to improve to benefit the community. This will be announced formally in mid May. In the meantime, please send any questions and expressions of interest to james.croft@scambs.gov.uk.

Rural England Prosperity Fund grants available

Almost £900,000 in funding is available for business and community projects in South Cambridgeshire thanks to a grant launched in the District this week, funded by central government. The Rural England Prosperity Fund is designed to support local businesses for things like diversifying or creating jobs, plus a range of community initiatives such as rural travel, volunteering opportunities, digital projects or schemes that create a sense of local pride. The first application window for the fund will open from 9 April 2024 and will run each quarter until all the grant funds have been successfully allocated.

Community growing project grants Grants of up to £500 have been launched by South Cambridgeshire District Council to support communities to grow their own food sustainably and help with the cost-of-living crisis.

These grants can be used by Parish Councils, schools or community groups to buy equipment and tools, or build raised beds for growing vegetables. The scheme will run until the end of March 2025, or until the funds are exhausted

County Council Report

No Mow May

Cambridgeshire County Council has noted Plantlife's call for organisations to take part in "No Mow May", an initiative to promote biodiversity, allowing a wider range of plants and insects to thrive.

The council is keen to support the initiative and will be taking part in areas where it doesn't cause safety concerns for residents or motorists.

The cutting of grass areas will be paused in some areas to allow plants like daisies, dandelions and clovers to flower, providing important food for caterpillars from some of our

best loved butterflies and moths. Letting wildflowers and plants grow freely will provide much needed nectar for pollinators and allow other plants and wildlife to grow and flourish. However, great care will be taken to ensure cutting continues in places where road safety would be in any way impacted by poor visibility or where pavements and cycle paths would have reduced width making them less safe. Residents are encouraged to contact the council if there are places where they become concerned about safety issues for drivers, pedestrians or cyclists.

The council is also encouraging their farm tenants to take part and county council owned buildings, including New Shire Hall, will see green space managers lock up their lawnmower and liberate the lawns for the month.

More than 700 species of wildflowers grow on road verges in the UK according to Plantlife – this is almost 45% of the total wildflower species found across the country.

Music Education Hub

Cambridgeshire County Council has been appointed by the Arts Council of England to lead the Cambridgeshire and Peterborough Music Education Hub from September as part of a consortium with Peterborough City Council.

The award is part of a nationwide programme to provide access to high-quality music education for all children and young people.

As the new Hub Lead Organisation for the region, the council will receive funding from the Department for Education (DfE) to co-ordinate music education strategy in Cambridgeshire and Peterborough through collaborations with providers and consortium member music teams.

It will also mean extra money to invest in new musical instruments, equipment and technology tailored to the needs of children and young people, including those with special educational needs and disabilities.

The new Hub will work with Peterborough and Cambridgeshire Music teams to deliver high quality music education accessible to all children and young people in the area through diverse partnerships between educational, creative and community organisations within their local communities.

The appointment is part of a major investment in a new generation of the nationwide network of Music Hubs. This investment will support the delivery the Government's National Plan for Music Education alongside the provision by schools and give children and young people the opportunity to develop their musical interests, including helping them to begin careers in the music industry.

May 10th 2024.