

## MINUTES OF ICKLETON PARISH COUNCIL MEETING

Held in the Gordon Woolhouse Meeting Room, Ickleton Village Hall

Wednesday 13<sup>th</sup> December 2023 starting at 7.30pm

Present: Cllr Simon Cheney, Cllr Emily Gittins, Cllr Philly Hamilton, Cllr Steven Heaney, Cllr Tim Pavelin, Cllr Terry Sadler

In attendance: Barbara Benn (Clerk) and five members of the public

### Open

### Action

**143/23-24 Presentation by Urban & Civic in respect of the Wellcome Genome Campus Expansion.**  
Urban & Civic gave a 40-minute presentation covering the current works to the A1301 and details of an application, due to be submitted early in 2024, for the first phase of building works on the site. Questions from Councillors and members of the public were taken at the of the presentation.

**144/23-24 Open Forum for Public Participation** – A member of the public resident in Abbey Street raised the issue of speeding vehicles and suggested a speed camera was a possible answer.

### Formalities

**145/23-24 Apologies for absence.**  
Received in advance, and accepted for personal reasons, Cllr Sian Wombwell, Cllr William Wombwell and Cllr Peter McDonald. Belated apologies received from Cllr Lucy Davidson.

**146/23-23 Councillors' Declarations of Interest and Requests for Dispensation.**  
Cllr Pavelin – 151/23-24 i. invoice 26 - Bin emptying.

**147/23-24** To approve the Minutes of the meeting held on 15<sup>th</sup> November 2023.  
It was resolved that the minutes of the meeting held on 15<sup>th</sup> November 2023 were a true record and these were signed by the Chair.

### Agenda

**148/23-24 Reports from South Cambs District (SCDCllrs) and Cambridge County Councillors (CCClrs)**  
Please see appendix A

#### Council

**149/23-24 Policy and procedures**

- i. Update on FoIA publication scheme from Cllr Heaney – Draft document to be finalised.
- ii. Modernisation – update on costs from Cllr Heaney. Awaiting final costs.
- iii. Proposal to purchase large fireproof and water-resistant protection document bag for storage of cemetery documents, IPC phone, laptop and backup USB - Amazon £38. Approved **Clerk**

**150/23-24 Projects**  
Cemetery extension.  
Funding: Thalia WB Community Fund application. Update from Cllr Cheney:  
The application process is a significant undertaking. It was proposed and agreed that a working group should be formed to progress this further. **Cllr Cheney**  
Explore possible levelling up funding. Update from Cllr Cheney: Further funding streams will be considered by the aforementioned working group.  
Purchase of land: Update from Cllr Cheney. No update.

**151/23-24 Tax and finance**

- i. Payments:  
T Pavelin, bins, invoice 26, £80  
E&E Plumridge, Icene printing, invoice INV-3446, £157.50  
Giffgaff (Equals card) £10.00  
Bank charges (to be debited 31.12.23) £18.00  
Amazon (Equals card), Epson ink refill x 4, £27.45  
Clerk's salary (confidential)  
HMRC payment, quarter 3, £28.60  
Red Shoes accounting, payroll services, Invoice at meeting £52.20  
Charles Frankau Invoice available at meeting £2474.40  
Clerk's expenses, SLCC meeting/training Dec 23, £19.35  
Payments above approved with all in favour.  
Purchase of a petrol strimmer, for use in maintaining the Coploe Hill Chalk Pit, from Ernest Doe £367.01. Payment to be made via Equals cash card. Purchase approved however it was agreed that payment should be made by bank transfer.

It was noted that an invoice had been received from CAPALC which is due for payment prior to the next meeting. Payment of this invoice was proposed by Cllr Sadler and second by Cllr Pavelin with all in favour. CAPALC, Locum clerk services, 4463 £565.98. **Clerk**

- ii. Receipts:  
Salvation Army, Clothing bank October 23, £7.02  
Whittlesford Warriors – pitch hire - £400  
Noted
- iii. Top up Equals cash card – current balance £128.38. Not required.
- iv. To consider and approve the 2023-2024 budget and precept requirement for 2023-24. After due consideration, it was proposed by Cllr Cheney that the precept requirement for 2024 – 2025 be set at £35,000. This was seconded by Cllr Sadler and approved by five Councillors with one against. The budget was approved with all in favour.

#### **Community**

##### **152/23-24** Health and Safety

- i. Defibrillator check (Cllr Pavelin) – checked by Cllr Pavelin 7<sup>th</sup> December 2023.

##### **153/23-24** Services and amenities

- i. Ickleton Lion Pub –  
Establishing formal right of way through car park (Cllr Sadler). Update. This is a lengthy process. The next step is to get a significant number of statements from residents to the effect that this has been a public right of way for over 20 years. Clerk to draft a request to this effect for publication in Icene. **Clerk**  
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. (Cllr Heaney). Cllr Heaney has written to Greene Green but has, as yet, received no response.

#### **Environment**

##### **154/23-24** District development

- i. Wellcome Genome Community Liaison Group update (meeting Tuesday 12<sup>th</sup> December). Update from Cllr Hamilton: as per earlier presentation by Urban & Civic.
- ii. Boro Farm – consider correspondence received in relation to the change of appeal procedure. The appeal will now be held as a hearing rather than by written representation. Further correspondence has been received asking for comments on another application for a Certificate of lawful use of the land. Deadline for comments 2<sup>nd</sup> January. Clerk to contact Essex County Council to request an extension so that this can be discussed at January's meeting. **Clerk**
- iii. Great Chesterford – consideration of the application for 350 houses has been postponed. Cllr Sadler to write to UDT Planning supporting David Hall's recent comments that were in line with the concerns of the parish council. **Cllr Sadler**
- iv. Uttlesford local plan - Draft Local Plan consultation ends 18<sup>th</sup> December 2023. Do the parish council wish to comment? Cllr Sadler to respond on behalf of the parish council, expressing broad support for the proposals for North Uttlesford. **Cllr Sadler**

##### **155/23-24** Land and premises

*Planning information from SCDC:*

- i. For consideration  
Reference: 23/04252/FUL. Proposal: Installation of a pre manufactured modular housing unit to be used for demonstration purposes only. Site address: Abbey Barns Duxford Road Ickleton  
Public Access Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/04252/FUL>. Comments by 11<sup>th</sup> December – extension requested and granted to **14<sup>th</sup> December 23**. The Parish Council have sought confirmation that this is a temporary structure for which a time bound application is sought. The Parish Council resolved to support this application. **Clerk**
- ii. Information only applications  
22/05269/CONDA. Site: 27 Church Street, 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  
<https://applications.greatercambridgeplanning.org/onlineapplications/PLAN/22/05269/CONDA>  
Noted.

22/05270/CONDA. Site: 27 Church Street, CB10 1SL. Proposal: Submission of details required by condition 3 (Protection and Support) and 4 (Timber Frame Repairs) of listed building consent 22/05270/LBC  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/22/05270/CONDA>  
Noted

23/01620/CONDA. Site: The Old Grange Grange Road CB10 1TA. Proposal: Submission of details required by condition 4 (Biodiversity Enhancements) of planning permission 23/01620/FUL  
<https://applications.greatercambridgeplanning.org/onlineapplications/PLAN/23/01620/CONDA>  
Noted.

23/01699/CONDA. Site: 31 Frogge Street, 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  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/01699/CONDA>  
Noted.

iii. Planning decisions

None

iv. Planning Appeals

None

v. Tree Works

Reference: 23/1402/TTCA Proposal: Walnut in back garden. Severe decay throughout stem with some tight forks with bark inclusion showing precursor fractures etc. recommended removal to ground level, possibly leaving some stem as a habitat monolith

Site address: 4 Butchers Hill Ickleton. <https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/1402/TTCA>. Comments by 6<sup>th</sup> December 2023 (emailed to Councillors 15<sup>th</sup> November 23). No comment.

Reference: 23/1352/TTCA. Proposal: 2 x Holly Trees - Trim into shape 10cm reduction all round  
1 x Plum tree - Prune into shape cutting back new growth by 0.5m all around  
1x Hazel tree - cut back branch overhanging flower bed by 1 metre  
2 x conifer trees - remove lower 2 branches 1.5 metres long Site address: 1 Abbey Street.  
<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/1352/TTCA>  
Comments by 11<sup>th</sup> December 2023 (emailed to Councillors 20<sup>th</sup> November 2023). No comment.

Reference: 23/1426/TTCA. Proposal: Willow tree at front of property requires routine pollarding/reduction back to previous growth points. The tree is below a power line and therefore this is required as regular maintenance to the tree and property. Site address: 22 Brookhampton Street.

<https://applications.greatercambridgeplanning.org/online-applications/PLAN/23/1426/TTCA>  
No comment.

vi. Applications withdrawn

Reference: 23/03210/FUL

Proposal: Two storey extension to Unit 4 and the erection of 2no. new building for office / research and development uses (Use Class E) together with associated car parking, infrastructure and landscaping. Site address: Abbey Barns Duxford Road Ickleton.  
Noted.

vii. A resident has requested that the council contact householders to request hedges/trees which are overhanging pavements and restricting access for pedestrians are cut back. Councillors will monitor this and notify the Clerk of any letters which should be issued. **All Councillors**

viii. Consider quotes for horse chestnut tree works and decide on contractor to appoint.

Recreation field horse chestnut – the parish council have considered the quotations received and resolved not to proceed with the works. On reflection, it was felt that the works were not needed although the parish council are happy for residents to cut back any branches overhanging their property. Clerk to contact residents. **Clerk**

Village Green horse chestnut tree – after a lengthy debate, it was agreed that the appointment of a contractor should be put to a vote. The majority (four of six) voted to instruct Happy Branches. Clerk to contact them to proceed as per the exact recommendation of the arboriculturists report. **Clerk**

- ix. The Clerk noted that there are a number of dead and overgrown trees (limes) at the chapel cemetery. The church cemetery also has trees which have dead limbs which need attending to. Cllrs Cheney and Sadler will visit the cemetery and churchyard to assess the scale of the works required and report back at the next meeting. **Cllrs Cheney and Sadler**
- x. Review Wicksteed report and consider quotation. It was agreed that we would purchase the parts required from Wicksteed and arrange for a local company to carry out the works. **Clerk**
- xi. Email from resident requesting the parish council consider cutting back trees on the recreation field backing onto their property. Detailed quotation attached to email £3,000. The parish council do not give permission for these trees to be cut back. Clerk to contact resident. **Clerk**
- xii. Correspondence received from resident concerning overnight accommodation at Riverside Barns. Clerk has been in contact with planning and will chase the response. Clerk to respond to resident. **Clerk**

**156/23-24** Natural Environment

- i. Purchase of strimmer for chalk pit volunteers. Agreed 151/23-24 i.

**157/23-24** Recreation

- i. Update on request for funding of cricket nets from Cllr Wombwell. No update

**Policing and public safety**

**158/23-24** Crime and Law Enforcement

- i. Update from Cllr Gittins following Neighbourhood Policing Team online meeting on 28<sup>th</sup> November - In the three months from August-Oct 2023 there were a total of 2073 crimes reported in South Cambs. Broken down by village, the village with the highest number of reported crimes was Fen Ditton with 206. Duxford had 44, Whittlesford 30 and Sawston 68. Ickleton was not listed. Compared to the last quarter, theft related crimes were down (30% of the total number of reported crimes) and violence was up (36% of the total number of reported crimes). Reporting crimes - Each month in Cambridgeshire there are 19,100 calls to 101 and 11,600 calls to 999. In the whole of 2022 only 56,000 crimes were reported online. In order to free up operators to deal with 999 calls and to get crimes dealt with more efficiently, residents are urged to report non-urgent crime online at <https://www.cambs.police.uk/ro/report/>. Response will be received within 48 hours.

It was raised that there had been thefts, and a number of attempted thefts, in the village during the previous week. Residents to be advised to be vigilant and keep property and out buildings locked. Any suspicious activity or crimes should be reported to the police. **Clerk**

**Social issues**

**159/23-24** Vulnerable residents

- i. Royston and District transport funding request – decision following correspondence in relation to village use. This service is not used by residents. Request denied.

**Transport and Streets**

**160/23-24** Traffic calming

- i. Speedwatch Update from Cllr Sadler. In excess of 1600 reports to the police this year. Since the last meeting, a letter 3 has been issued to a resident of Ickleton.

**161/23-24** Roads and Highways

- i. LHI application round 2024/2025 is live. Closing date 12 January. It was resolved to find costs for potential Butcher's Hill junction. Update from Councillor Sadler. Consideration of amount to be contributed by the Parish Council if a bid is agreed to be made. The estimated value of the junction improvements is £15,000. It was agreed that the parish council would make a £2,000 contribution towards the scheme (minimum contribution amount is 10%). Councillor Sadler to progress the application. **Cllr Sadler**

**162/23-24** Public transport

- i. Damage to bus stop on Abbey Street (Cllr Davidson). Update. No update received.

**163/23-24** **Action list and Clerk's report** – items covered elsewhere on the agenda

**164/23-24** **Date and time of next Parish Council meeting: Wednesday 17<sup>th</sup> January 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 10.35pm

Signed: Cllr. S. Heaney

Date: 17<sup>th</sup> January 2024

## **Report for Parish Councils – December 2023.**

### **South Cambs District Council**

#### **Council Finances**

The latest 2023/2024 Revenue and Capital Budget Monitoring report covers the second quarter of the current financial year, up until the end of September, and was discussed by Cabinet members **at their meeting today** (Tuesday 5 December).

So far this financial year, almost every single Council area has spent within its allocated budgets for staff salaries. The Council uses a 'red, amber, green' rating to rank the amount being spent on salaries. Every service area is currently rated as green – the best rating. The amount being spent on salaries within Greater Cambridge Shared Planning is around £47,000, or 1%, more than budgeted for. However, it is a major improvement compared to this time last year when the service was overspent by £237,000, mainly because of using agency workers to cover vacancies.

The report also outlines how additional income has been generated by the commercial arm of Greater Cambridge Shared Waste, interest on investments, and fees paid to the Greater Cambridge Shared Planning service, which is shared with Cambridge City Council.

The amount being spent on fuel for bin lorries is slightly less than anticipated because of diesel prices starting to fall since the year's budget was set. Council finance bosses have said that a prudent approach to spending has been key in helping ensure finances remain robust. Income received from Business Rates has contributed to the Council's financial position – especially considering the strength of the Greater Cambridge economy. The number of new homes continuing to be built locally has also led to income from the Government's New Homes Bonus scheme. Since 2017, around 11,000 new homes have been built across Greater Cambridge.

The Council is aiming to identify a total of at least £2 million in savings by April 2026

Before announcing a four-day week trial, the Council was spending about £2 million a year on 23 agency staff who were covering vacancies - often in specialist roles where the private sector pays more. This bill could be halved if all the agency posts were filled permanently.

A report discussed at **last month's Employment and Staffing Committee** outlines how the Council has now filled 14 of these posts - mainly in the planning service - that are notoriously 'hard to fill' due to the national shortage of planners. Filling these posts means the Council expects to spend hundreds of thousands of pounds less than it otherwise would do on agency cover this year.

Analysis of the Council's performance across key areas continues to paint a promising picture overall, with most services continuing to meet targets, as shown in a report to **last month's Scrutiny and Overview Committee**.

#### **Planning Delegations**

Latest planning delegation meetings:

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

### **Cambridgeshire County Council**

#### **Civil Parking Enforcement**

Earlier this year an application was submitted to the Department for Transport (DfT) to enable Council Civil Enforcement Officers (CEOs) to issue Penalty Charge Notices for the majority of on-street offences such as parking on double or single yellow lines. Previously only the Police could do this. Highways officers have worked closely with South Cambridgeshire District Council on the development of the scheme.

Following the decision by Government, the CPE scheme in South Cambridgeshire will officially come into effect on 19 December. To give people notice and a chance to find a more suitable parking place, information has now begun to be placed on vehicles that are parked in some areas where parking is in the greatest demand, such as commuting and shopping areas.

A Warning Notice will be issued to people who continue to park where there are restrictions throughout January – this looks like a parking ticket but there is no fine attached. Penalty Charge Notices will be issued from 1 February which will mean a fine of between £50 and £70, depending on the severity of the offence.

Under CPE powers, CEOs cannot enforce all restrictions. Restrictions such as dangerous parking, obstruction of the footway and moving traffic offences will continue to be enforced by the Police.

The initial set-up costs to get CPE underway in South Cambridgeshire will be covered by the Greater Cambridge Partnership.

Visit [www.cambridgeshire.gov.uk/cpe](http://www.cambridgeshire.gov.uk/cpe) for more information.

### **Household Re cycling Centres**

Cambridgeshire residents will need to apply for a digital permit to use Royston Household Recycling Centre from Friday 1 December. The change comes following the announcement earlier in the year that Hertfordshire County Council would be adopting a policy restricting access to non-residents at Hertfordshire's network of 16 Recycling Centres.

However, the county council has reached an agreement with Hertfordshire County Council that enables continued cross-border access to Royston Household Recycling Centre for Cambridgeshire residents living close to the county boundary, whilst allowing Hertfordshire residents access to Thriplow Household Recycling Centre.

To register for a free permit to access the Royston centre, Cambridgeshire residents will need to visit <https://www.hertfordshire.gov.uk/recyclingcentrepermits>. Permits can be applied for from Thursday 30 November, and for eligible applicants the process only takes minutes.

Similarly, Hertfordshire residents will have to apply for a permit to use the Thriplow centre at <https://selfservice-cambridgeshire.servicebuilder.co.uk/permit>.

Resident only policies are becoming increasingly common across the region and country, with many neighbouring counties having had this policy in place for some time.

For further information on Hertfordshire's and Cambridgeshire's Recycling Centres

visit [www.hertfordshire.gov.uk/recyclingcentres](http://www.hertfordshire.gov.uk/recyclingcentres)

<https://www.cambridgeshire.gov.uk/residents/waste-and-recycling/household-recycling-centres>

### **Highways Active Travel Schemes**

At the December Highways Committee we considered a whole range of active travel schemes. The largest local one is a shared cycle/walking path in Whittlesford.

<https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2108/Committee/62/SelectedTab/Documents/Default.aspx>

Merry Christmas & Happy New Year to you All  
Peter McDonald  
Dec 9th 2023